

臺北基督學院採購辦法

Christ's College Taipei Procurement Regulations

108年12月12日本校108學年度第四次行政會議通過

111年7月5日本校110學年度第三次臨時行政會議通過修訂

114年8月5日114學年第一次臨時行政會議通過修訂

第一章 總則 General Provisions

第一條 臺北基督學院（以下簡稱本校）為提升採購績效，本校購置、定製財物（包括器材、書刊）悉依臺北基督學院採購辦法（以下簡稱本辦法）辦理。

To improve procurement performance, all purchases and custom orders of property (including equipment and books) made by Taipei Christian College (hereinafter referred to as “the College”) shall be processed in accordance with these Procurement Regulations (hereinafter referred to as “the Regulations”).

第二條 本辦法所稱之採購，指工程之定作、財物之買受、定製、承租及勞務之委任或僱傭等。

The term “procurement” as used in the Regulations refers to construction works, the purchase or custom ordering of property, leasing, and commissioned or hired services.

第三條 本辦法所稱之工程，指在地面上下新建、增建、改建、修建、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、景觀、電氣及其他經主管機關認定之工程。本辦法所稱之財物，指各種物品（生鮮農漁產品除外）、材料、設備、機具與其他動產、不動產、權利及其他經主管機關認定之財物。本辦法所稱之勞務，指專業服務、技術服務、資訊服務、研究發展、營運管理、維修、訓練、勞力及其他經主管機關認定之勞務。採購兼有工程、財物、勞務二種以上性質，難以認定其歸屬者，按其性質所占預算比率最高者歸屬之。本辦法所稱之金額，均以新台幣為單位。

The term “construction works” refers to activities such as new construction, additions, renovations, repairs, demolition, and alterations to natural environments, including architectural, civil, hydraulic, landscaping, electrical, or other works recognized by the competent authority. The term “property” refers to all items (excluding fresh agricultural and fishery products), materials, equipment, machinery, and other tangible or intangible assets, including real estate and rights, as recognized by the competent authority. The term “services” refers to professional, technical, IT, R&D, operational management, maintenance, training, labor, or other services recognized by the competent authority. If a procurement involves more than one nature (e.g., construction, property, or services) and is difficult to classify, it shall be classified according to the category with the highest budget share. All monetary amounts mentioned in the Regulations are in New Taiwan Dollars (NTD).

第 四 條 權責區分：Division of Responsibilities:

一、採購委員會：負責全校參拾萬元以上(含)採購案件之審議。

Procurement Committee: Responsible for reviewing procurement cases of NTD 300,000 or more.

二、請購單位：負責採購之計畫、申請、協助執行、驗收與財產保管之單位。

Requisition Units: Responsible for planning, applying, assisting in execution, acceptance, and property management.

三、會簽單位：協助審核採購案內容以符合採購效益及法規之專業單位。

Co-signing Units: Professional units responsible for reviewing procurement proposals for efficiency and regulatory compliance.

四、採購單位：係指本校總務處負責全校採購業務執行、提供有關物價資料供採購委員會審查參考。

Procurement Unit: The General Affairs Office executes procurement tasks college-wide and provides price references to the Procurement Committee.

五、監辦單位：係指本校會計室負責預算之編製與審查及採購事項審查與驗收之單位。

Supervisory Unit: The Accounting Office is responsible for budget planning, review, procurement verification, and acceptance.

第 五 條 請購單位申請採購物品，應先填寫請購單。若預算有兩種科目來源不得分開申請，以使申請金額與財產驗收金額相符。請購內容涉及專業審查者，須先送相關單位會簽。

Requisition units must complete a requisition form to request procurement. If funding comes from two budget categories, the request must not be split, ensuring the requested and received property values match. Requisitions requiring professional review must be co-signed by relevant units.

第 六 條 接受政府機關、公立學校、公營事業補助辦理採購，補助金額占採購金額半數以上，且補助金額在公告金額以上者，依政府採購法暨相關法令辦理。其他各項採購，除法令另有規定外，悉依本辦法處理。

For procurements subsidized by government agencies, public schools, or public enterprises where the subsidy accounts for more than half of the total amount and exceeds the public announcement threshold, the Government Procurement Act and related laws shall apply. All other procurements shall be handled per these Regulations, unless otherwise specified by law.

第 七 條 採購後有變更使用經費之必要者，應陳報校長核准後，始得變更。

If there is a need to reallocate the budget after procurement, approval from the College President must be obtained.

第 八 條 關於性質相同或同一廠商提供物品之採購，應集中辦理，不得化整為零。前項採購並應優先選購共同供應契約、節能環保產品及身心障礙福利機構團體或庇護工場生產物品。

Procurements involving identical or similar items or supplied by the same vendor shall be consolidated and not divided into smaller amounts. Priority should be given to joint supply contracts, energy-saving and eco-friendly products, and items produced by welfare organizations or sheltered workshops for the disabled.

第 九 條 廠商履約結果涉及智慧財產權（專利權、商標權、著作權、積體電路電路布局權、營業秘密、植物品種權等）者，應由請購單位於招商時載明。

If a vendor's fulfillment involves intellectual property rights (e.g., patents, trademarks, copyrights, layout-design rights, trade secrets, plant variety rights), the requisition unit must specify such rights in the solicitation documents

第 十 條 依勞工安全衛生法等相關法律規定，有必要提醒廠商工作環境之危害因素，並必須施作安全措施之請購案，請購單位應於詢價時，將承攬商危險作業告知文件及請購規格表併同提交廠商；得標廠商於施作前應繳交承攬商工作環境危害因素告知回覆表單。

For procurements subject to occupational safety and health regulations where hazardous working environments must be disclosed, requisition units shall submit a hazard disclosure document and technical specifications during the quotation process. The winning vendor must submit a hazard acknowledgment form before implementation.

第 二 章 採購 Procurement

第 十 一 條 一般採購注意事項：**General Procurement Guidelines:**

一、 購置、定製財物，在預算以內者，先填請購單，經採購程序簽准；新台幣伍仟元以下者，由各處室主任、系主任批准；伍仟元以上者，需經副校長批准；一萬元以上者，需經校長批准。

For purchases and custom orders within the budget, a requisition form must first be completed and submitted for approval according to the procurement procedures. For amounts under NTD 5,000: approval by office or department heads. For amounts over NTD 5,000: approval by the Vice President. For amounts over NTD 10,000: approval by the President.

二、 請購案之預算金額未達五萬元者，應檢附一家以上廠商之估價單；預算金額五萬元以上，應檢附二家以上廠商之估價單；預算金額十萬元以上，應檢附三家以上廠商之估價單。估價應由請購單位及事務組分別實施，請購單位至少須檢附一家廠商估價單。

For requisition budgets: Under NTD 50,000: at least one vendor quotation required. NTD 50,000 or more: at least two vendor quotations required. NTD 100,000 or more: at least three vendor quotations required. Quotations must be gathered by both the requisition unit and the General Affairs Section; the requisition unit must submit at least one vendor quotation.

- 三、 請購若有特殊需求者得先上簽說明，並附採購需求規格表(內含請購單位、請購日期、經費來源、品名、規格、數量、預估單價及總價等項目)及廠商之估價單，經採購程序簽准後始得採購

If the requisition has special requirements, a formal justification should be submitted along with a **Procurement Specification Sheet**, which includes the requisitioning unit, date, funding source, item name, specifications, quantity, estimated unit price, total price, and vendor quotation.

Procurement may proceed only after approval.

- 四、 預算金額三十萬元以上之案件須取得三家報價單後經採購會議審議通過，報請校長核定後辦理之。決標價格在五十萬元以上者，應與承攬商於決標後一週內簽訂合約書，保證如期如質交貨（完工），確保交貨（完工）品質。

For projects with budgets of NTD 300,000 or more, three quotations must be obtained and reviewed by the Procurement Committee before being submitted to the President for approval. If the final contract price exceeds NTD 500,000, a contract must be signed with the vendor within one week of the award to ensure quality and timely delivery (or completion).

- 五、 採購案件如有必要得委託專業單位（人員）協助，並酌情給予規劃設計費，以設計、施作二階段進行。

If necessary, the College may commission professional units (or personnel) to assist in procurement planning and design. A two-stage process involving planning and implementation may be adopted, with appropriate design fees.

- 六、 決標：**Awarding Contracts**

- (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廠商得標。

If a floor price is set, the contract is awarded to the lowest bidder who complies with the specifications and offers a price within the floor price.

- (二) 未定底價之採購(無法市場訪價、網路上查詢、其他機關學校決標資料、工程會電子型錄及詢報價系統、技術整合資訊…等)，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。

If no floor price is set (e.g., due to lack of market prices or comparable data), the contract is awarded to the lowest compliant bidder whose price is reasonable and within budget.

- (三) 以合於招標文件規定之最有利標為得標廠商。

When using a **most advantageous bid** system, the contract is

awarded to the most compliant and advantageous vendor.

- (四) 決標時，最低標廠商之總標價或部分標價如為偏低或顯不合理，有降低品質、不能誠信履約之虞或其他特殊情形者，得通知該廠商於一定期限內提出說明或擔保。該廠商未於期限內提出合理之說明或擔保時，得不決標予該廠商，並以次低標廠商為最低標廠商。

If a bidder offers an unusually low or unreasonably priced bid that may risk quality or performance, they may be required to submit an explanation or guarantee. Failure to respond adequately allows the College to reject the bid and consider the next-lowest bidder.

- 七、 教育部補助之設備及五十萬元以上之請購，需要上網公告公開招商一週。

For Ministry of Education-subsidized equipment and requisitions over NTD 500,000, a public notice must be posted online for one week.

- 八、 預算金額為一百萬元以上者，，需要上網公告公開招商二週，參加投標之廠商須至採購委員會議會場備詢，並須繳預算金額之百分之五為押標金（得標後，得轉換為履約保證金）。該保證金於約定條件完成後無息發還。

For procurements over NTD 1,000,000, public tender announcements must be posted online for two weeks. Bidders must attend the procurement committee meeting for inquiries and submit a **bid deposit** equal to 5% of the total budget. This may be converted into a performance bond for the winning vendor. The deposit will be refunded without interest upon successful completion.

- 九、 現場開標之採購案，因故流、廢標，以於一週後再行開標為原則。

For open bidding, if no bids or valid bids are received, the College will generally conduct a second round of bidding one week later.

- 十、 有保固必要之採購案，投標條件應視保固年限及需求明定保固期限及保固金（以決標金額百分之二原則）。廠商於保固期滿完成保固責任者，保固金依約定無息發還。

For procurements requiring warranty, the tender conditions must clearly state the required **warranty period** and **warranty deposit** (generally 2% of the contract amount). The deposit will be refunded without interest after the warranty period if obligations are fulfilled.

- 十一、 經採購會議通過後之請購單，須經總務處覆核，陳請校長核決後，交還採購單位通知得標廠商送貨、施作；採購單位並應隨時追蹤供應商交貨、施作品質及進度。

Requisitions approved by the Procurement Committee must be reviewed by the General Affairs Office, submitted to the President for final approval, and then the procurement unit must notify the winning vendor to deliver or execute the contract. The procurement unit must also track the quality and progress of delivery or execution.

十二、若有特殊採購需求或要件者得填寫限制性申請表陳請校長核決後實施，其要件如附件限制性招商申請表。

For special procurement needs, a **Restricted Tender Application Form** must be completed and submitted to the President for approval. (See attached restricted tender form.)

十三、採購物品，如係獨家廠商經營、指定一家廠牌，或由其他機關讓售而無法比價者，得採議價（現場或電話議價）方式辦理之。其總價達三萬元以上者，應填寫「獨家（代理）採購說明」，經核准後使得辦理。

If the item is exclusively supplied by one vendor, or a specific brand or product is designated, or items are transferred from another institution with no basis for price comparison, **price negotiation** (on-site or via phone) is allowed. If the total cost exceeds NTD 30,000, a **Sole Source Procurement Justification** form must be submitted and approved.

十四、採購物品應為新品，由單位主管及一級主管負責審核；採購委員會如發現有其他廠牌性能品質與使用單位需求相同而價格較低廉者，採購委員會得建議變更，經校長核定後辦理之。

All procured items must be brand new and reviewed by both the unit supervisor and a first-level supervisor.

If the Procurement Committee identifies another brand with equivalent performance at a lower price, it may recommend a change. The President must approve such a change.

十五、事務組除照上述規定進行採購外，並得考慮全校需求與廠商訂立合約，爭取批發之優惠價格。

The General Affairs Section may also enter into contracts with vendors based on overall school demand to secure wholesale or preferential prices, in accordance with the above regulations.

第 十二 條 一般修繕注意事項：**General Repair and Maintenance Guidelines:**

一、總務處對本校重大修繕工程，應於新學年度預算編列前，將各單位提報之修繕案，送校長核准後，配合編列年度預算作通盤檢討，納入年度修繕工程計畫辦理。

The General Affairs Office must collect repair requests from all units before each new academic year and submit them to the President for approval. Approved projects should be included in the annual repair plan and coordinated with the budget.

- 二、 修繕工程完竣，由承辦單位會同會計室人員驗收。經檢驗發現工程材料規格不符時，應予停止付款，並責成承包商改正或重做。倘承包商不服，得另請專家鑑定。有挖開或拆除必要時，承包商應予合作辦理，並於驗收確定後免費修復。

Upon completion of repair work, the responsible unit must inspect it together with personnel from the Accounting Office.

If materials do not match specifications, payment shall be withheld, and the contractor must correct or redo the work.

If the contractor disputes this, a third-party expert may be invited for evaluation. If dismantling is required for inspection, the contractor must cooperate and restore the site at no cost after acceptance.

- 三、 零星修繕未逾三萬元者，得由請購單位申請，估價後以議價方式辦理。其工程材料與驗收同前款規定辦理。

Minor repairs costing under NTD 30,000 may be requested by the user unit and carried out through price negotiation after quotation.

Material standards and acceptance procedures shall follow the same as stated above.

第 三 章 驗 收 Acceptance

第 十 三 條 驗收應檢附下列文件：The following documents shall be submitted for acceptance:

- 一、 發票或收據（須原始憑證，不得以複印本代用）。

Invoice or receipt (must be the original; photocopies are not acceptable).

- 二、 核准之請購單、估價單（若有簽陳、採購會議紀錄、合約書需一併檢附）。
Approved requisition form and quotation(s). If applicable, also attach approval documents, Procurement Committee meeting minutes, and contract.

- 三、 財產設備驗收應視採購規格，檢附下列文件：For equipment and property acceptance, the following documents should be provided as appropriate:

- （一）出廠證明文件（或保固書）。

Factory certification or warranty document.

- （二）性能測試報告或合法證明（如室內裝修合格證、防焰證明、聲學測試

報告、檢疫證明等)。

Performance test report or legal certifications (e.g., interior renovation compliance, flame-retardant certification, acoustic test report, quarantine certificate, etc.).

(三) 契約規定之其他給付憑證文件。

Any other delivery or performance documents specified in the contract.

第十四條 廠商交貨後，請購（使用）單位應填寫「財產報驗單」併同所購物品及單據，由使用人、採購單位負責主驗，會計室、總務長負責監驗，並應於一個月內完成驗收為原則。驗收合格，勘驗人員應於「財產報驗單」簽署。應列帳財產驗收合格後，各請購單位均應填寫「財產增加單」，連同請購單、估價單及發票、財產驗收單送事務組登記財產。請購案均須依規定辦妥驗收及登錄財產後，始得轉送會計室辦理付款核銷。

After goods are delivered, the requisition (user) unit must complete a **Property Inspection Form**, submit it with the goods and relevant documents, and have the inspection conducted by the user, procurement unit, Accounting Office, and the Dean of General Affairs. Acceptance should be completed within one month.

Upon approval, the inspection staff shall sign the inspection form.

If the item is classified as a fixed asset, the requisition unit must complete a **Property Addition Form** and submit it, along with the requisition form, quotation, invoice, and inspection form, to the General Affairs Section for property registration.

Only after these steps are completed can the Accounting Office proceed with payment processing.

第十五條 品質驗收部份由使用單位負責，保固書（卡）、保險單副本及檢測合格等證明文件應留使用單位備查。

The user unit is responsible for inspecting product quality. Warranty cards, insurance certificates, and other quality assurance documents must be retained by the user unit for future reference.

第十六條 室內裝修類案件驗收，應視採購內容取得防焰、節能、室內裝修、或消防安檢等各項合格證明並轉交總務處事務組留存。

For interior renovation projects, appropriate certifications—such as fire safety, energy efficiency, interior design compliance, and fire inspection—must be obtained and submitted to the General Affairs Section.

第十七條 分批送貨者，請購單位應於請購單上註明每次驗收及待交數量；另發票或正式收據所載單價或總價不符，或部份貨品可接受但品質與訂購有異，應通知事務組轉知廠商更正，若廠商無法依請購單交貨，若與廠商討論減價收受事宜，應

經請購核決權責單位簽准後方得驗收。

If partial delivery is allowed, the requisition unit must specify the quantity delivered and remaining on the requisition form.

If discrepancies exist between the invoice/receipt and the quoted unit or total price, or if some items are acceptable but deviate from specifications, the General Affairs Section must notify the vendor for correction.

If the vendor cannot fulfill the order as requested, and a price reduction is proposed, the change must be approved by the authorized signatory before acceptance.

第 十 八 條 得標廠商未依請購案核定之內容完工或交貨，或因施工品質不良或貨品有瑕疵者，除由本校依法究責外，請購單位應按約定（或合約），拒絕驗收，並責成重新施工、交貨或逕行扣款處罰。

If the awarded vendor fails to complete the delivery or execution according to the requisition, or if the quality is substandard or defective, the College has the right to pursue legal liability.

The requisition unit must refuse acceptance and request re-delivery or rework, or deduct penalties according to the agreement or contract.

第 四 章 附 則 Supplementary Provisions

第 十 九 條 各單位之機械、儀器及其他設備等修護保養合約，應專案簽報核准後實施；合約正本送會計室、副本送總務處備查。為保障學校權益，與廠商所簽訂各種維護合（契）約之「維護費用」，不得於簽約後一次付清。應配合維護情形分期支付維護費用，並依下列方式擇一辦理：

For maintenance contracts involving machinery, instruments, or other equipment, each unit must submit a project proposal for approval.

The original contract should be submitted to the Accounting Office, and a copy to the General Affairs Office.

To safeguard the College's interests, **maintenance fees** specified in vendor contracts must not be paid in full at signing.

Payments should be made in installments based on service performance using one of the following methods:

一、 按月支付：於每月月底完成維護工作後支付。

Monthly Payment: Paid at the end of each month upon completion of maintenance work.

二、 分期支付：**Installment Payment:**

（一） 年維護費用達十萬元以上者：應按季平均支付，於每季季末支付。

If the annual maintenance cost is NTD 100,000 or more: payments

should be made quarterly.

(二) 年維護費用未達十萬元者：於期中（初）、期末分二次支付。

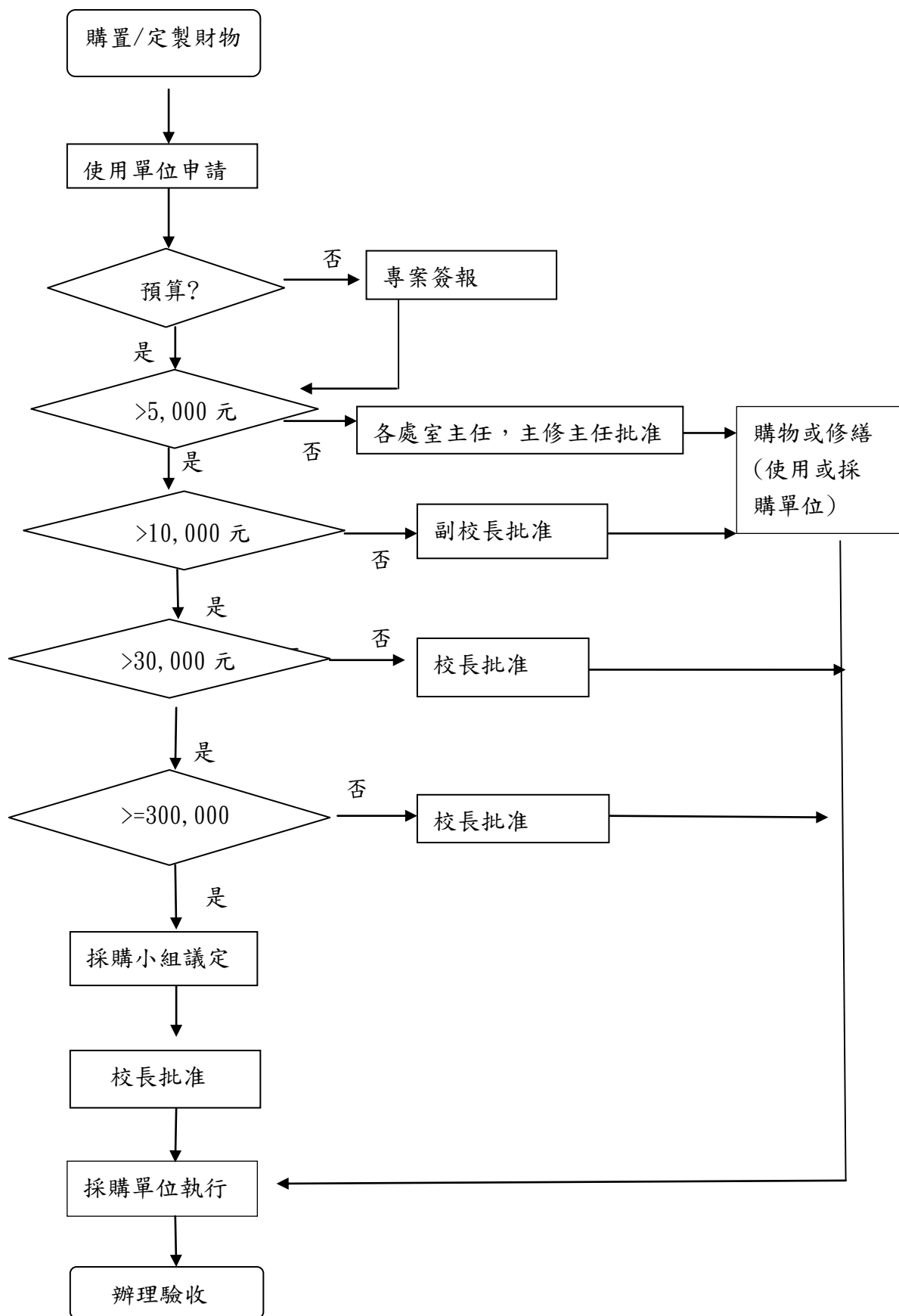
If the annual cost is less than NTD 100,000: payments should be made twice per year—midterm and year-end.

第 二十 條 緊急修繕採購事項，請購單位應依第五條程序提出請購申請，並敘明緊急事由，送事務組先行比議價，經總務長及會計主任簽核後，得緊急施作。

For emergency repair procurements, the requisition unit must follow the procedures in Article 5 and explain the emergency circumstances. The General Affairs Section will first conduct price comparison or negotiation, and upon approval from the Dean of General Affairs and the Accounting Director, execution may proceed immediately.

第二十一條 本辦法經行政會議通過，陳請校長核定後公布實施，修正時亦同。

These Regulations shall take effect after being passed by the Administrative Meeting and approved by the College President. Amendments shall follow the same procedure.



附件一 採購作業流程圖

臺北基督學院 採購需求規格表

年 月 日

採購名稱		經費來源		請購單位	
項次	品名	規格型式	數量/單位	總價	
1. 設備規格					
2. 服務需求					
3. 注意事項					
<p>*本案交貨安裝期限自得標次日起 日(不含例假日) 保固期限： 年</p>					
<p>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。</p>					
<p>是否獨家採購：是 <input type="checkbox"/> 否 <input type="checkbox"/></p> <p>原因：</p>					

單位主管：

申請人：

臺北基督學院限制性招商申請表

標的名稱規格及數量				
符 合 限制性招商 條 款	<p>◎本校各項採購依政府採購法第二十二條第一項、中央機關未達公告金額採購招標辦法第二條第一項第一款及第二款等規定，符合下列各款情形之一者，得採限制性招商。</p> <p>◎請於下列符合之選項處打√。</p> <p><input type="checkbox"/>一、以公開招商、選擇性招商或依第九款至第十一款公告程序辦理結果，無廠商投標或無合格標，且以原定招商內容及條件未經重大改變者。</p> <p><input type="checkbox"/>二、屬<input type="checkbox"/>專屬權利、<input type="checkbox"/>獨家製造或供應、<input type="checkbox"/>藝術品、<input type="checkbox"/>秘密諮詢，無其他合適之替代標的者。</p> <p><input type="checkbox"/>三、遇有不可預見之緊急事故，致無法以公開或選擇性招商程序適時辦理，且確有必要者。</p> <p><input type="checkbox"/>四、原有採購之<input type="checkbox"/>後續維修、<input type="checkbox"/>零配件供應、<input type="checkbox"/>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。</p> <p><input type="checkbox"/>五、屬<input type="checkbox"/>原型或<input type="checkbox"/>首次製造、供應之標的，以研究發展、實驗或開發性質辦理者。</p> <p><input type="checkbox"/>六、在原招商目的範圍內，因未能預見之情形，必須追加契約以外之工程，如另行招商，確有產生重大不便及技術或經濟上困難之虞，非洽原訂約廠商辦理，不能達契約之目的，且未逾原主契約金額百分之五十者。</p> <p><input type="checkbox"/>七、原有採購之後續擴充，且已於原招商公告及招商文件敘明擴充之期間、金額或數量者。</p> <p><input type="checkbox"/>八、在集中交易或公開競價市場採購財物。</p> <p><input type="checkbox"/>九、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。</p> <p><input type="checkbox"/>十、辦理設計競賽，經公開客觀評選為優勝者。</p> <p><input type="checkbox"/>十一、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。</p> <p><input type="checkbox"/>十二、購買身心障礙者、原住民或受刑人個人、身心障礙福利機構、政府立案之原住民團體、監獄工場、慈善機構所提供之非營利產品或勞務。</p> <p><input type="checkbox"/>十三、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。(不適用工程採購)</p> <p><input type="checkbox"/>十四、邀請或委託具專業素養、特質或經公告審查優勝之文化、藝術專業人士、機構或團體表演或參與文藝活動。(不適用工程採購)</p> <p><input type="checkbox"/>十六、其他經主管機關認定者。(公告金額以上須檢附行政院公共工程委員會核准函；未達公告金額須說明採限制性招商特殊理由專案簽報校長核准。)</p>			
設備功能符合限制性招商理由說明 (檢附證明)	<p>1. 使用之目的與採購標的之關聯性；</p> <p>2. 議價或比價之廠商建議名單：</p>			
評估意見				
申 請 單 位	單 位 主 管	總 務 處	會 計 室	校 長

