



澳門科技大學基金會

Macau University of Science and Technology Foundation

供應商登記申請表

Application for Supplier Registration Form

**第一部份：公司資料 PART I: DETAILS OF COMPANY**

1. 公司類別 Classification of company

☐ 澳門本地註冊公司 Registered local company in Macau

☐ 非澳門本地註冊公司: Not a registered local company in Macau:

☐ 在澳門有分公司 With branch office in Macau

在澳門沒有分公司，但有/沒有澳門區代理

☐ With branch office in Macau, but with/without agent (s) in Macau

澳門區代理名稱 Name(s) of Macau agent(s): \_\_\_\_\_

2. 公司名稱 Name of Company:

3. 公司地址 Company Address:

4. 公司電話號碼 Company Tel no.:

5. 公司傳真號碼 Company Fax no.:

6. 公司電郵 Company Email Address:

7. 公司網頁 Company Website:

8. 業務種類 (請按商業登記上的資料填寫) Nature of Business (Please fill in according to the commercial registration):

9. 成立年份及經營業務年期 Business started in and years of service in business field:

10. 公司僱員總數 Total numbers of employees:

11. 公司東主 Proprietor(s) of company:

12. 公司聯絡人及職銜 (倘與公司東主不同): Contact person(s) and designation(s), if different from proprietor:

聯絡人 Contact person	職銜 Job title	聯絡電話 Contact no.
(i)		
(ii)		
(iii)		

(註：如空位不足，請用另一紙張列出 Note : Please use a separate sheet of paper if space is not sufficient)



**第二部份：供應的貨品/服務 ART II: PRODUCTS/SERVICES OFFERED**

13. 貴公司所供應的貨品及有關服務 Goods/services which your company can offer:

(請選擇適合之 ☐ 中劃上 ☒ Select the appropriate item by marking ☒ in the ☐)

13.1 ☐ 認證/認可服務 Accreditation/certification services

13.2 廣告/設計 Advertising/Design

☐ 廣告製作 Ad production

☐ 設計 Design services

☐ 戶外媒體廣告服務 Outdoor advertising

13.3 ☐ 視聽/影音器材及系統 Audio-visual equipment and systems

13.4 ☐ 清潔/打掃服務 Cleaning services

13.5 通訊/視訊相關 Communication network related

☐ 通訊/視訊器材及系統 Communication instruments and systems

13.6 電腦產品/電腦系統相關 Computer products/Systems related

☐ 電腦產品及配件 Computer products and accessories

☐ 電腦系統 Computer systems

13.7 ☐ 建築工程 Construction/Capital works

13.8 ☐ 顧問服務 Consultation services

13.9 環保相關產品/服務 Environmental friendly products/Services

☐ 環保產品 Environment friendly products

☐ 環保相關服務 Services related to environmental protection

13.10 餐飲相關 Food and beverage related

☐ 餐具 Tableware

☐ 奶類製品 Dairy products

☐ 餐飲到會服務 Catering services

☐ 糕餅及材料 Pastry and ingredients

☐ 餐廳及食肆 Restaurants

☐ 現成食品 Readymade food products

☐ 新鮮食材 Fresh food ingredients

☐ 飲料(包括酒類) Beverages (incl. alcoholic drinks)

☐ 冷藏/冰鮮食材 Frozen/chilled food ingredients

☐ 調味品/糧油 Condiments

13.11 燃料 Fuels

☐ 石油氣 Liquefied Petroleum Gas

☐ 汽油 Gasoline/Petrol

☐ 煤氣 Town gas

☐ 天然氣 Natural gas

☐ 煤油、柴油 Kerosene, Diesel

13.12 傢具 Furniture

☐ 家居傢俱 Household furniture

☐ 戶外傢俱 Outdoor furniture

(註：如空位不足，請用另一紙張列出 Note : Please use a separate sheet of paper if space is not sufficient)



☐ 辦公室傢俱 Office furniture

13.13 園藝/種植/花卉 Gardening/Planting/Flowers

- ☐ 園林修飾服務 Horticultural trimming and decoration ☐ 土壤 Soils  
☐ 園藝設計 Garden design ☐ 鮮花及裝飾花 Flowers and floral decorations  
☐ 植物/盆栽/樹木 Plants/potted plants/trees/

13.14 生活貨品 Groceries

- ☐ 家庭用品及雜貨 Household items and groceries ☐ 水機及飲用水 Water dispenser and bottled water  
☐ 床上用品 Bedding items

13.15 ☐ 酒店/賓館住宿 Hotel/guesthouse accommodations

13.16 家庭電器 Household electrical appliances

- ☐ 家庭電器 Household electrical appliances ☐ 家用爐具 Household cooking stoves

13.17 ☐ 保險服務 Insurance service

13.18 ☐ 翻譯服務 Interpretation/Translation services

13.19 廚房相關 Kitchen related

- ☐ 廚房設備 Kitchen appliances and equipment ☐ 廚房設備維修 Maintenance of kitchen facilities  
☐ 廚房用具 Cooking tools and utensil

13.20 實驗室儀器/用品 Lab instruments/Accessories

- ☐ 實驗室儀器及設備 Lab equipment and facilities ☐ 實驗室氣體、裝置及管道系統 Lab gases, devices and pipelines  
☐ 實驗室純水、裝置及管道系統 Lab RO water, devices and pipelines ☐ 實驗室用具/化驗用品 Lab utensils/Testing tools  
☐ 溶劑/化學品 Reagents/Chemicals ☐ 檢驗/檢測服務 Lab testing services

13.21 學術 Academic

- ☐ 書籍雜誌 Books and magazines ☐ 電子書 E-books  
☐ 報章 Newspapers ☐ 課程設計 Course design

13.22 物流/運輸相關 Logistics/Transportation related

- ☐ 船務 Shipping service ☐ 運輸/搬運服務 Forwarding/Removal service

13.23 醫療相關 Medical related

- ☐ 中藥 Chinese medicines ☐ 醫院服務 Hospital services  
☐ 西藥 Western medicines ☐ 診所服務 Clinical services  
☐ 檢驗/化驗服務 Medical testing services ☐ 醫療儀器及設備 Medical equipments and facilities

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<input type="checkbox"/> 醫療氣體及管道系統 Medical gases, devices and pipelines	<input type="checkbox"/> 醫療用具/檢驗用品 Medical tools/testing necessities
13.24 音樂相關 Music related	
<input type="checkbox"/> 中樂器 Chinese musical instruments	<input type="checkbox"/> 電子樂器 Electronic musical instruments
<input type="checkbox"/> 西樂器 Western musical instruments	<input type="checkbox"/> 曲藝表演服 Musical arts provision services
13.25 辦公室文儀/器材 Office stationeries/instruments	
<input type="checkbox"/> 辦公室文具用品 Office stationeries	<input type="checkbox"/> 影印機 Photocopiers
<input type="checkbox"/> 辦公室設備 Office equipments	
13.26 滅蟲/滅鼠 Pest control	
<input type="checkbox"/> 滅蟲 Insects control	<input type="checkbox"/> 捉蛇 Capture of snakes
<input type="checkbox"/> 滅鼠 Rats control	
13.27 攝影及攝錄相關 Photography related	
<input type="checkbox"/> 攝影服務 Photo shooting services	<input type="checkbox"/> 攝影器材 Photography products
<input type="checkbox"/> 沖曬/相片修飾服務 Printing/Retouching of photos	<input type="checkbox"/> 影片攝錄及製作 Filming and production
13.28 郵遞相關 Postal services	
<input type="checkbox"/> 快遞服務 Courier services	<input type="checkbox"/> 郵政服務 Postal services
13.29 印刷相關 Printing related	
<input type="checkbox"/> 印刷服務 Printing services	<input type="checkbox"/> 印刷工具 Printing tools
<input type="checkbox"/> 印刷加工服務 Additional finishing	<input type="checkbox"/> 磨刀、裁切 Knife sharpening, paper cropping
<input type="checkbox"/> 印刷設備及配件 Printing equipment and accessories	<input type="checkbox"/> 印刷用品 (如紙張、油墨等) Printing accessories (such as papers, inks)
13.30 排污及廢物處理 Garbage handling	
<input type="checkbox"/> 一般垃圾處理 Removal of regular wastes	<input type="checkbox"/> 排污/通渠 Discharge of wastes/unclogging drainages
<input type="checkbox"/> 醫療廢物處理 Removal of medical wastes	<input type="checkbox"/> 雜物回收 Recycling of unused items
13.31 裝修/維修相關 Renovation/Decoration related	
<input type="checkbox"/> 裝修工程 Renovation/Decoration works	<input type="checkbox"/> 浴室/廁所設備 Bathing/Lavatory facilities
<input type="checkbox"/> 維修服務 Maintenance works	<input type="checkbox"/> 燈具 Lighting
<input type="checkbox"/> 油漆 Paints	<input type="checkbox"/> 門窗 Doors, windows and fittings
<input type="checkbox"/> 防水 Waterproofing works	<input type="checkbox"/> 玻璃/鏡 Glass/mirrors
<input type="checkbox"/> 冷氣 Air-conditioning	<input type="checkbox"/> 窗簾訂造 Curtains/Shutters

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- |   |  |
|---|--|
| <input type="checkbox"/> 木匠 Carpentry                   | <input type="checkbox"/> 牆磚 Walls bricks           |
| <input type="checkbox"/> 電工 Electrical works            | <input type="checkbox"/> 地磚/地毯 Floor tiles/Carpets |
| <input type="checkbox"/> 五金 Ironmongery/Hardware supply | <input type="checkbox"/> 戶外階磚 Paving tiles         |
| <input type="checkbox"/> 水管/水喉 Plumbing                 |  |

13.32 保安相關 Security related

- |  |  |
|--|--|
| <input type="checkbox"/> 防盜警報裝置及系統 Security control alarming devices and systems | <input type="checkbox"/> 滅火裝置及系統 Fire distinguishing devices and systems |
| <input type="checkbox"/> 煙霧警報裝置及系統 Smoke detection devices and systems           | <input type="checkbox"/> 保安員外判服務 Security guards services                |
| <input type="checkbox"/> 防火裝置及系統 Fire control devices and systems                |  |

13.33 紀念品/裝飾工藝品 Souvenirs/Crafts

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> 紀念品 Souvenirs            | <input type="checkbox"/> 旗 Flags |
| <input type="checkbox"/> 裝飾品 Ornaments and crafts |                                  |

13.34 體育相關 Sports outfit/Instruments

- |  |  |
|--|--|
| <input type="checkbox"/> 體育用品 Sports outfits | <input type="checkbox"/> 體育器材及設備 Sports instruments and facilities |
|--|--|

13.35 製衣相關 Tailor related

- |  |  |
|--|--|
| <input type="checkbox"/> 成衣製作 Garments | <input type="checkbox"/> 裁縫/度身服務 Tailor services |
|--|--|

13.36 旅行社相關 Travel agency

- |   |  |
|---|--|
| <input type="checkbox"/> 旅行社服務 Travel agency services             | <input type="checkbox"/> 代訂機票 Reservation of air-tickets |
| <input type="checkbox"/> 代訂酒店 Reservation of hotel accommodations |  |

13.37 車輛/車輛租借 Vehicles/Vehicle rental

- |  |  |
|--|--|
| <input type="checkbox"/> 電單車 Motorcycles | <input type="checkbox"/> 車輛租借服務 Rental of motor vehicles |
| <input type="checkbox"/> 私家車 Cars        | <input type="checkbox"/> 司機外判服務 Chauffeuring services    |
| <input type="checkbox"/> 巴士 Buses        |  |

13.38 ☐ 其他, 請列明 Others, please specify:

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14. 倘 貴公司並非製造商，請提供授權貴公司為代理商／分銷商的商號的名稱。  
In case you are not the manufacturer, please provide the name(s) of the manufacturers who accredited you as their agent(s)/distributor(s).

_____	_____
_____	_____
_____	_____

### 第三部份：收款方案 PART III: PREFERRED ACCOUNT SETTLEMENT TERMS

15. 請選擇 貴公司接受的收款方案：Please choose a preferred account settlement terms:

15.1 付款條件 Payment terms：

- ☐ 貨到付款，提供\_\_\_\_\_ %優惠 Payment upon delivery, \_\_\_\_\_ % off invoice
- ☐ 月結後 30 天付款 EOM 30 days
- ☐ 月結後 60 天付款 EOM 60 days
- ☐ 月結後 90 天付款 EOM 90 days

15.2 付款方式 Payment method：

- ☐ 支票 Cheque ☐ 匯款 Remittance ☐ 現金 Cash

16. 貴公司是否設有最低訂單金額？Does your company have a minimum charge on purchase orders?

- ☐ 是 Yes ☐ 否
- 澳門幣/香港幣/人民幣 MOP/HKD/CNY \_\_\_\_\_ No.

17. 貴公司是否提供發票外之折扣優惠？Does your company offer off-invoice allowance?

請列出. Please specify.

- ☐ 是，附上折扣優惠方案供參考 ☐ 否
- Yes, offers attached for your reference No.

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**第四部份：須遞交之文件 PART V: REQUIRED DOCUMENTS**

18. 請遞交下列文件給本處參考和存檔 Please submit the following documents for our reference and record:

18.1 澳門本地註冊公司 Registered local company in Macau

- (i) 財政局於最近年度發出之營業稅徵稅憑單(M/8 格式)副本；A copy of the Business Tax - Tax Demand Note (M/8) issued in the latest year by the Financial Services Bureau (DSF);
- (ii) 財政局發出之開業登記(M/1 格式)副本；A copy of the New Registration/Amendment Form (M/1) issued by the Financial Services Bureau (DSF);
- (iii) 商業及動產登記局發出最近三個月有效之商業登記證明文件副本（沒有商業登記的自然人商業企業主除外）；A copy of the Certificate of Business Registration effective within the latest three months issued by the Commerce and Movable Property Registry (CRCBM) (Except for the Commercial Entrepreneurs (Natural Persons) who do not have the Certificate of Business Registration);
- (iv) 產品目錄及產品介紹；Catalogues and product/service descriptions;
- (v) 公司概況及年報（如有）。Company profile and annual report (if any).

18.2 非澳門本地註冊公司: Not a registered local company in Macau

- (i) 由當地有權機關發出的最近六個月內有效之商業登記證明文件副本；A copy of the certificate of business registration effective within the latest six months issued by local competent authorities;
- (ii) 產品目錄及產品介紹；Catalogues and product/service descriptions;
- (iii) 公司概況及年報（如有）；Company profile and annual report (if any);
- (iv) 本基金會根據供應商類別要求提交其他文件。Other documents required by MUST Foundation in accordance with the supplier category.

**第五部份：資格認可 PART IV: ACCREDITATION/CERTIFICATION**

19. 若 貴公司是否有專業資格認可或相關證書（例如 ISO9000, ISO22000, ISO14000, ISO13488 或 OHSAS18001 系列），請提交相關證明文件。

If your company has obtained recognition(s) for its professional qualification (such as ISO9000, ISO22000, ISO14000, ISO13488 or OHSAS18001 series), please provide relevant certification.

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**第六部份：諮詢人 PART V: CLIENT REFERENCE**

20. 請提供 3 名或以上 貴公司的客戶，本校可能會向有關客戶查詢 貴公司所提供的服務及產品質素。  
Please provide contact details of three of your clients. Please note that we may contact these clients for further references regarding qualities of the services and products that your company has provided.

	客戶姓名 Name of your client	電話號碼 Tel. No.	電郵地址 Email address
(1)			
(2)			
(3)			
(4)			
(5)			

**第七部份：聲明 PART VI: DECLARATION**

本人謹代表上述公司，申請成為澳門科技大學基金會屬下機構之供應商，並確認本申請表內所提供之資料均屬實及正確。I apply on behalf of the Company to be registered as a supplier of the institutions under the Macau University of Science and Technology Foundation. I hereby declare that the information I have provided in this application form is true and accurate.

簽署 *Signature:*

姓名（正楷）*Name (in block letters):*

職銜 *Designation:*

日期 *Date:*

（公司印章 *Company chop*）

**附註 REMARKS**

- (i) 貴公司所填報的個人資料，本基金會將用於審核 貴公司的申請，以及作為日後聯絡之用途。除了依照相關法律規定或司法單位提出要求外，我方在未獲得 貴公司同意之前，將不會對外披露 貴公司東主及其他聯絡人的姓名、地址、電話、電郵地址及其他依法受保護的個人資料。

The personal data provided in this form will be used by MUST Foundation for consideration of your application. The data provided will also serve as a means of communication between MUST Foundation and your company. Unless under requests of regulatory authorities and law enforcement agencies, and under circumstances in which to the Foundation and its affiliates have to comply with applicable laws/regulations, otherwise we will not disclose personally identifiable information such as the names, addresses, telephone numbers, email addresses to any third party before we

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obtained your consent.

(ii) 請務必填入及提供完整且正確的資料及商品目錄，倘日後資料有更新，歡迎向我方提供最新的資料。

Please provide accurate and most update information and catalogs. You are welcome to update us of any relevant particulars in the future.

(iii) 查詢請聯絡: For enquiry, please refer to:

總務處

地址：中國澳門氹仔偉龍馬路澳門科技大學R座綜合  
教學大樓地下R102室學生綜合服務中心

電話：(853) 8897 2039

電郵：[admga@must.edu.mo](mailto:admga@must.edu.mo)

General Affairs Office

Address: Room R102, Academic Complex, Block R, Macau  
University of Science and Technology, Avenida Wai Long,  
Taipa, Macau, China

Hotline: (853) 8897 2039

Email: [admga@must.edu.mo](mailto:admga@must.edu.mo)

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