



旅遊學院
INSTITUTO DE FORMAÇÃO TURÍSTICA
Institute for Tourism Studies

備用供應商資料庫申請書
Application Form for Registration in the Suppliers Database of Institute for Tourism Studies

- 首次申請
First Application
- 更新資料
Update Information

第一部份 - 公司資料		PART I - DETAILS OF THE COMPANY	
1. 公司名稱: Name of Company:			
2. 地址: Address:		電話號碼: Company Tel. No.:	
		傳真號碼: Fax No.:	
		電子郵件 (如適用): E-mail (if applicable):	
		網址 (如適用): Website (if applicable):	
3. 第一聯絡人姓名: Name of 1st Contact Person:			
第一聯絡人職稱: Title of 1st Contact Person:		第一聯絡人電話號碼: Contact Tel. No. of 1st Contact Person:	
4. 第二聯絡人姓名 (如適用): Name of 2nd Contact Person (if applicable):			
第二聯絡人職稱 (如適用): Title of 2nd Contact Person (if applicable):		第二聯絡人電話號碼: Contact Tel. No. of 2nd Contact Person:	

獲以下認證:
Certificado pela:

Certified by:



澳門望廈山
電話: (853) 2856 1252
傳真: (853) 2851 9058
www.ift.edu.mo

Colina de Mong-Há, Macau
Tel: (853) 2856 1252
Fax: (853) 2851 9058
www.ift.edu.mo



第二部份 – 業務類別及證明文件

PART II – BUSINESS TYPE AND DOCUMENTS

1. 貴公司所供應的貨品及有關服務:

Goods and related services which your company can supply:

(i) 請指出 (x) 下列貨品或服務之範圍:

Please specify (x) the product/service in the appropriate box/boxes:

各類工程、系統及維修 Engineering & Maintenance

- | | |
|--|---|
| <input type="checkbox"/> 建築工程 Civil Engineering | <input type="checkbox"/> 機電工程 Electrical & Mechanical Engineering |
| <input type="checkbox"/> 玻璃工程 Glass & Decoration | <input type="checkbox"/> 廚房工程 Kitchen Engineering |
| <input type="checkbox"/> 燃氣供應及工程 Gas Supply & Engineering | <input type="checkbox"/> 隔音/吸音工程 Acoustic Engineering |
| <input type="checkbox"/> 燈光及影音工程 Lighting and Audio/Visual Engineering | <input type="checkbox"/> 樓宇管理系統工程 (BMS) Building Management System |
| <input type="checkbox"/> 供排水渠務工程 Water Supply and Drainage Engineering | <input type="checkbox"/> 空調及通風系統 Air Conditioning & Ventilation Engineering |
| <input type="checkbox"/> 消防系統 Fire System | <input type="checkbox"/> 升降機服務 Lift Service |
| <input type="checkbox"/> 渠道及沙井清潔服務 Piping and Manhole Cleaning Service | <input type="checkbox"/> 設施評估及顧問服務 Facilities Evaluation and Consultant Service |
| <input type="checkbox"/> 強電及弱電維修 LV & ELV Engineering | <input type="checkbox"/> 洗衣房設備及維修 Laundry Equipment & Engineering |
| <input type="checkbox"/> 室內裝修設計 Interior Design | <input type="checkbox"/> 建築材料 Construction Material |
| <input type="checkbox"/> 汽車維修 Vehicle Maintenance | <input type="checkbox"/> 工程技術顧問 Engineering Consultation Service |

電腦及電子器材 Computer & Electrical Equipment

- | | |
|--|--|
| <input type="checkbox"/> 通訊器材 Communication Equipment | <input type="checkbox"/> 視聽器材 Audio-Visual Equipment |
| <input type="checkbox"/> 攝影器材 Photography Equipment | <input type="checkbox"/> 文儀器材 Office Machine/Equipment |
| <input type="checkbox"/> 電腦硬件 Computer Hardware | <input type="checkbox"/> 電腦軟件 Computer Software |
| <input type="checkbox"/> 電腦相關的設備及配件 Computer Related Equipment & Accessories | <input type="checkbox"/> 電腦及電話網絡工程 Computer and Telephone Network Construction |
| <input type="checkbox"/> 閉路電視監察系統 CCTV Engineering | <input type="checkbox"/> 健身器材供應及維修 Fitness Equipment Supply and Maintenance |
| <input type="checkbox"/> 一般家用電器 Household Appliance | <input type="checkbox"/> 商業用廚房設備 Commercial Kitchen Equipment |

傢俱及環境美化 Furniture & Decoration

- | | |
|---|---|
| <input type="checkbox"/> 一般家用傢俱 Household Furniture | <input type="checkbox"/> 辦公室傢俱 Office Furniture |
| <input type="checkbox"/> 酒店、餐廳傢俱 Furniture for Hotel and Restaurant | <input type="checkbox"/> 戶外傢俱、陽篷 Outdoor Furniture and Sunshade |
| <input type="checkbox"/> 地毯 Carpet | <input type="checkbox"/> 窗簾 Curtain |
| <input type="checkbox"/> 花店 Flower Shop | <input type="checkbox"/> 園藝 Gardening |



第二部份 – 業務類別及證明文件

PART II – BUSINESS TYPE AND DOCUMENTS

設計及工藝品 Design & Artwork

- | | |
|--|--|
| <input type="checkbox"/> 設計及排版 Artwork Design | <input type="checkbox"/> 印刷 Printing |
| <input type="checkbox"/> 橫額設計及製作 Banner Design & Production | <input type="checkbox"/> 工藝品 Crafts |
| <input type="checkbox"/> 紀念品設計及製作 Souvenir Design & Production | <input type="checkbox"/> 網頁設計及製作 Website Design and Production |

節目及宴會服務 Event & Banquet Production

- | | |
|--|--|
| <input type="checkbox"/> 節目製作 Event Production | <input type="checkbox"/> 宴會及餐飲服務 Banquet, Food & Beverage Services |
| <input type="checkbox"/> 活動策劃及推廣 Event Marketing | |

衣物用品及服務 Clothing & Related Service

- | | |
|---|---|
| <input type="checkbox"/> 體育用品 Sports Outfit | <input type="checkbox"/> 運動服 Sport Suit |
| <input type="checkbox"/> 布草 Linen | <input type="checkbox"/> 制服 Uniform |
| <input type="checkbox"/> 鞋業 Shoes | <input type="checkbox"/> 裁縫 Tailor |
| <input type="checkbox"/> 洗衣服務 Laundry Service | |

食物及雜貨 Food & Grocery

- | | |
|--|--|
| <input type="checkbox"/> 肉類(新鮮) Meat (Fresh) | <input type="checkbox"/> 肉類(急凍) Meat (Frozen) |
| <input type="checkbox"/> 肉類(冰鮮) Meat (Chilled) | <input type="checkbox"/> 醃製及煙燻肉類 Preserved and Smoked Meat |
| <input type="checkbox"/> 魚/水產(急凍) Fish & Aquatic Products (Frozen) | <input type="checkbox"/> 蔬菜類 Vegetable |
| <input type="checkbox"/> 生果 Fruit | <input type="checkbox"/> 麵包糕餅 Pastry |
| <input type="checkbox"/> 牛奶及乳製品 Milk & Dairy Products | <input type="checkbox"/> 飲品 Drinks |
| <input type="checkbox"/> 調味品 Seasoning Products | <input type="checkbox"/> 食品雜貨 Food Grocery |
| <input type="checkbox"/> 酒類 Wine | |

衛生護理及個人用品 Personal Amenities & Health Care

- | | |
|--|---|
| <input type="checkbox"/> 酒店環保用品 Hotel's Environmental Protect Utensils | <input type="checkbox"/> 清潔/去污品 Cleaning & Decontamination Products |
| <input type="checkbox"/> 清潔用品 Cleaning Products | <input type="checkbox"/> 浴室用品 Bathroom's Utensils |
| <input type="checkbox"/> 洗手間潔具 Sanitary Ware | <input type="checkbox"/> 個人清潔護理用品 Personal Cleaning Amenities |
| <input type="checkbox"/> 衛生紙用品 Paper Amenities | |

醫療類別 Medical

- | | |
|--|--|
| <input type="checkbox"/> 醫療器材及用品 Medical Equipment & Product | <input type="checkbox"/> 醫療服務 Medical Services |
| <input type="checkbox"/> 藥物 Medicine | |



第二部份 – 業務類別及證明文件

PART II – BUSINESS TYPE AND DOCUMENTS

閱讀物品 Reading Materials

- 書 Book 報紙 Newspaper
 雜誌 Magazine

餐飲廚具及用品 F&B Utensils/Products

- 廚房用具 Kitchen's Utensils 餐廳用具 Restaurant's Utensils
 即棄餐飲用品 F & B's Disposable Utensils

其他用具/用品 Other Miscellaneous Utensils/Products

- 五金 Hardware (Household Tools & Equipment) 日常電器配件(如燈膽) Household Appliance & Electronic
 安全用品 Security's Utensils 環保節能產品 Environmental Friendly & Energy Saving Products
 文具 Stationery 打印機及傳真機消耗性用品 Printer & Fax Machine Consumable Products
 印章 Chop 車輛輪胎 Vehicle Tyre
 車輛零件 Vehicle Parts 機動車輛 Motor Vehicles

其他服務 Other Services

- 一般保險 General Insurance 其他保險 Other Insurance
 編輯 Editing 校對 Proofreading
 翻譯 Translation 酒店住宿 Hotel Accommodation
 旅行社 Travel Agency 滅蟲 Pest Control
 運輸服務 Transportation Service 停車場車位 Car Park Spaces
 研究/調查服務 Research Service 戶外媒體廣告服務 Outdoor Advertising Services
 質量諮詢/鑑定服務 Quality Consultation/Accreditation Service 物業租賃 Property Rental
 攝影服務 Photography Service 廢物處理及回收 Waste Treatment and Recovery
 影片攝錄及製作 Filming and Production 清潔服務 Cleaning Service
 速遞服務 Courier Services 保安服務 Security Services
 學生輔導服務 Student Counseling Service 公關顧問服務 Public Relations Consultancy Services
 數碼或社交媒體及網頁顧問服務 Digital, Website & Social Media Consultancy Services 危機管理顧問服務 Issues and Crises Management Consultancy Services
 音樂器材 Music Instrument



- (ii) 請 貴公司列出有興趣投標之最低金額 澳門幣 MOP _____
Please state the minimum tender amount which you are interested.

第三部份 – 供應商/承判商評估表格 PART III – Supplier / Contractor Evaluation Form

旅遊學院現正實行環境管理體系 (EMS) 及需要供應商提供其環境管理詳情作為記錄，輔助評價供應商/承判商的能力是否符合我們環境管理體系的要求。

IFT operates an Environmental Management System (EMS) and requires environmental management details of suppliers for our records and to assist in the assessment of the capabilities of supplier / contractor to comply with our environmental management system requirements.

請注意如未能完成這部份，有可能影響你申請加入旅遊學院備用供應商資料庫的機會。

Please note that failure to complete this part may affect your opportunity to join the Supplier Database of IFT.

由供應商/承判商填寫 To be completed by Supplier / Contractor

1. 貴公司是否有在實行環境管理體系 (EMS)?

Do your company have an EMS in place?

- 否 是
No Yes

2. 貴公司的 EMS 是否得到認可標準的認證? 請提供認證日期

Is your company's EMS certified to a recognized standard? Please give date of certification.

- 否 是 認證日期:
No Yes Date of certification:

3. 貴公司是否設有內部環境政策?

Do your company have an in-house environmental policy?

- 否 是 (請附上副本)
No Yes (Please attach a copy)

4. 貴公司在過去一年內是否有違反任何環境法例?

Have your company breached any environmental legislation for the past one year?

- 否 是 (請提供詳情)
No Yes (Please provide details)

5. 貴公司是否有制定方案/程序從而防止污染、循環再造/循環再用廢物、及/或保護資源?

Do your company establish plans / programs for pollution prevention, waste recycling / reuse, and/or resource conservation?

- 否 是 (請提供詳情) 不適用
No Yes (Please provide details) NA

6. 貴公司是否有回收包裝物品的服務? (適用於供應龐大物品)

Do your company provide packaging take-back service? (for supply of bulky goods)

- 否 是 (請提供詳情) 不適用
No Yes (Please provide details) NA



7.	貴公司的產品是否從可持續/循環再做材料、循環再用、有能源效益、有資源效益下製造及/或按照有關認可安全或環境標準? Are your company's product(s) made from sustainable / recycled source, recyclable, energy-efficient, resource-efficient, and/or certified to a recognized safety or environmental standard?				
<input type="checkbox"/>	否 No	<input type="checkbox"/>	是 (請提供詳情) Yes (Please provide details)	<input type="checkbox"/>	不適用 NA
8.	貴公司是否有提供環境培訓給員工? Do your company provide environmental training to your staff?				
<input type="checkbox"/>	否 No	<input type="checkbox"/>	是 (請提供詳情) Yes (Please provide details)		
9.	貴公司是否有確認服務對環境的影響及如何作出改善? Do your company identify your environmental impact of your services and how do you improve it?				
<input type="checkbox"/>	否 No	<input type="checkbox"/>	是 (請提供詳情) Yes (Please provide details)		

第四部份 – 證明

PART IV – CERTIFICATION

本人謹代表上述公司，申請加入旅遊學院備用供應商資料庫。

I apply on behalf of the Company to register in the suppliers database of Institute for Tourism Studies.

簽署公司印鑑: _____
Signature & Company's chop

姓名(正楷): _____
Name in block letters

職稱: _____
Designation

日期: _____
Date:



請詳細填寫本申請書，連同最近或最新的營業稅文件副本 (M8 表格) 和商業登記書面報告及業務證明的相關證明文件交回：

- 親臨旅遊學院協力樓文件收納窗;
- 寄送至中國澳門望廈山旅遊學院;
- 以附件方式電郵至本院採購部 emily@ift.edu.mo，或
- 傳真至本院採購部 8598-3184

Please complete this form in details and send it together with the latest copy of Sale Tax (form M8), Business Registration Certificate and documents related to your chosen business type to : - Submit to Reception at Team Building;

- Mail to Colina de Mong-Há, Macau, China, Instituto de Formação Turística;
- Email as attachment to Purchasing Team emily@ift.edu.mo, or
- Fax to Purchasing Team at 8598-3184

查詢 Enquires

聯絡人 Contact Person: 本學院採購部李小姐 電話 Tel.: 8598-1458 或
梁先生 電話 Tel.: 8598-1457

獲接納的備用供應商須知 Notice to accepted reserved suppliers

- 如獲邀請報價的供應商沒有以書面回覆充份理由拒絕報價達至 2 次，將會在當年備用供應商名單上被除名；倘希望再得參與報價機會，需待翌年初本學院刊登廣告邀請時再次申請成為備用供應商。
- 如有需要，供應商可隨時重新提交表格更新資料如地址、經營範圍等。
- Any invited supplier refusing to submit quotation without adequate reason for over 2 times will be removed from our list of registered suppliers in that financial year. If a supplier intends to offer quotation to the Institute in future, he will need to re-apply at the time when our Institute invites for application by advertising in the post.
- Suppliers can update their information such as address, business scope, etc by resubmitting the form whenever deems necessary.

注意: 自遞交申請書日起 30 天內可於本院網頁(www.ift.edu.mo)查閱獲接納的供應商名單。

Notice: Please kindly check from our website (www.ift.edu.mo) the accepted suppliers list within 30 days after delivery of the application form.

由旅遊學院填寫 To be completed by IFT					
評語及意見: Comments and recommendations:					
姓名及職位 Name and position		簽署 Signature		日期 Date	

最後修改日期 Last modified date: 25/1/2017