

NCKU Procurement Regulations of Priority procurement of welfare Institutions or Group production of goods and services

Approved by the 634th Meeting of Supervisors on April, 18, 2007

- 一、依據優先採購身心障礙福利機構或團體生產物品及服務辦法 制定本作業要點，以下本校各系所中心單位簡稱為義務單位。

Based on priority procurement of goods and services for welfare institutions or groups develop this activity, the central unit of each department of NCKU shall be referred to as the obligatory unit

- 二、義務單位採購該法所訂之物品及服務之項目時全年應達規定比例。

When a voluntary unit purchases items of goods and services under the Act and the proportion of the year should be up to the required。

- 三、所定物品，包括食品、手工藝品、清潔用品、園藝產品、輔助器具、家庭用品、印刷品及其他經中央主管機關網站公告之項目。所定服務，包括清潔服務、餐飲服務、洗車服務、洗衣服務、客服服務、代工服務、演藝服務、交通服務、及其他經中央主管機關網站公告之項目。

Set of items, including food, handicrafts, cleaning supplies, horticultural products, auxiliary equipment, household goods, printed matter and other items posted on the website of the Central Competent Authority. As to the services, including cleaning services, catering services, washing clothes services, laundry services, customer service, OEM services, performing arts services, transport services, and other by the central competent authority network Station announcement of the projects.

- 四、本校各研究中心由研究總中心、各教學單位由各學系及學院、行政單位由各一級單位負責，各招標採購業務單位(採購組、營繕組、事務組、成大附工、總圖書館)確實執行，各單位應指派 1~2 位負責人員(需含一位編制內人員)辦理即提報本處(採購組)列管。

The tender procurement business units (Procurement Division, Construction and Maintenance Division, Transaction Division, The Affiliated Senior Industrial Vocational Continuing Education High School of NCKU、General Library) is indeed implemented. Each unit should be assigned 1 to 2 responsible staff (within one official personnel at least) for reporting to us (Procurement Division).

- 五、各義務單位之採購事項仍依本校採購辦法之規定程序辦理，但如有採購項目如第三條所列者，應優先向身心障礙福利機構及團體採購。

The business for the procurement matters of each voluntary unit are still in accordance with the provisions of the school procurement procedures. However, if the procurement items listed in Article III, we should give the priority to welfare and welfare organizations and groups.

前項請購時，必須經由本校系所經費系統登入，並點選優先採購之相關資料，以便上級單位作為經費控管之依據。

While processing the preceding purchasing, you have to go through and log into the department of funding system of NCKU. Meanwhile, clicking on the relevant procurement information so that your superior unit can use it as the basis for funding control.

- 六、各管控單位負責人每月底應將核銷資料影本報表填送總務處(採購組)，以便彙整填報教育部。

The responsible person at the end of each control unit shall submit the photocopy of the verification materials to the General Affairs Department (Procurement Division), in order to collect and report to the Ministry of Education.

- 七、義務採購單位填報確實且表現績優者，由總務處(採購組)建議提報獎勵。

Where the obliged purchaser has submitted the report and the performance is excellent, by the General Services Department (Procurement Division) to recommend rewards.

義務採購單位未達第二條所定比例者，應敘明理由並檢討改進；無正當理由者，依身心障礙保護法第六十四條之一規定辦理。

The proportion of obligatory procurement units that do not meet the requirements set out in Article 2. The reasons should be stated and reviewed for improvement. If there were no justifiable reason, they shall be handled in accordance with Article 64-1 of the Law on the Protection of Physical and Mental Disorders.

- 八、本要點經主管會議通過後實施，修正時亦同。

The regulations is implemented after the meeting of the supervisors as well as correcting little missing.