|  |  |
| --- | --- |
| 意見Opinion:  Name:  Title:  Date: | 批示Dispatch:  Name:  Title:  Date: |

**立項建議 Purchase Request: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

**建議書編號Proposal No.: XXXXXXXX**

申請部門Requesting Unit: XXXXXX

用家部門 User Dept: XXX-XXX (if applicable)

1. 有需要購買/取得下列物品/服務/工程There are needs to purchase/acquire the following goods/services/works:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

預算金額Estimated Amount (MOP): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

預算之依據/計算方法 Budget estimation/calculation method:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 採購申請背景/說明Background/Justification:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

詳見附件之採購申請說明Details please refer to the attached justification.

另見附件之技術意見Please also refer to the attached technical opinion.

(只適用於直接磋商) 根據以下原因，建議直接向下列供應商進行詢價

(For direct consultation only) Due to following reason(s), it is recommended to procure through direct consultation from the following supplier:

建議供應商 Recommended supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

原因Reasons:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 為此 For this purpose:

根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第八條第一款、第二款及第三款及第十七條第二款之規定，**建議有關採購以書面諮詢形式進行**。

It is recommended to procure the captioned tender through written consultation in accordance with items 1, 2 and 3 of article 8, and item 2 of article 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by Lei n.º 5/2021《Regime das despesas com obras e aquisição de bens e serviços》.

根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第七條第二款「a）/b）/e）/f）/g）」項、第八條第一款、第四款及第十條及第十七條第二款之規定，**建議豁免書面諮詢，以直接磋商形式向上述供應商進行詢價**。

It is recommended to exempt to procure through written consultation and to proceed with direct consultation in accordance with item(s) 2「a)/b)/e)/f)/g)」of article 7, items 1 and 4 of article 8 and article 10, and item 2 of article 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by Lei n.º 5/2021《Regime das despesas com obras e aquisição de bens e serviços》.

根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第七條第一款「a）/ b）」項之規定，建議有關「工程/採購/服務」**以公開招標形式進行**。

It is recommended to proceed the captioned「works/goods/services」with public tender in accordance with item 1「a)/b)」of article 7 of DL No. 122/84/M dated 15/12/1984, subsequently amended by Lei n.º 5/2021《Regime das despesas com obras e aquisição de bens e serviços》.

根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第七條第二款「a）/b）/c）/d）/e）/f）/g）」項及第八條第一款、第二款、第三款、第十條及第十七條第二款之規定，**建議豁免進行公開招標，以書面諮詢形式進行**。

It is recommended to exempt to procure through public tender and to proceed with written consultation in accordance with item(s) 2「 a)/b)/c)/d)/e)/f)/g)」of article 7, items 1, 2 and 3 of article 8, article 10, and item 2 of article 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by Lei n.º 5/2021《Regime das despesas com obras e aquisição de bens e serviços》.

根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第七條第二款「a）/b）/c）/d）/e）/f）/g）」項及第八條第一款、第四款及第十條及第十七條第二款之規定，**建議豁免進行公開招標及書面諮詢，以直接磋商形式向上述供應商進行詢價**。

It is recommended to exempt to procure through public tender and written consultation, and to proceed with direct consultation in accordance with item(s) 2「a)/b)/c)/d)/e)/f)/g)」of article 7, items 1 and 4 of article 8 and article 10, and item 2 of article 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by Lei n.º 5/2021《Regime das despesas com obras e aquisição de bens e serviços》.

根據經十月十一日第57/99/M號法令核准之《行政程序法典》第一百一十八條第二款a）項、第一百二十六條第三款及第四款之規定，追溯、追認有關行政行為由XX年XX月XX日起生效。

In accordance with item 2a) of article 118 and items 3 and 4 of article 126 of Codigo do Procedimento Administrativo approved by DL no. 57/99/M dated 11/10/1999, to ratify the relevant administrative acts to be retroactive to XXX.

其他Others「xxxxxxxxxxxxx」

1. 預留撥款資訊Budget Information:

「部門本身預算/校園共同開支」中預留撥款支付。預算單位：XXX

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 預算分類項  Budgetary Classification | 年度  Year | 組織  Organization | 部門  Cost Center | 經濟分類  DSF Code | 金額  (MOP) |
|  |  | (description) | (description) |  |
| (code) | (code) |
|  |

登錄於reserved on xx/xx/20xx, 登錄號為with BR no.「xxxx」, 登錄由reserved by 「xxxx」.

5. 顧問意見 Recommendation from consultant:

上述「公開招標/書面諮詢/直接詢價」之建議於20XX年XX月XX日經本校顧問「XXX」審閱（詳見附件之顧問意見表編號XXX）。

The proposed 「Public Tender / Written Consultation / Direct Consultation」 has been reviewed by UM Consultant 「XXX」 on xx/xx/20xx (consultation form no. XXX, Annex X).

「*Buffer for extra paragraph if necessary*」

請求審批事項摘要：

謹請具權限實體批准以下建議：

1. 根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第X條第X款之規定，
   1. 批准 “[標題]” 之立項建議；
   2. 預算金額為澳門元XXX；
   3. 有關採購以[採購方式]進行。
2. (如適用) 根據經十月十一日第57/99/M號法令核准之《行政程序法典》第一百一十八條第二款a）項、第一百二十六條第三款及第四款之規定，追溯、追認有關行政行為由XX年XX月XX日起生效。
3. [Refer to “others” in item 3 of the proposal if applicable.]

Request for Approval Summary:

It is proposed to seek approval from the authorized entity on the followings:

1. In accordance with items X and X of article X of DL No. 122/84/M dated 15/12/1984, subsequently amended by Lei n.º 5/2021《Regime das despesas com obras e aquisição de bens e serviços》,
   1. To approve the purchase request of “[subject]”;
   2. Estimated budget of MOPXXX;
   3. To proceed with [procurement method].
2. (If applicable) In accordance with item 2a) of article 118 and items 3 and 4 of article 126 of Codigo do Procedimento Administrativo approved by DL no. 57/99/M dated 11/10/1999, to ratify the relevant administrative acts to be retroactive to XXX.
3. [Refer to “others” in item 3 of the proposal if applicable.]

附件Attachments:

預算之依據 Budget estimation

採購申請説明 Justification

技術規格 Technical Specification

書面諮詢文件 Written Consultation Documents

詢價文件 Direct Consultation Documents

招標文件 Tender Documents

技術意見 Technical comment

意見諮詢表 Consultation form

「其他 Others 」

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

員工 Staff name:

日期 Date: