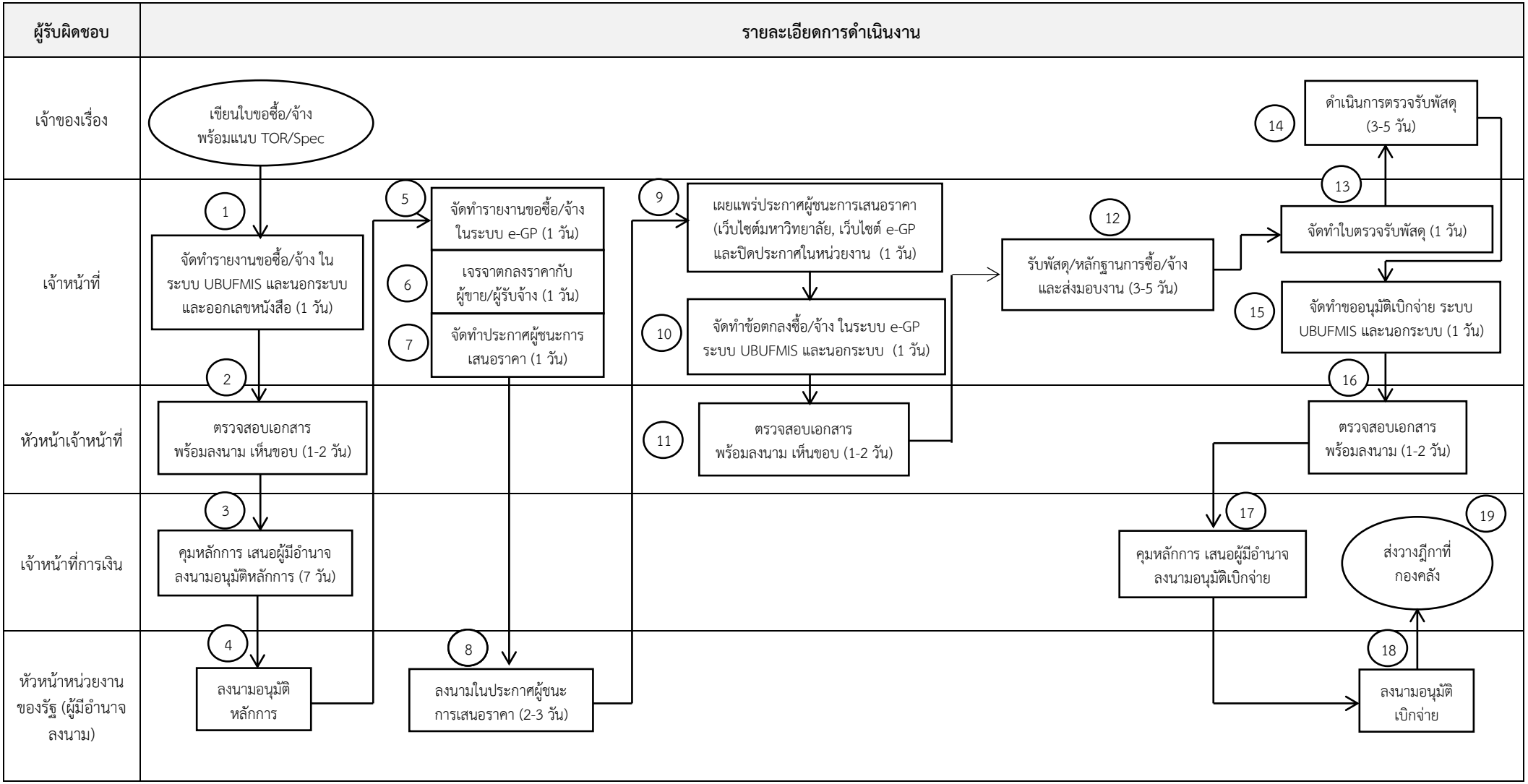ขั้นตอนการจัดซื้อจัดจ้าง