

# 高雄醫學大學科學技術研究發展採購作業要點

## Guidelines for the Procurement Operations of Scientific and Technological Research and Development at Kaohsiung Medical University

100.01.13 2011.01.13 Passed in the 6th Administrative Meeting of the 99th academic year  
100.01.27 2011.01.27 Announced in the GaoYiZongZi No. 1001100418 Letter  
100.09.08 2011.09.08 Passed in the 1st and 2nd Administrative Meetings of the 100th academic year  
100.09.23 2011.09.23 Announced in the GaoYiZongZi No. 1001102989 Letter  
107.05.17 2018.05.17 Passed in the 10th Administrative Meeting of the 106th academic year  
112.06.15 2023.06.15 Passed in the 10th Administrative Meeting of the 111th academic year  
112.06.30 2023.06.30 Announced in the GaoYiZongZi No. 1121102126 Letter

### 一、 (目的)

#### 1. (Objective)

高雄醫學大學（以下簡稱本校）為提昇採購效率及促進科技研究發展，依「科學技術基本法」第6條第4項及「政府補助科學技術研究發展採購監督管理辦法」規定，特訂定本要點。

Kaohsiung Medical University (hereinafter "KMU"), in an effort to enhance procurement efficiency and foster the development of scientific research, pursuant to Article 6, Item 4 of the "Fundamental Science and Technology Act" and the regulations set forth by the "Regulations Governing Government-Funded Procurements for Scientific and Technological Research and Development," hereby establishes these guidelines (hereinafter "the Guidelines").

### 二、 (名詞定義)

#### 2. (Definition of Terms)

科研採購係指依科學技術基本法第6條第4項規定，接受政府機關（構）補助所執行之科學技術研究發展計畫，及其採購之經費來源為科學技術研究發展預算搭配產學合作計畫之企業配合款所須辦理工程、財物或勞務之採購。

Scientific research procurement refers to the acquisition of constructions, goods, or labor services required for scientific and technological research development projects conducted under the stipulations of Article 6, Item 4 of the Fundamental Science and Technology Act, subsidized by government agencies or organizations, and wherein the source of funds for such procurement is the budget allocated for scientific and technological research and development in conjunction with the corporate matching funds from industry-academia cooperation projects.

(一)工程：實驗設施營建、設施改建工程。

(1) Constructions: The building of experimental facilities, and renovation of existing facilities.

(二)財物：儀器設備、實驗使用之耗材。

(2) Goods: Instrumentation equipment, and consumables for experimental use.

(三)勞務：轉委託研究。

(3) Labor services: Subcontracted research.

公開招標係指以公告方式邀請不特定廠商投標。

Open tender refers to the invitation to bid by public announcement to an unspecified number of suppliers.

限制性招標係指不經公告程序，邀請二家以上廠商比價或僅邀請一家廠商議價。

其他與採購相關之名詞定義，得參照政府採購法。

Restricted tendering refers to the process where, without public announcement, two or more suppliers are invited to submit quotations, or negotiation is conducted with only one supplier. Definitions of other terms related to procurement may refer to the Government Procurement Act.

### 三、（適用範圍）

#### 3. (Scope of Application)

本校辦理科研採購之作業，悉依「政府補助科學技術研究發展採購監督管理辦法」及本要點規定辦理。

The operations of scientific research procurement at KMU are conducted in accordance with the "Regulations Governing Government-Funded Procurements for Scientific and Technological Research and Development" and the stipulations of the Guidelines.

是否屬於科研採購項目應以該補助計畫契約為準；如有疑義時，由補助、委託或出資之政府機關(構)認定之。

Whether an item falls under the category of scientific research procurement shall be determined by the contract of the subsidy project. In case of doubt, it shall be determined by the government agency or organization that provides the subsidy, commission, or funding.

本要點未規定事宜，得參照政府採購法、本校採購辦法等相關法令規章辦理。

Matters not stipulated in the Guidelines shall be handled in reference to the Government Procurement Act, KMU's procurement regulations, and other relevant laws and regulations.

### 四、（分批辦理採購之限制）

#### 4. (Restrictions on Conducting Procurement in Batches)

科研採購金額達新臺幣 100 萬元者，除符合本要點第 7 條第 1 項規定者外，應採公開招標方式辦理。

For scientific research procurement reaching the amount of one million New Taiwan Dollars (NTD 1,000,000), except for those conforming to the provisions of Article 7, Item 1 of the Guidelines, open tendering procedures shall be adopted.

請購單位不得意圖規避本要點之適用，分批辦理新台幣 100 萬元以上之科研採購。

The requisitioning units shall not intentionally evade the applicability of these guidelines by conducting scientific research procurements in batches exceeding one million New Taiwan Dollars (NTD 1,000,000).

### 五、（科研採購原則）

#### 5. (Principles of Scientific Research Procurement)

科研採購應以促進科技研究發展、維護公共利益及公平合理為原則，對廠商不得為無正當理由之差別待遇。

Procurement for scientific research should be conducted with the principles of promoting the development of scientific and technological research, maintaining the public interest, and ensuring fairness and reasonableness, without unjustified differential treatment of vendors.

六、（協商資訊公開）

6. (Negotiation Information Disclosure)

辦理科研採購，必要時，請購單位得於訂定採購前與供應廠商就採購工程、財物規格或勞務需求等進行協商，協商所有往來書面文件，應附卷備供查詢，如協商非以書面為之者，應作成書面紀錄，載明接觸對象、時間、地點及內容。

When conducting scientific research procurement, if necessary, the requisitioning unit may negotiate with supplier vendors regarding procurement projects, specifications of goods, or service requirements prior to determining the procurement. All written documents of negotiation shall be attached to the file for reference. If the negotiation is not conducted in writing, a written record shall be created, specifying the parties contacted, the time, location, and content of the negotiation.

七、（限制性招標）

7. (Restricted Tendering)

科研採購金額達新臺幣100萬元以上（含本數、全部合計金額及後續擴充），符合下列情形之一者，由請購單位敘明適當理由，簽報校長或授權人員核准，得採限制性招標方式辦理。

For scientific research procurement where the amount reaches one million New Taiwan Dollars (NTD 1,000,000) or more (including base amount, the total combined amount, and subsequent expansions), and meets one of the following conditions, the requisitioning unit shall state appropriate reasons and report to the President or authorized personnel for review and approval to conduct the procurement using a restricted tendering method.

(一)以公開方式辦理結果，無廠商投標或無合格標，且以原定招標內容及條件未經重大改變者為限。

(1) If after conducting an open tender, no bids were submitted or no qualified bids were received, and the tender content and conditions have not been significantly altered.

(二)屬專屬權利、獨家製造或供應、藝術品、秘密諮詢，無其他合適之替代標的者。

(2) Items that are under exclusive rights, exclusively manufactured or supplied, artworks, or confidential consultations that do not have a suitable alternative.

(三)遇有不可預見之緊急事故，致無法以公開招標程序適時辦理，且確有必要者。

(3) In the event of unforeseeable emergencies that preclude timely processing through open tendering procedures and where there is a definite necessity.

- (四)原有採購之後續維修、零配件供應、更換或擴充，因相容或互通性之需要，必須向原供應廠商採購者。
- (4) For the maintenance, supply of spare parts, replacement, or expansion of existing procurements, where compatibility or interoperability necessitates procurement from the original supplier.
- (五)屬原型或首次製造、供應之標的，以研究發展、實驗或開發性質辦理者。
- (5) Items that are prototypes or being manufactured or supplied for the first time, conducted for research, development, experimentation, or developmental purposes.
- (六)原有採購之後續擴充，且已於原招標公告及招標文件敘明擴充之期間、金額或數量者。
- (6) For the subsequent expansion of existing procurements that have been specified in the original tender notice and bidding documents in terms of duration, amount, or quantity.
- (七)在集中交易或公開競價市場採購財物。
- (7) Procurement of goods from centralized trading or open competitive bidding markets.
- (八)委託專業服務、技術服務或資訊服務，經公開客觀評選為優勝者。
- (8) Contracting professional services, technical services, or information services, selected as winners through an open and objective evaluation.
- (九)以公告程序辦理設計競賽，經公開客觀評選為優勝者。
- (9) Conducting a design competition by announcement, selected as winners through an open and objective evaluation.
- (十)因業務需要，指定地區採購房地產，經依所需條件公開徵求勘選認定適合需要者。
- (10) For business needs, procuring real estate in a designated area, openly soliciting and recognizing suitability as per the required conditions.
- (十一)委託在專業領域具領先地位之自然人或經公告審查優勝之學術或非營利機構進行科技、技術引進、行政或學術研究發展。
- (11) Commissioning natural persons in leading professional fields, or academic or non-profit organizations that have been declared winners after announcement and review, for technological introduction, administrative or academic research, and development.
- (十二)其他報請受補助機構主管核定者。
- (12) Other cases as approved by the competent authority of the subsidizing organization.

採購金額逾新臺幣 10 萬元，未達新臺幣 100 萬元者，符合前項第 1 款至第 12 款情形之一者，得採限制性招標辦理。

For procurement amounts exceeding one hundred thousand New Taiwan Dollars (NTD100,000) but not reaching one million New Taiwan Dollars (NTD 1,000,000), if

one of the situations from item (1) to item (12) of the preceding paragraph is met, restricted tendering may be conducted.

採購金額在新臺幣 10 萬元（含）以下採購，由請購單位逕洽廠商辦理採購。

For procurement with an amount of one hundred thousand New Taiwan Dollars (NTD100,000) (inclusive) or below, the requisitioning unit may directly contact the vendor to handle the procurement.

八、（招標公告方式）

8. (Method of Tender Announcement)

科研採購採公開招標方式辦理者，應將招標公告資訊公開於本校資訊網站。如補助單位完成建置科研採購統一招標入口網站，達新臺幣 100 萬元（含）以上者應優先公告於該網站。公告內容有修正時，亦同。

When conducting scientific research procurement by open tender, the tender announcement information should be made public on KMU's information website. Should the subsidizing authority complete the establishment of a unified tender portal for scientific research procurement, procurements reaching one million New Taiwan Dollars (NTD 1,000,000) (inclusive) or above should be prioritized for announcement on that portal. The same applies to any amendments to the announcement content.

公告期間視實際採購需求增減，以不少於五日曆天，不多於十日曆天為原則。

The announcement period should be adjusted based on actual procurement needs, with a minimum of five calendar days and a maximum of ten calendar days as the principle.

九、（審查）

9. (Review)

採購金額達新臺幣 100 萬元（含）以上者，應成立審查小組，就符合資格廠商之技術、管理、商業條款、過去履約績效、工程、財物或勞務之品質、功能項目進行審查。審查應作成書面記錄，並附卷備供查詢。但為鼓勵新創公司參與，得調整前述審查項目，增加新創公司公平競爭機會。

For procurement amounts reaching one million New Taiwan Dollars (NTD 1,000,000) (inclusive) or above, a review group shall be established to evaluate the technical, management, commercial terms, past performance, and the quality and functionality of the engineering, goods, or services provided by qualified vendors. The review shall be documented in writing and included in the record for reference. However, to encourage the participation of start-up companies, the aforementioned review items may be adjusted to increase fair competition opportunities for these companies.

前項審查小組應由請購人員、採購人員與至少一名具有相關領域專長之本校採購會委員或採購小組委員組成。本校採購會或採購小組委員如無相關領域專長者，得請計畫主持人推薦本校具有相關領域專長之教師或編制內職員參與審核。必要時，得外聘校外專家學者參與審查，惟出席審查費用由請購單位負擔。

The review group mentioned in the preceding paragraph shall consist of

requisitioning personnel, procurement personnel, and at least one member of KMU's procurement committee or procurement panel with expertise in the relevant field. If the members of KMU's procurement committee or panel do not have expertise in the relevant field, the project leader may recommend faculty or staff members with relevant expertise from within KMU to participate in the review. If necessary, external experts or scholars may be invited to join the review process, with their attendance fees to be borne by the requisitioning unit.

前項之校外專家學者，係指於公私立大專院校或研究機構擔任教學研究工作之人員。辦理審查、開標、比價、議價及決標，應會同請購單位及會計單位監辦下辦理。

The external experts or scholars referred to in the preceding paragraph are individuals engaged in teaching and research at public or private universities, colleges, or research institutions. The processes of review, bid opening, comparison of bids, negotiation, and bid awarding should be conducted in collaboration with the requisitioning and accounting units under supervision.

#### 十、（底價訂定）

##### 10. (Setting the Base Price)

請購單位或採購單位應提供市場行情、以往採購內容、廠商報價、交易方式及條件等，以便訂定底價。

The requisitioning or procurement unit shall provide market trends, past procurement details, vendor quotations, transaction methods, and conditions to facilitate the setting of a base price.

請購金額逾新台幣 10 萬元以上由校長或其授權人員核定底價。

For procurement amounts exceeding one hundred thousand New Taiwan Dollars (NTD100,000), the base price must be approved by the President or an authorized person.

若因採購案件特殊或複雜，訂定底價確有困難者，得不訂定底價。

If due to the special or complex nature of a procurement case such that it is difficult to set a base price, it may be determined not to set one.

底價訂定之作業流程應予保密，除採公開底價之案件外，於決標前不得公開。

The process of setting the base price must be kept confidential. Except for cases where the base price is made public, it should not be disclosed before the bid is awarded.

#### 十一、（押標金、保證金之繳交）

##### 11. (Payment of Bid Security and Performance Guarantees)

辦理科研採購招標時，應於招標文件中規定投標廠商須繳納押標金；得標廠商須繳納保證金或提供或併提供其他擔保。但有下列情形之一者，不在此限：

When conducting the tender for scientific research procurement, it must be stipulated in the tender documents that bidding vendors are required to pay bid security; the winning vendor must pay a performance guarantee or provide or additionally provide other forms of security. However, this requirement does not apply under any of the

following circumstances:

(一)、勞務採購，以免收押標金、保證金為原則。

(1) For the procurement of labor services, the principle is to exempt from collecting bid security and performance guarantees.

(二)、未達 150 萬元之工程、財物採購，得免收押標金、保證金。

(2) For construction or property procurement not exceeding one and a half million New Taiwan Dollars (NTD 1,500,000), bid security and performance guarantees may be exempted.

(三)、以議價方式辦理之採購，得免收押標金。

(3) For procurements conducted through negotiation, the collection of bid security may be exempted.

(四)、依市場交易慣例或採購案特性，無收取押標金、保證金之必要或可能。

(4) According to market trading practices or the characteristics of the procurement case, there is no necessity or possibility to collect bid security or performance guarantees.

押標金、保證金與其他擔保之種類、額度、繳納、退還、終止方式及其他相關作業事項之辦法，得參酌政府採購法之規定。

The type, amount, payment, refund, termination method, and other related operational matters of bid security, performance guarantees, and other forms of security may refer to the provisions of the Government Procurement Act.

十二、 (決標原則)

12. (Principles for Awarding of Bid)

科研採購案件之決標，依下列原則辦理：

The awarding of bids for scientific research procurement cases shall be conducted according to the following principles:

(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。

(1) For procurements with a set base price, the contract shall be awarded to the vendor whose bid meets the requirements set forth in the tender documents and is the lowest within the base price.

(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。

(2) For procurements without a set base price, the contract shall be awarded to the vendor whose bid meets the requirements set forth in the tender documents, is reasonable in price, and is the lowest within the budgeted amount.

(三)以合於招標文件規定之最有利標為得標廠商。

(3) The contract shall be awarded to the vendor offering the most advantageous bid that meets the requirements set forth in the tender documents.

(四)採用複數決標之方式，應合於最低價格或最有利標之競標精神。

(4) When using multiple award criteria, the process should align with the principles of the lowest price or the most advantageous bid.

有關最有利標及複數決標等作業規範，得參照政府採購法方式辦理。

Regulations pertaining to the most advantageous bid and multiple award criteria may be handled in a manner referring to the Government Procurement Act.

上述決標原則，有招標文件者並應載明於招標文件內。

The above-mentioned awarding principles should also be clearly stated in the tender documents if such documents exist.

十三、（不予開標決標之情形）

13. (Circumstances Where Bids Will Not Be Opened or Decided)

辦理招標除有下列情形之一不予開標決標外，有 3 家以上合格廠商投標，即應依招標文件所定時間開標決標：

Tender procedures, except under any of the following circumstances, should proceed with the bid opening or bid awarding at the time specified in the tender documents if there are bids from three or more qualified vendors:

(一)變更或補充招標文件內容者。

(1) Amendments or supplements to the contents of the tender documents.

(二)發現有足以影響採購公正之違法或不當行為者。

(2) Discovery of illegal or improper conduct sufficient to affect the fairness of the procurement.

(三)因應突發事故者。

(3) Response to unforeseen emergencies.

(四)採購計畫變更或取消採購者。

(4) Changes to the procurement plan or cancellation of the procurement.

(五)其他經本校認定之特殊情形。

(5) Other special circumstances as determined by KMU.

第一次開標，因未滿 3 家而流標者，第二次招標得不受前項 3 家廠商之限制。

If the first bid opening results in no award due to fewer than three bidders, the second tendering may proceed without the restriction of having bids from three vendors.

十四、（不予投標廠商開標或投標之情形）

14. (Circumstances in Which Vendors Are Not Allowed to Open Bids or Submit Bids)

投標廠商有下列情形之一，於開標前發現者，其所投之標應不予開標；於開標後發現者，應不決標予該廠商，如致採購程序無法繼續進行者，得宣布廢標。

If a bidding vendor is found to be in any of the following situations before the opening of bids, their bid shall not be opened; if discovered after the opening of bids, the bid shall not be awarded to that vendor. If this prevents the continuation of the procurement process, the bid may be declared void:

(一)未依招標文件之規定投標。

(1) Failure to bid in accordance with the stipulations of the tender documents.

(二)投標文件內容不符合招標文件之規定。

(2) The content of the bid documents does not conform to the requirements of the

tender documents.

(三)借用或冒用他人名義或證件。

(3) Using or impersonating another person's name or credentials.

(四)偽造或變造投標文件。

(4) Forging or altering bid documents.

(五)影響採購公正之違反法令行為。

(5) Engaging in illegal acts that affect the fairness of the procurement process.

(六)有不得參加投標或作為決標對象之情形。

(6) Being in a situation where they are prohibited from participating in the bidding or being considered for the award.

決標或簽約後發現得標廠商於決標前有前項情形者，應撤銷決標、終止契約或解除契約，並得追償損失。但撤銷決標、終止契約或解除契約將損及本校利益者，不在此限。

If it is discovered after the awarding or contracting that the winning vendor was in any of the situations mentioned above before the awarding, the award shall be revoked, the contract terminated, or the contract rescinded, and damages may be sought. However, if revoking the award, terminating, or rescinding the contract would harm the interests of KMU, this limitation does not apply.

#### 十五、（超過底價之決標）

##### 15. (Awarding the Bid Above the Base Price)

合於招標文件規定之投標廠商之最低標價超過底價時，得洽該最低標廠商減價 1 次；減價結果仍超過底價時，得由所有合於招標文件規定之投標廠商重新比減價格，減價以不逾 3 次為原則。

When the lowest bid submitted by a vendor that complies with the tender document exceeds the base price, the procurement unit may negotiate a single price reduction with that lowest bidder. If the result of the price reduction still exceeds the base price, all vendors complying with the tender document may be invited to re-submit their bids with reduced prices, on the principle that the number of price reductions shall not exceed three times.

前項辦理結果，最低標價仍超過底價而不逾預算數額，確有緊急情事需決標時，應經原底價核定人或其授權人員核准，且不得超過底價百分之八。

If, as a result of the foregoing, the lowest bid still exceeds the base price but does not exceed the budgeted amount, and there is an urgent need to award the bid, approval must be obtained from the person who approved the base price or their authorized personnel, and the bid must not exceed 108% of the base price.

#### 十六、（利益迴避）

##### 16. (Conflict-of-Interest Avoidance)

辦理科研採購之人員對於與採購有關之事項，涉及本人、配偶、二親等以內血親或姻親之利益時，應行迴避。

Individuals involved in the procurement of scientific research must recuse

themselves from related matters if they involve the interests of themselves, their spouse, or any relatives within the second degree of kinship.

前項所稱辦理科研採購人員，包含請購人、計畫主持人、請購單位主管、審查小組成員、承辦及監辦採購人員及主管。

The term "individuals involved in the procurement of scientific research" includes requisitioners, project leaders, heads of requisitioning units, members of review groups, and personnel in charge of or supervising procurement.

本校之負責人、代表人，不得為供應廠商之負責人、合夥人或代表人但屬政府或公股指派、遴聘代表或由政府聘任者，不包括之。

Heads or representatives of KMU must not be responsible persons, partners, or representatives of supplier vendors, except for those appointed or selected by the government or public shareholders, or those hired by the government.

受補助之機關與供應廠商，不得同時為關係企業或同一其他廠商之關係企業。

Agencies receiving subsidies and their supplier vendors must not simultaneously be related enterprises or the related enterprises of the same other vendor.

前四項之執行如不利於科技研究發展與研發成果創新運用、公平競爭或公共利益，得由請購單位報請補助機關核定後免除之。

If the implementation of the first four paragraphs is detrimental to the development of scientific research, the innovation application of research and development results, fair competition, or the public interest, the requisitioning unit may report to the subsidizing authority for exemption after review and approval.

#### 十七、 (契約訂定)

##### 17. (Contract Formation)

辦理科研採購，應訂定採購契約，採購契約之內容及型式，由相關單位人員訂定之，並由採購單位將契約簽會請購單位及相關單位審核後，陳報校長或其授權人核定。採購契約經用印後分送廠商、請購單位、會計室及採購單位保管備用。

In the procurement of scientific research, a procurement contract must be established. The content and form of the procurement contract shall be determined by personnel from the relevant units, and after the contract has been reviewed by the requisitioning unit and other relevant units, it should be submitted to the President or an authorized person for review and approval. Once the contract has been sealed, copies should be distributed to the vendor, the requisitioning unit, the accounting office, and the procurement unit for safekeeping.

前項契約內容應包含履約標的、付款方式、履約管理、契約變更、查驗與驗收、履約期限、權利與責任、契約終止解除或暫停執行、爭議處理及罰責等要項。

The content of the contract stipulated in the preceding paragraph should include the subject of performance, payment method, performance management, contract modification, inspection and acceptance, performance duration, rights and responsibilities, termination or suspension of the contract, dispute resolution, and penalties.

十八、 (履約管理)

18. (Performance Management)

履約期間應由請購單位善盡履約管理責任，對廠商各項申請作業，各業務單位應本於權責積極協助廠商解決。

During the performance period, the requisitioning unit shall fulfill its responsibility for performance management and actively assist the vendor in resolving any issues arising from their various application procedures as part of their respective business units' duties and responsibilities.

請購單位應履行查驗之責，於廠商履約期間就履約情形辦理查驗、測試或檢驗，以掌握履約進度及交貨品質。

The requisitioning unit is responsible for carrying out inspections during the vendor's performance period to monitor the progress of performance and the quality of delivered goods through examinations, tests, or inspections.

請購單位之履約管理，得以傳真書面審核或實地查驗、測試、檢驗等方式行之。

The performance management by the requisitioning unit can be conducted through written reviews by fax or through on-site inspections, testing, and examination.

十九、 (驗收)

19. (Acceptance)

辦理科研採購之驗收，除契約另有規定者外，應於接獲廠商通知備驗或可得驗收之程序後三十日內，由使用單位先確認可驗收後，再依下列規定辦理驗收，並得辦理部分驗收。

For the acceptance of scientific research procurements, unless otherwise specified in the contract, the following procedures should be conducted within thirty days after receiving notification from the vendor that the goods or services are ready for inspection or acceptance. The using unit must first confirm the readiness for acceptance, and then proceed with the acceptance as per the regulations below.

Partial acceptance may also be conducted.

(一)新台幣 400 萬元 (含) 以上之財物或勞務採購或新台幣 800 佰萬元 (含) 以上之工程採購案件：由校長指派本校相關領域專長者之教職員 2 名擔任驗收主驗人員。

(1) For procurement of goods or services valued at four million New Taiwan Dollars (NTD 4,000,000) (inclusive) or above, or construction procurement cases of eight million New Taiwan Dollars (NTD 8,000,000) (inclusive) or above: The President shall appoint two faculty members with relevant expertise from KMU to serve as the main acceptance personnel.

(二)新台幣 50 萬元 (含) 以上未達 400 萬元之財物或勞務採購或未達 800 萬元之工程採購案件：由總務長推薦後由校長指派本校相關領域專長者之教職員 1 名擔任驗收主驗人員。

(2) For procurement of goods or services valued at five hundred thousand New Taiwan Dollars (NTD 500,000) (inclusive) or above but less than four million New

Taiwan Dollars (NTD 4,000,000), or construction procurement cases less than eight million New Taiwan Dollars (NTD 8,000,000): One faculty member with relevant expertise shall be appointed by the President following the recommendation of the Vice President for General Affairs to serve as the main acceptance personnel.

(三)逾新台幣 10 萬元以上未達新台幣 50 萬元之採購案件：除有特殊情形者外，由計畫主持人或請購單位主管主驗。

(3) For procurement cases exceeding one hundred thousand New Taiwan Dollars (NTD 100,000) but less than five hundred thousand New Taiwan Dollars (NTD 500,000): Unless there are special circumstances, the project leader or head of the requisitioning unit shall conduct the acceptance.

(四)新台幣 10 萬元（含）以下之採購案件於廠商請款時，由請購單位辦理。

(4) For procurement cases valued at one hundred thousand New Taiwan Dollars (NTD 100,000) (inclusive) or below: The requisitioning unit shall handle the acceptance upon the vendor's request for payment.

新台幣 10 萬元以上之科研採購驗收時，應會同採購、使用單位、會計、資產經營管理組及其他相關單位會驗。驗收完成時，須填具正式驗收文件。

For scientific research procurements exceeding one hundred thousand New Taiwan Dollars (NTD 100,000), acceptance should be conducted jointly with the procurement unit, using unit, accounting, Division of Property Management, and other relevant units. Upon completion of acceptance, formal acceptance documentation must be completed.

勞務採購案件，得於招標文件規定查驗項目，其結果並供驗收之用。

For labor service procurement cases, inspection items should be stipulated in the tender documents, and the results should be used for acceptance purposes.

驗收結果不合格時，請購單位或採購單位應通知廠商限期改善、拆除、重作或換貨，廠商於期限內完成者，各相關單位再行辦理驗收。

If the acceptance results are unsatisfactory, the requisitioning unit or procurement unit shall notify the vendor to make improvements, dismantle, redo, or exchange the goods within a specified deadline. If the vendor completes the required actions within the deadline, the relevant units shall conduct the acceptance again.

對於逾期交貨之採購案，由請購單位或採購單位負責催告之，並依契約相關罰則辦理。

For procurement cases with delayed delivery, the requisitioning unit or procurement unit is responsible for urging compliance, and penalties related to the contract should be applied.

其他相關驗收程序，準用政府採購法。

Other related acceptance procedures shall apply mutatis mutandis to the Government Procurement Act.

20. (Dispute Resolution)

廠商對科研採購案件有異議者，應以書面提出。

Vendors disputing scientific research procurement matters must submit their objections in writing.

異議逾期，應不予受理者，由採購單位以書面通知該廠商。惟不受理異議時，採購單位仍得評估其事由，認其異議有理由時，自行撤銷或變更原處理結果或暫停採購程序之進行。

Objections submitted after the deadline shall not be accepted, and the procurement unit shall notify the vendor in writing of such non-acceptance. However, the procurement unit may still evaluate the reasons for the objection and, if deemed justified, may on its own accord revoke or alter the original handling results or suspend the procurement process.

招標期間廠商提出異議，由採購單位召集請購單位及其他相關單位等，以為因應。若屬規格事項，由請購單位於收受異議之次日起 15 日內為適當之處理，並將處理結果以書面通知異議廠商。

During the tendering period, if a vendor raises an objection, the procurement unit shall convene with the requisitioning unit and other relevant units for response. If the objection relates to specification matters, the requisitioning unit must handle it appropriately within 15 days from the next day of receiving the objection and notify the objecting vendor of the outcome in writing.

開標時有異議未完成處理者，應陳請開標主持人辦理開標狀態保留（將相關投標文件封存），俟釐清後再為適法處理。

If objections remain unresolved at the time of bid opening, the bid opening officer shall be requested to preserve the status of the bid opening (by sealing the relevant bid documents) until clarification is achieved and then proper legal handling can be conducted.

廠商提出異議，經請購單位及採購單位判斷認為異議有理由者，採購單位應公告撤銷、變更原處理結果，或暫停採購程序之進行。但有緊急情況或公共利益之必要，或異議事由不影響採購者，不在此限。

If a vendor's objection is deemed reasonable by the requisitioning and procurement units, the procurement unit shall announce the revocation or alteration of the original handling results, or suspension of the procurement process. However, this does not apply in urgent situations where public interest is necessary, or if the reasons for the objection do not affect the procurement.

二十一、（使用效益）

21. 依本要點購入之設備應妥善使用；達新台幣 100 萬元以上者，使用單位應製作其使用狀況之書面記錄，備供財產盤點或補助機關查詢。

Equipment procured pursuant to the Guidelines must be appropriately used; for those valued at over one million New Taiwan Dollars (NTD 1,000,000), the user unit shall maintain written records of their utilization to be available for property audits or

inquiries by subsidizing bodies.

前項設備於補助關係存續期間，受補助單位不得設定負擔或處分。但依其他法令規定得設定負擔或處分，或經補助機關同意者，不在此限。

The equipment funded under the preceding paragraph shall not be encumbered or disposed of during the period of subsidy relationship. However, this restriction does not apply if the encumbrance or disposal is permitted under other laws, or with the consent of the subsidizing authority.

二十二、（施行）

22. 本要點經行政會議審議通過後，自公布日起實施，修正時亦同。

After being reviewed and approved by the Administrative Meeting, the Guidelines shall be implemented from the date of announcement, and the same applies to amendments.