

銘傳大學採購辦法

Ming Chuan University Procurement Procedure

中華民國 86 年 11 月公佈實施

Announced and implemented in November 1997

中華民國 91 年 12 月校務會議修正通過

Revision passed at University Affairs Committee Meeting in December 2002

中華民國 92 年 10 月校務會議修正通過

Revision passed at University Affairs Committee Meeting in October 2003

中華民國 94 年 1 月 17 日校務會議修正通過

Revision passed at University Affairs Committee Meeting on January 17, 2005

中華民國 94 年 11 月 7 日校務會議修正通過

Revision passed at University Affairs Committee Meeting on November 7, 2005

中華民國 98 年 10 月 5 日行政會議修正通過

Revision passed at Administrative Council Meeting on October 5, 2009

中華民國 99 年 5 月 3 日行政會議修正通過

Revision passed at Administrative Council Meeting on May 3, 2010

中華民國 103 年 4 月 24 日法規審查委員會會議審查通過

Passed at Regulation Review Committee Meeting on April 24, 2014

中華民國 103 年 5 月 26 日擴大行政會議修正通過

Revision passed at Expanded Administrative Council Meeting on May 26, 2014

中華民國 109 年 12 月 31 日法規審查委員會書面審查通過

Passed at the Regulation Review Committee Meeting on December 31, 2020

中華民國 110 年 1 月 4 日行政會議修正通過

Revision passed at the Administrative Council Meeting on January 4, 2021

中華民國 110 年 5 月 7 日法規審查委員會書面審查通過

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中華民國 110 年 5 月 10 日行政會議修正通過

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中華民國 110 年 12 月 17 日法規審查委員會書面審查通過

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中華民國 110 年 12 月 27 日行政會議修正通過

Revision passed at the Administrative Council Meeting on December 27, 2021

第一條 目的：

本校為健全採購作業，杜絕浪費，依公平之採購程序，提高採購效能及確保採購品質，使採購能有效達到經濟效益，特訂定本辦法。

Article 1 Purpose:

These procedures were established to strengthen property management procedures through a complete procurement system, and to preclude waste so as to achieve economic efficiency.

第二條 範圍：

本辦法所稱採購，包含財物採購、工程採購及勞務採購。

一、本辦法所稱之財物採購，係指採購各種機具、設備、圖書、物品與其他動產、不動產權利之取得。

二、本辦法所稱之工程採購，指在地面上下新建、增建、改建、修建、維護、拆除構造物與其所屬設備及改變自然環境之行為，包括建築、土木、水利、環境、交通、機械、電氣、化工等工程。

三、本辦法所稱之勞務採購，係指專業服務、技術服務、資訊服務、訓練、維修、勞力之委託。

四、採購兼有財物、工程及勞務二種以上性質者，按該性質所佔預算金額比率

高者歸屬之。

Article 2

Scope:

The terms of procurement in these procedures includes item purchasing, construction orders and employed labor.

1. The item purchasing procurement referred to in these procedures includes that for machinery, equipment, books, other items, moveable effects and real estate.
2. The construction order procurements referred to in these procedures includes new construction, extensions, remodeling, maintenance, demolishing buildings on or under the ground or those that belong to related facilities, as well as changes to the natural environment including architecture, construction, water, environmental, transportation, mechanical, electrical and chemical engineering.
3. The employed labor procurements referred to in these procedures includes commissions for specialized services, technical services, information services, training, repair and labor.
4. If the procurement case concurrently includes two or three of the scopes mentioned above, processing will be determined and weighted by the relative percentage of the respective scopes.

第三條 採購方式：

- 一、統一採購：各單位應依年度所需，編列經費預算，經預算審查委員會會議通過，由總務處統籌辦理。
- 二、專案採購：各單位業務所需之採購，應填寫請購單並專案簽陳，經核准後辦理。
- 三、圖書、期刊及電子資源採購：依年度所需，編列經費預算，經預算審查委員會會議通過，由圖書館統籌辦理。

Article 3

Purchasing Modes:

1. Unified purchasing: Each unit should arrange their expenditure budget according to their needs for one academic year, have it passed by the Budget Review Committee, and executed by the General Affair Division.
2. Special case purchasing: Each requesting unit should complete a Purchase Request Form and present special request documents to the University president. Only after a request is approved may a purchase be made.
3. Books, journals and electronic resources purchasing: The expenditure budget is arranged according to the needs for one academic year, is passed by the Budget Review Committee, and executed by the Library.

第四條 請購程序：

- 一、新增財產物品，如請購單位已有預算者，應填寫請購單及檢附完整資料，並註明品名、規格、數量（如為獨家製造或供應者且無其他合適之替代標的者應另填具申請表）並會簽有關單位，經核准後交由採購組或營繕組辦理。有關現有校舍建築及公用設備之維修，應由總務處統籌編列預算維修，經使用單位填寫請修單會簽總務處後，再由統籌經費項下支應。
- 二、經常門支出單價在新台幣一萬元（含）以下或總價在新台幣五萬元（含）以下之採購案，應由各請購單位主管就預算項目、內容及額度加以審查核

定，填寫請購單並檢附完整資料會簽有關單位，經總務長核准後得自行採購。執行完畢隨同發票、經有關單位核准之粘貼憑證，逕送財務處辦理核銷。如屬各項計畫補助經常門支出單價在新台幣一萬元（含）以下或總價在新台幣五萬元（含）以下之採購案，由計畫主持人填寫請購單並會簽有關單位經核准後得自行採購，執行完畢隨同發票、經有關單位核准之粘貼憑證，逕送財務處辦理核銷。

三、採購金額單價超過新台幣一萬元或總價超過新台幣五萬元之採購案應先經校長核准後方得執行。

四、如有行管費、本校校內場地或補助單位指定之場地項目、註冊費、報名費、各團體會費及年費、公務車突發狀況維修、停車費、各類門票、郵件郵資/快遞費、照片沖洗，以及統一價格之項目（如電信費、大眾交通運輸費、油資）等無法比價或請購單無法於事先完成簽核之情形、或已事先經核定之活動，均得於活動完畢後兩週內實報實銷。車輛維修、油箱加油、信件郵資、電信費、照片沖洗等無法事先簽核之情形及已獲事先核定之活動，均得於活動完畢後兩週內實報實銷。

Article 4 Procedures for Purchasing Requests:

1. For a newly added item, if the requesting unit already has budget, it should complete a Purchase Request Form and attach completed information indicating item name, specs, and quantity (should file an application form when the item involves an exclusive right or a sole source product or supply for which no reasonable alternative or substitute exists), and have it countersigned by relevant units. The Purchasing Section or the Construction and Buildings Section will process the request upon approval. The General Affairs Division shall make an overall plan that for the repair and maintenance budget to deal with the existing University buildings and public facilities. A requesting unit should complete a Repair Request Form and have it countersigned by the General Affairs Division for repairs to commence.
2. If the expense for purchasing ordinary item is equal to or less than 10,000 NTD, or the total expense of the purchase is equal to or less than 50,000 NTD, the supervisor of the requesting unit should verify the budget items, contents, and cost, complete up a Purchase Request Form and attach completed information, have it countersigned by the relevant units, and submit it to the Dean of General Affairs Division for approval. After it is approved, it can be purchased by the requesting unit, with receipts and original approved document provided to the Controller for the record. For spending supplementary funding under a research grant, if the expense for purchasing ordinary item is equal to or less than 10,000 NTD, or the total expense of the purchase is equal to or less than 50,000 NTD, the principal investigator of the research project should complete a Purchase Request Form and have it countersigned by the relevant units. After it is approved, it can be purchased by the requesting unit, with receipts and original approved document provided to the Controller for the record.
3. If the expense for one purchasing ordinary item is more than 10,000 NTD, or the total expense of the purchase is more than 50,000 NTD, please

submit it to the President for approval and then purchase the item.

4. If the administrative fees, on-campus venues or venues designated by subsidized units, registration fees, membership fees and annual fees for groups, official vehicle maintenance for special cases, parking fees, various tickets, postage/courier fees, photo development, and unified price items (such as telecommunication fees, public transportation fees, fuel costs) and other items that cannot be compared in price are not required to have order form in advance for approval, or approved activities, the purchase shall be reimbursed upon presentation of original receipts within two weeks after the event. Regarding a previously approved event, purchases for which prior approval of vouchers is not possible such as vehicle maintenance, refueling service, postage, telecommunications fee, or photo development, etc., the purchase shall be reimbursed upon presentation of original receipts within two weeks after the event.

第五條 財物採購：相關財物之採購依下列原則辦理。

- 一、單價逾新台幣一萬元且總價未滿五萬元者之採購，須經估價及議價辦理。
- 二、總價新台幣五萬元（含）以上且未滿一百萬元者之採購，須經三家以上之廠商估價及比價，並與最低價者議價後決定之，若各家廠商報價差額在3%以內者，得分別議價後再行擇定承作廠商。
- 三、總價新台幣五十萬以上未達百萬財物採購案，由行政副校長擔任議價會議主持人；新台幣一百萬元（含）以上之採購，須經三家以上之廠商估價及比價，並由校長遴選議價主持人，舉行議價會議後呈核決標。
- 四、遇有產品係獨家製造或供應者且無其他合適之替代標的者，得以議價方式辦理。

Article 5 Item Purchasing:

The Purchasing Section shall notify vendors, requesting price quotations for purchasing relevant items, proceeding according to the following principles.

1. For the **expense for one purchasing ordinary item is more than 10,000 NTD, or the total expense of the purchase is less than 50,000 NTD**, process the purchase after comparing prices or completing negotiation.
2. For purchases of **50,000 NTD** and more, but less than 1,000,000 NTD, price quotations from more than three vendors should be obtained and process the purchasing decision after comparing prices or completing negotiation. If the difference among price quotations from all vendors is within 3 percent, individual negotiations should be carried out with each, then a vendor may be selected.
3. **For purchases of 500,000 NTD and more, but less than 1,000,000 NTD, the Vice President for Administrative Affairs shall be the price negotiator.** For purchases more than 1,000,000 NTD, the price quotations from more than three vendors should be obtained and the decision of which to purchase from is made after negotiation. Furthermore, a price negotiator will be appointed by the president to host a negotiation meeting; the result

of the meeting will determine the negotiated price.

4. If the item involves an exclusive right or a sole source product or supply for which no reasonable alternative or substitute exists, purchasing must be conducted through negotiation.

- 第 六 條 工程及勞務採購：工程採購應依施工圖說估價、比價、議價或招標等方式辦理；勞務採購須個案呈核。
- 一、新台幣十萬元（含）以下營繕工作，得經估價、議價後經總務長核可後辦理。
 - 二、逾新台幣十萬元且未滿三十萬元者之營繕工作，須經估價、比價（至少二家）及議價後辦理。
 - 三、新台幣三十萬元（含）以上且未滿一百萬元者之營繕工作，須經估價、比價（至少三家）及議價後辦理。
 - 四、新台幣一百萬元（含）以上之營繕工作，須經估價、比價及議價後辦理，且須有訂約、驗收、出具保固書並收取契約價金 1~5% 之工程保固金等程序。廠商報價至少三家，報價單須有統一名稱規格、數量、工期，原則上採最低標者得標。合約內容應註明工期、罰則及承攬廠商安全承諾等必要事項。
 - 五、如為新台幣一百五十萬元（含）以上之營繕工程，得收取契約價金 10% 之履約保證金。
 - 六、緊急搶修工程，得陳報校長同意後先行辦理。
 - 七、工程採購應辦理工程綜合保險，估價單內未註明者，視同內含於單價內，不得另提費用請求。
 - 八、長期零星修繕工作得辦理特約廠商約定辦法，其辦法另訂之。
 - 九、合約金額未滿新台幣一百五十萬元者，得由總務長具名訂約；新台幣一百五十萬元（含）以上，由校長具名訂約。

Article 6 Construction and Labor Service Procurement:

Construction projects should be processed according to the construction diagram and explanation for quotations, price comparison, price negotiation, or invited tenders. Labor services must be presented case by case for approval.

1. Construction procurement less than 100,000 NTD should be processed, after receiving price quotations and comparing prices, with the approval of Dean of General Affairs.
2. Construction procurement of 100,000 NTD and more, but less than 300,000 NTD should be conducted after quotations are received. There must be at least two price quotations and the purchase is processed after comparing prices and completing negotiation.
3. Construction procurement of 300,000 NTD and more, but less than 1,000,000 NTD should be conducted after a process of price quotation, comparison, and negotiation. There must be at least three price quotations.
4. Construction procurement of 1,000,000 NTD and more should be conducted after a process of price quotation, comparison, and negotiation. Moreover, a contract must be prepared, work checked, a letter of

guarantee provided and a contract guarantee fee of 1 to 5 percent of the total contract value must be collected. There must be at least three price quotations according to unified item specs, quantity, and time limit of the project. In principle, the lowest tender is accepted, with separate negotiations following receipt of each price quotation. The agreement should state clearly the time limit of the project and any penalties.

5. Construction procurement of 1,500,000 NTD and above requires collection of a 10 percent contact guarantee fee.
6. Construction for urgent repairs should be explained and reported to the president for consent before proceeding.
7. Construction procurement should be conducted under the protection of comprehensive construction insurance. If it is not clearly stated on the quotation, it is regard as included and no additional fees can be requested.
8. Special vendor contracts should be processed for long-term miscellaneous repairs; these are covered in other regulations.
9. For contracts under 1,500,000 NTD, the signature of the Dean of General Affairs is affixed on the purchase agreement; the signature of the president is required for agreements of 1,500,000 NTD and above.

第七條 驗收：

- 一、財物及勞務之採購總價在新台幣十萬元（含）以下，由承辦單位、請購單位、營繕組及稽核人員會同依品名、規格、數量核驗，其品質及性能皆合乎規格後，方始完成手續。如總價逾新台幣十萬元者，驗收程序應經由財務長及總務長會同參與驗收。
- 二、工程採購總價未滿新台幣三十萬元者，由承辦單位會同請購單位、審核組、財務長及總務長參與驗收；新台幣三十萬元（含）以上者，須另製成驗收紀錄由請購單位主驗。
- 三、工程採購總價在新台幣一百五十萬元（含）以上或特殊性質工程驗收程序應簽請校長派員主驗，經由承辦單位會同請購單位、審核組、財務長及總務長參與驗收並製成驗收紀錄。
- 四、營繕工程及購置財物之驗收，若具有特殊專案項目時，由總務處主辦，如具有專門技術性質者應由專門技術人員負責辦理，審核組人員及請購單位皆應參加。各參加人員職責如下：
 - （一）總務處人員負責辦理財物數量之驗收。
 - （二）專門技術人員負責財物之品質檢驗，為技術性之驗收及簽證。如確無專門技術人員，得由學校另派其他適當之人員辦理。
 - （三）審核組應對驗收之程序負責審查，如在驗收過程中有疑問時，應即提出，由有關人員負責說明，並列入驗收紀錄。

Article 7 Checking before Acceptance:

1. **If the total cost of properties** is 100,000 NTD or less, the requesting unit, the Purchasing Section, the Inventory Control Section and the Auditor should check the item name, specs, and quantity to complete the examination process. If it is above 100,000 NTD, the examination process

also includes the Controller and the Dean of General Affairs.

2. If the total cost of construction procurement is less than 300,000 NTD, the requesting unit should examine it along with the Purchasing Section, the Inventory Control Section, and the Auditor. If it is 300,000 NTD or more, the examination process should include the Controller and the Dean of General Affairs.
3. If the total cost of construction procurement or other special construction procedure is 1,500,000 NTD or more, the president shall delegate someone to examine it. The requesting unit shall record the examination process along with the Controller, Auditor, and the requesting unit. The requesting unit, Controller, and Auditor should participate in all related examinations.
4. The General Affairs Division shall host the examination of construction projects and purchased properties that include special case items. For those that involve professional technologies, special technicians are to be responsible for the examination. The requesting unit and Auditor should both participate. Responsibilities of participants are as follows:
 - (1) Staff of the General Affairs Division is responsible for checking the quantities of the property(ies).
 - (2) Special technicians are responsible for checking the quality of the property(ies). The university will appoint other suitable staff members for the examination if no special technicians are available.
 - (3) Auditor is responsible to investigate the examination process. If the Auditor has any doubts, he/she should pose questions and the relevant staff members are responsible to explain, listing this in the examination record.

第 八 條 請款：驗收完成後，有關原始憑證核銷後交由財務處審核後出納組付款。
Article 8 Request of Funds:

After checking on delivery, the approved original document should be handed over to the Controller's Division for review and then to the Bursar Section for payment.

第 九 條 採行議價除應具有下列條件之一外，應填具申請表及敘明理由並檢附證明文件：
一、同一地區僅有一家出售此項財物者。
二、購置財物屬於原有設備之部份更新而無代用品可恢復其效能，必須向原製造廠商議購者。
三、為配合已有設備連繫整體操作，所購置之財物必須指定廠牌方能達成預期效能，而向製造廠商議購者。
四、舉辦案件係採用新方法，具有專利權益者。
五、舉辦案件具有特殊施工技術，經公開招標兩次而無其他廠商可承攬者。
六、舉辦案件基於安全因素要求須有實績者。
七、舉辦之營繕工程，在偏僻地區，無兩家以上之廠商者。
八、購置房地產者。

- 九、由公營事業機關承辦營繕工程或向公營機關買賣原料器材者。
- 十、補助或委託機關指定洽特定廠商辦理之採購。
- 十一、其他確因特殊理由必須以議價方式辦理者。

Article 9 Price negotiation process must be conducted if the purchase meets one of the following conditions; moreover, an application form should be completed wherein the reason is to be stated and relevant proof attached:

1. Only one dealer offers this item/property for sale in this region.
2. Requested item/property for purchase is for updating a portion of existing property and no substitutes can deliver the required function; thus price must be negotiated with the original manufacturer.
3. For compatibility with the existing equipment, in order to carry out proper procedures as a whole, a specific brand must be designated for the purchased property as to achieve the intended function; thus price must be negotiated with the manufacturer.
4. The item to be purchased includes an innovation or possesses patent rights.
5. The item or job requires special construction techniques for which tenders have been opened twice and no other vendors can undertake the project.
6. The item or project requires an experienced manufacturer due to safety reasons.
7. The construction project is to take place in a remote location and there are not more than two manufacturers in that area.
8. Purchases of building or real estate.
9. The construction project is undertaken by publicly-owned organizations or materials are to be purchased from publicly-owned organizations.
10. Procurement assigned to specific vendor by the subsidizing or entrusting entity.
11. Other cases with specific special reasons that require negotiating a price.

第十條 本校總務處應於招標比價前，檢附有關文件，如工程圖說、預估價格之資料、投標須知、契約草稿等先送主辦會計人員簽具意見應注意：

- 一、招標是否符合政府採購法。
- 二、程序是否合理。
- 三、單價是否合理。

Article 10 Before opening tenders, the General Affairs Division should check and provide relevant documents such as construction diagram, price quotation specs, open tendering notice, and a draft contract for the Controller to review:

1. Whether the tender conforms to the Government Procurement Act.
2. Whether the procedure is legitimate.
3. Whether the unit price is reasonable.

第十一條 前條契約條款與付款條件之審核，應符合下列規定：

- 一、契約所載條款應與一般習慣上應有者相同。

- 二、雙方權利義務應予載明。
- 三、付款條件與工程進度或交貨數量應相配合。
- 四、逾期罰款應明白訂定。

Article 11 Examination of the contract in the previous Article and terms of payment should conform to the following rules:

1. Articles in the contract should conform to common practice.
2. Obligation of both parties should be clearly stated.
3. Terms of payment and work progress or quantity of delivery should match.
4. Any overdue penalties should be clearly stated.

第十二條 本校接受政府機關補助辦理採購，其補助金額占採購金額半數以上，且補助金額在公告金額（一百萬元）以上者，適用政府採購法之規定，並應受該政府機關之監督。

Article 12 Ming Chuan University accepts procurement subsidies that are approved by the government. The total subsidy can account for up to fifty percent of each procurement case; additionally the value threshold for a government procurement grant must be above 1,000,000 NTD. Any procurement processes that are qualified for this procedure are subject to the examination process as supervised by the government entity.

第十三條 辦理公告金額以上之採購，除依政府採購法第二十條及第二十二條得辦理選擇性招標及限制性招標外，應公開招標。

Article 13 Open tender procedures apply to all procurements reaching the threshold value set for public notice, except for those otherwise stipulated in Articles 20 and 22 of the Government Procurement Act including multi-step tendering and restricted tendering processes.

第十四條 辦理公告金額以上之採購，應依功能或效益訂定招標文件。其有國際標準或國家標準者，應從其規定。

請購單位所擬定、採用或適用之技術規格，其所標示之擬採購產品或服務之特性，諸如品質、性能、安全、尺寸、符號、術語、包裝、標誌及標示或生產程序、方法及評估之程序，在目的及效果上均不得限制競爭。

招標文件不得要求或提及特定之商標或商名、專利、設計或型式、特定來源地、生產者或供應者。但無法以精確之方式說明招標要求，而已在招標文件內註明諸如「或同等品」字樣者，不在此限。

Article 14 For a procurement reaching the threshold value for public notice, the tender documentation shall prescribe terms of function or performance. In the event that there are applicable international standards or national standards, the tendering specifications shall be prescribed therewith.

Tender documentation laying out the characteristics of the products or services to be procured, such as quality, performance, safety, dimension, symbols, terminology, packaging, marking and labelling, or the processes and methods for their production and examination procedures prescribed by the purchasing entity shall not be prepared, adopted or applied with a view to, or with the effect of, creating unnecessary obstacles to competition.

There shall be no requirement or reference to a particular trademark or trade name, patent, design or type, specific source of origin, producer or supplier,

unless there is no other sufficiently precise or intelligible way of describing the procurement requirements, and provided that words such as “or equivalent” are included in the tender documentation.

第十五條 辦理招標，其自公告日或邀標日起至截止投標或收件日止之等標期，應訂定合理期限。其期限標準，應依公共工程會發佈之招標期限標準辦理。

Article 15 Tender documentation for open tendering procedures and the documents for qualification evaluation for selective tendering procedures shall be made publicly available for free or for sale on site or via mail, from the date of public notice through the deadline for submission of tender or the deadline for receipt of documents.

第十六條 依政府採購法辦理採購，除該法另有規定外，應訂定底價。底價應依圖說、規範、契約並考量成本、市場行情及政府機關決標資料逐項編列，由校長或其授權人員核定。

前項底價之訂定時機，依下列規定辦理：

- 一、公開招標應於開標前定之。
- 二、選擇性招標應於資格審查後之下一階段開標前定之。
- 三、限制性招標應於議價或比價前定之。

Article 16 For setting minimum prices during procurement processes, Ming Chuan University is obliged to act in accordance with the Government Procurement Act, except as otherwise provided for in articles hereof. Minimum prices should be set based on market analysis graphs, regulations; contracts, cost, market prices and government procurement process-related data; then these should be approved by the University president or other authorized personnel.

The regulations regarding the timing of setting minimum prices are as follows:

1. Where an entity may specify in advance in the tender documentation the contract value or relevant rate as the terms for awarding the contract.
2. Where there is a multi-step opening of tenders under open tendering procedures, the government estimate shall be set prior to the opening of tenders for the first step.
3. Where there is restricted tendering under limited tendering procedures, the government estimate shall be set prior to the opening of tenders.

第十七條 依政府採購法辦理採購之決標，應依下列原則之一辦理，並應載明於招標文件中：

- 一、訂有底價之採購，以合於招標文件規定，且在底價以內之最低標為得標廠商。
- 二、未訂底價之採購，以合於招標文件規定，標價合理，且在預算數額以內之最低標為得標廠商。
- 三、以合於招標文件規定之最有利標為得標廠商。
- 四、採用複數決標之方式：機關得於招標文件中公告保留採購項目或數量選擇之組合權利，但應合於最低價格或最有利標之競標精神。

機關採前項第三款決標者，以異質之工程、財物或勞務採購而不宜以前項第一款或第二款辦理者為限。

機關辦理公告金額以上之專業服務、技術服務或資訊服務者，得採不訂底價之最有利標。決標時得不通知投標廠商到場，其結果應通知各投標廠商。

Article 17 In accordance with Government Procurement Act, the tender decision should be made based on one of the procedures listed below and the procedures should be clearly stated in the tender documentation.

1. Where a base price is set for the procurement, as stated in the tender documentation, the vendor whose tender price is less than the base price and the lowest one among all the tenderers is accepted.
2. Where no minimum price is set, as stated in the tender documentation, the vendor whose tender price is reasonable and the lowest one among all tenderers is accepted.
3. Where, according to rules of tender documentation, the vendor providing the most advantageous tender is awarded.
4. Where multiple vendors method is adopted, tenders meeting the spirit of competition in regard to the lowest price or the most advantageous tender according to the tender documentation are awarded tenders.

Paragraph Three above shall apply mutatis mutandis to the circumstances in which the procurement includes construction, item purchasing and/or labor service and which are not restricted under Paragraph One or Paragraph Two. Where an entity prescribes in the tender documentation that professional services, technical services or information services be provided above the tender price, the lowest tender may not be the most advantageous one. In cases where tenderers are not physically present for the announcement of the tendering decision, each tenderer should be notified of the result.

第十八條 辦理公告金額以上採購之招標，除有特殊情形者外，應於決標後一定期間內，將決標結果之公告刊登於政府採購公報，並以書面通知各投標廠商。無法決標者，亦同。

Article 18 The outcome of a procurement tendering process should be published as a government procurement notice and all tenderers should be officially notified in writing within a specified time of the results of the tendering decision. Should a contract not be awarded, the entity shall notify all the tenderers of the reasons thereof.

第十九條 依政府採購法辦理工程、財物採購，應限期辦理驗收，並得辦理部分驗收。驗收時應由校長或其授權人員指派適當人員主驗，通知接管單位或使用單位會驗。承辦採購單位之人員不得為所辦採購之主驗人或樣品及材料之檢驗人。

Article 19 In accordance with the Government Procurement Act, within a designated time period, the University president or authorized personnel will delegate proper personnel to examine the construction or items procured and notify the receiving unit to participate in the checking. Neither the chief of the Purchasing Section nor other personnel responsible for procuring samples or related materials may serve in examiner roles.

第二十條 本校人員對於與採購有關之事項，涉及本人、配偶、二親等以內親屬，或共同生活家屬之利益時，應行迴避。經發現前項人員有應行迴避之情事而未依規定迴避者，應令其迴避，並由校長

另行指定人員辦理。

Article 20 When procurement-related matters involve the interests of a staff member, spouse, relative by blood within the second degree, or family members who live together, university staff members should refrain from involvement in these cases.

If it is found that any personnel who fits the criteria in the above paragraph fails to refrain from involvement, that individual shall be ordered to withdraw from the matter and the President shall designate another person to handle the affairs.

第二十一條 本辦法經行政會議通過，校長核定後實施，修正時亦同。

Article 21 Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

**In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.*