

國立成功大學採購辦法

NCKU Procurement Regulations

89.03.22 第 140 次行政會議通過
91.11.13 第 146 次行政會議修正通過
92.11.26 第 148 次行政會議修正通過
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第一條 本校採購事項除法令另有規定外，依本「國立成功大學採購辦法」(以下簡稱本辦法)辦理。

All procurements conducted by any units at National Cheng Kung University (NCKU) shall be administered in accordance with NCKU Procurement Regulations (hereinafter as the Regulations), in addition to the related laws and rules.

第二條 本辦法所稱採購依政府採購法第二條之規定，包括工程之定作、財物之買受、定製、承租及勞務之委任或僱傭等。

屬科學技術基本法第六條第四項之採購，得另依本校科技研發採購作業要點辦理。

The term “procurement” referred to in the Regulations shall encompass the contracting of construction work, the purchase or lease of property, the retention or employment of services, etc, as is prescribed in the Government Procurement Act.

The procurements specified in Paragraph Four, Article Six of the Science and Technology Basic Act shall be conducted in accordance with *NCKU Regulations Governing Procurements for Scientific and Technological Research and Development*.

第三條 本校採購由總務處(各業務組)負責經辦，但各單位可辦理限額內之採購。各單位辦理額度如下：

The divisions under the Office of General Affairs administer various procurement operations at NCKU, while any administrative or academic unit is allowed to administer its procurements under the thresholds specified below:

一、行政單位及各教學研究單位可辦理新臺幣 10 萬元以下及利用共同供應契約辦理之採購。

An administrative or academic unit is allowed to administer any procurement valued under the threshold of NT\$100,000 or through an inter-entity supply contract.

二、圖書館辦理新臺幣 1,500 萬元以下(限圖書館可支配經費)之書刊資料採購。

The Library is allowed to administer the procurement of books valued under the threshold of NT\$15 million from its related budget.

三、個人赴國外採購新臺幣 10 萬元以下之書刊資料，依國立成功大學各系所單位或

個人赴國外購置圖書資料處理要點辦理。

An overseas procurement of books of an amount under NT\$100,000 made by any individuals shall be governed by the regulations governing overseas procurements established by the individual's respective unit.

第四條 限額內之採購，各單位主管應嚴予審核並不得規避政府採購法之適用而採分批方式辦理。但採購圖書之作業方式，每一種圖書之需求，可視為一個採購，得視需要分別辦理。

Procurements of a value under the designated thresholds shall be strictly examined by the chief administrator of the unit. Any procurement over the threshold shall not be artificially divided into smaller amounts to circumvent the Government Procurement Act. However, the procurement of a smaller amount of book items in a specific category, as required by the Library, can be administered as an independent procurement.

第五條 辦理新臺幣 1 萬元以下之採購免附估價單，逾新臺幣 1 萬元至新臺幣 10 萬元以下之採購需檢附一家估價單。

逾新臺幣 10 萬元至未達新臺幣 100 萬元者依中央機關未達公告金額採購招標辦法辦理。

Any procurement of a value under NT\$ 10,000 shall be administered without written quotations. Any procurement valued between NT\$10,000 and NT\$100,000 shall be administered with a written quotation from one supplier. Those procurements of valued between NT\$100,000 and NT\$ one million shall be administered in accordance with *Tendering Regulations of Central Government Entities for Procurement of a Value Not Reaching the Threshold for Publication*.

第六條 採購金額在新臺幣 1 萬元以下者，其請購申請由各單位主管核定之；但經審核不符支用規定者，仍不得核銷。

The application for a procurement of a value under NT\$10,000 shall be approved by the chief administrator of the individual unit/department. However, should the procurement fail to comply with the rules governing expenditures, its payment shall not be written off.

第七條 (刪除)

(Deleting)

第八條 辦理公告金額以上之採購，而依政府採購法第二十二條第一項第十六款擬採限制性招標者，除已由行政院公共工程委員會通案認定者外，由學校組成審查小組審查之。審查小組以主任秘書、教務長、總務長、主計室主任、使用單位之一級主管為當然成員，並由校長另聘與審查案件有關之數位專家組成之。屬於教學儀器設備或書刊資料之採購案，由教務長擔任召集人；非屬教學儀器或書刊資料之採購案，則由總務長擔任召集人，審查時使用單位得派員列席說明。經評審同意之採購案再函報行政院公共工程委員會。

Except for those procurements generally approved by the Public Construction Commission, Executive Yuan, the operation for a procurement of a value reaching the threshold for publication to be conducted by limited tendering with open selection pursuant to Item 16, Paragraph 1, Article 22, and reviewed by a committee established by NCKU. The committee shall consist of the Secretary-General, Vice President for Academic Affairs, Vice President for General Affairs, Comptroller General, and chief directors of units on the

first tier of school administration as ex officio members, and a number of relevant specialists appointed by the President of NCKU. The Vice President of Academic Affairs shall serve as the convener of a committee to review any procurement applications for teaching equipment or book items, while the Vice President of General Affairs will serve as the convener of a committee to review other procurement applications. The individual unit submitting a procurement application shall assign its representative to present their report during a committee meeting. Upon approval, the procurement application will be sent by mail delivery to the Public Construction Commission, Executive Yuan.

第九條 辦理各項採購，底價之訂定授權如下：

The lowest prices for the administration of various procurements shall be set by the school authorities, as specified below:

一、逾新臺幣 10 萬元至未達新臺幣 500 萬元，由總務長核定，但屬圖書館經辦之書刊資料採購由圖書館館長核定。

The lowest price for a general procurement of a value between NT\$ 100,000 and NT\$ 5 million shall be set by the Vice President of General Affairs. The lowest price for a library-related procurement of a value between NT\$ 100,000 and NT\$ 5 million shall be set by Director of NCKU Library.

二、新臺幣 500 萬元以上，由校長或其授權人核定。

The lowest price for any procurements of valued at more than NT\$ 5 million shall be set by NCKU President or his/her authorized personnel.

第十條 辦理招標案件開標、比價、議價、決標時，屬總務處經辦者，由總務長或其授權人擔任主持人；屬圖書館經辦之書刊資料者，由圖書館館長或其授權人擔任主持人；以上由主計室監辦。

監辦人員為監視招標程序，應依「機關主會計及有關單位會同監辦採購辦法」及「中央機關未達公告金額採購監辦辦法」規定辦理。未達公告金額採購，監辦人員採書面審核監辦。

The tendering proceedings for procurements administered by the Office of General Affairs, including tender opening, price competition, price negotiation and contract awarding, shall be officiated by the Vice President of General Affairs or his/her authorized personnel. The same tendering proceedings for procurements administered by the Library shall be officiated at by the Director of NCKU Library or his/her authorized personnel. The tendering proceedings stated above shall be monitored by delegates from the Comptroller's Office in accordance with *Regulations Governing Joint Supervision of Procurements by the Comptroller and Relevant Units and Supervising Regulations of Central Government Entities for Procurement of a Value Not Reaching the Threshold for Publication*.

第十一條 驗收時依授權採購金額分工如下：

The inspection and acceptance of procurements shall be conducted as follows:

一、採購金額在新臺幣 10 萬元以下者，承辦採購單位備具書面憑證，由單位主管指派人員驗收，並於黏貼憑證蓋章或簽名。但經辦採購、請購人員及計畫主持人不得擔任驗收人員。

For any procurement of a value under NT\$100,000, the unit in charge of its administration shall provide the relevant documents with a written confirmation,

and an inspector, other than the procurement personnel or project director, shall be assigned by the chief of the unit to conduct an inspection. Upon making a decision, the inspector shall complete the written confirmation with his/her official seal.

二、採購金額在逾新臺幣 10 萬元者，屬總務處經辦者，由總務長或其授權人主驗，使用單位、資產管理組會驗；屬圖書館經辦之書刊資料採購，由圖書館館長或其授權人為主驗人，並指派適當人員會驗；以上並由主計室監驗。屬「共同供應契約」項目由各採購單位辦理者，該單位主管為主驗人、資產管理組會驗，圖書館辦理之書刊資料採購，仍以圖書館館長或其授權人為主驗人，並指派適當人員會驗；以上均由主計室監驗。有委託專業機構或人員設計、監造之情形者，由其協驗。

For any procurement valued at NT\$100,000 or above administered by the Office of General Affairs, the Vice President of General Affairs or his/her authorized personnel shall act as the chief inspector with delegates from the procurement unit and Property Management Division as accompanying inspectors. For any procurement of a value of NT\$100,000 or above administered by the Library, the Director of NCKU Library or his/her authorized personnel shall act as the chief inspector with a number of accompanying inspectors from the Library. The process of inspection stated above shall be supervised by delegates from the Comptroller's Office. Any procurement involving professional institutions or specialists in terms of design, supervision or construction may enlist the help of related personnel as assistant inspectors.

前項第二款之主驗人員為主持驗收程序，抽查驗核廠商履約結果有無與契約、圖說或貨樣規定不符，並決定不符時之處置。會驗人員為會同抽查驗核廠商履約結果有無與契約、圖說或貨樣規定不符，並會同決定不符時之處置。協驗人員為協助辦理驗收有關作業。監驗人員為監視驗收程序，應依「機關主會計及有關單位會同監辦採購辦法」及「中央機關未達公告金額採購監辦辦法」規定辦理。未達公告金額之採購，監辦人員採書面審核監辦。

The chief inspector referred to in the preceding paragraph shall inspect whether the results are in conformity with the requirements specified in the contract, drawings or samples, and decide how to settle any issues related to non-conformity. The accompanying inspectors shall work with the chief inspector to conduct the same inspection and also decide how to settle any non-conformities. The assistant inspectors shall help with this process. The supervising personnel shall monitor the procedures of inspection in accordance with *Regulations Governing Joint Supervision of Procurements by the Comptroller and Relevant Units and Supervising Regulations of Central Government Entities for Procurement of a Value Not Reaching the Threshold for Publication.* For procurements of a value not reaching the threshold for publication, the supervising personnel shall conduct a review of all written documentation.

第十二條 本辦法經行政會議通過後實施，修訂時亦同。

The Regulations shall take effect upon approval by the Administrative Meeting.

In case of discrepancies between the Chinese version and the English version, the Chinese version takes precedence.