

# Yuan Ze University Regulations for the Purchase or Lease of Property, the Retention or Employment of Services

October 28, 2002, Passed by the 5th Executive Council Meeting of the 2002 Academic Year

January 18, 2010, Amended by the 8th Executive Council Meeting of the 2009 Academic Year

January 2, 2012, Amended by the 7th Executive Council Meeting of the 2011 Academic Year

April 30, 2012, Amended by the 13th Executive Council Meeting of the 2011 Academic Year

May 14, 2012, Amended by the 14th Executive Council Meeting of the 2011 Academic Year

March 4, 2015, Amended by the 16th Executive Council Meeting of the 2014 Academic Year

May 3, 2017, Amended by the 18th Executive Council Meeting of the 2016 Academic Year

April 25, 2018, Amended by the 17th Executive Council Meeting of the 2017 Academic Year

October 31, 2018, Amended by the 6th Executive Council Meeting of the 2018 Academic Year

March 11, 2020, Amended by the 17th Executive Council Meeting of the 2019 Academic Year

June 10, 2020, Amended by the 23rd Executive Council Meeting of the 2019 Academic Year

March 31, 2021, Amended by the 16th Executive Council Meeting of the 2020 Academic Year

July 20, 2022, Amended by the 26th Executive Council Meeting of the 2021 Academic Year

**Article 1.** These regulations are established to ensure that the procurement of property and labor services within the University aligns with institutional needs, meets quality requirements, and complies with relevant legal regulations.

**Article 2.** Procurement: Refers to the purchase, customization, leasing of property, and the commissioning or employment of labor services. Property: Includes all items (excluding perishable agricultural and aquatic products), materials, equipment, machinery, other movable assets, rights, and other items recognized as property by the Public Construction Commission of the Executive Yuan. Labor Services: Encompasses professional services, technical services, IT services, research and development, operational management, maintenance, training, labor, and other labor services recognized by the Public Construction Commission of the Executive Yuan. Combined Procurement: If the procurement involves elements of construction, property, or labor services and cannot be distinctly categorized, it shall be classified based on the highest budgetary proportion among the components. Vendor: Refers to companies, partnerships, or sole proprietorships in commercial or industrial enterprises, as well as other individuals, legal entities, organizations, or groups capable of providing works, goods, or services to various institutions.

**Article 3.** Procurement methods include self-conducted procurement, general procurement, open tendering, and restricted tendering. Self-conducted Procurement: Authorized procurement conducted directly by the requisitioning unit. General Procurement: Conducted by the Business Management Section of

the General Affairs Office through price comparison with at least two vendors or negotiation with one vendor via telephone. Open Tendering: Invites bids from unspecified vendors through public announcements. Restricted Tendering: Conducted without public announcement, through telephone contact or a bid-opening meeting, involving price comparison with at least two vendors or negotiation with one vendor.

**Article 4.** Requisitioning units procuring teaching facilities, machinery, instruments, books, miscellaneous equipment, consumables, and labor services to support teaching must comply with these regulations.

**Article 5.** Responsibilities

1. Business Management Section, General Affairs Office: Responsible for procurement as defined in Article 2, excluding self-conducted procurements authorized to specific units.
2. General Accounting Office: Supervises administrative procedures and budget reviews related to procurement.
3. Finance and Property Management Section, General Affairs Office: Determines accounting classifications for equipment, verifies and records property, and conducts inventories.
4. Section of Library Management, Office of Library and Information Services: Handles acceptance, coding, storage, and record-keeping for books.
5. Requisitioning Units: Responsible for planning, requesting, accepting, and safeguarding property within the unit.

**Article 6.** Procedures

1. For procurement cases below NT\$70,000 (excluding cases requiring a bidding meeting), or in the event of natural disasters and emergencies requiring urgent handling of school property (such as the repair of official vehicles), or for the payment of government fees, the requesting unit is authorized to independently handle the procurement (detailed workflow is provided in Appendix 1).
2. Procurement over NT\$70,000:
  - (1) For the use of government subsidy funds in compliance with the provisions of Article 4 of the Government Procurement Act, the following procedures shall be followed:
    - a. Procurement cases above NT\$70,000 but under NT\$100,000 qualify as general procurement. Requisitioning units must input requests into the Budget and Accounting System and submit a

- "Procurement Requisition Form" to the Business Management Section, General Affairs Office, which will conduct price comparisons with at least two vendors or negotiate with one vendor via telephone (detailed workflow is provided in Appendix 2).
- b. Procurement cases of NT\$100,000 and above require open tendering. Requisitioning units must submit requests via the Budget and Accounting System along with an "Important Equipment (Bulk Items) Procurement Requisition Form". The form must be approved by the President before tender announcements are made on the Government e-Procurement System, followed by a bid-opening meeting (detailed workflow is provided in Appendix 3).
  - c. The requesting unit shall, in accordance with the "Guidelines for the Implementation of Central Government Agencies' Joint Supply Contracts for Centralized Procurement", utilize joint supply contracts. After the procurement case is approved (for amounts exceeding NT\$70,000, approval from the President or their authorized representative is required), the unit may directly place orders with the contracted agency.
  - d. For computers and peripheral equipment, subsidy cases with a total amount of NT\$100,000 or more must be procured through open tendering or joint supply contracts. Individual procurement cases under NT\$100,000 may be consolidated for open tendering (detailed workflow is provided in Appendix 3).

(2) Using Non-Government Subsidy Funds:

- a. Procurement cases above NT\$70,000 but under NT\$100,000 qualify as general procurement. Requisitioning units must submit a " Procurement Requisition Form" to the Business Management Section, General Affairs Office, which will conduct price comparisons with at least two vendors or negotiate with one vendor via telephone (detailed workflow is provided in Appendix 2).
- b. Procurement cases of NT\$100,000 and above but under NT\$300,000 qualify as general procurement. Requisitioning units must submit an "Important Equipment (Bulk Items) Procurement Requisition Form", approved by the President, and the Business Management Section will conduct price comparisons with at least two vendors or negotiate with one vendor via telephone (detailed workflow is provided in Appendix 4).
- c. Procurement cases of NT\$300,000 and above require open tendering. Requisitioning units must submit an "Important

Equipment (Bulk Items) Procurement Requisition Form", which must be approved by the President before tender announcements are made on the University website and Taiwan Buying Network. Bid-opening meetings will follow (detailed workflow is provided in Appendix 3).

- d. Requisitioning units may follow the "Guidelines for the Implementation of Central Government Agencies' Joint Supply Contracts for Centralized Procurement" for procurement. If vendors are willing to sell to the University at prices consistent with the joint supply contract, the requisitioning unit may, upon approval of the procurement case (for amounts exceeding NT\$70,000, approval from the President or their authorized representative is required), directly place orders with the contracted agency.
3. Restricted Tendering: For procurement cases above NT\$100,000 using government or non-government funds, if conditions comply with (or are modeled on) Articles 22 and 23 of the Government Procurement Act, the "Application for Restricted Tendering Form" must be submitted for the President's approval. For procurement amounts below NT\$300,000, the Procurement Officer of the General Affairs Office's Business Management Section will conduct price comparisons with at least two vendors or negotiate with one vendor via telephone (detailed workflow is provided in Appendix 4). For procurement amounts exceeding NT\$300,000, a bid opening meeting must be convened (detailed workflow is provided in Appendix 3).
4. For single procurement cases or consolidated cases exceeding NT\$1 million, requisitioning units must convene a specification review meeting before initiating the procurement. Meeting minutes, along with all relevant procurement documents, must be submitted to the Business Management Section. At least three professionals with expertise in related fields must attend the meeting, and their roles or areas of expertise must be noted in the minutes.
5. For cases exceeding NT\$2 million using two-stage tendering (First review the qualifications/specifications of bidding vendors, and proceed to open the price bids only after qualification is confirmed), requisitioning units must convene a specification review meeting to confirm specifications. Minutes and procurement documents must be submitted to the Business Management Section. The specification review meeting must include at least three members with expertise relevant to the procurement project. The meeting

records must specify the titles or professional backgrounds of the committee members. After the tender process, a Specification Review Committee shall be formed to evaluate the bidders' specifications and select qualified vendors for price bidding. This committee must consist of at least five members with relevant expertise, and no fewer than one-third of the members must be experts or scholars.

6. Procurement Base Price: Requisitioning units shall prepare a base price proposal form by referencing blueprints, specifications, contract templates, and considering costs, market conditions, and government agency awarded price data. The form shall be submitted for approval by the base price determination authority. The base price determination authority shall approve the base price based on an authorization hierarchy determined by the amount, with the President or their authorized representatives (Vice President or Dean of General Affairs) granting approval. In cases where the base price determination authority is on leave, the acting authority shall make the determination.
7. In the following circumstances, procurement may be conducted using alternative methods with the President's approval, or in accordance with specific provisions set by the funding agency, exempting the procurement from the aforementioned procedural requirements:
  - (1) Special specifications.
  - (2) Urgent Procurement Timeline.
  - (3) Renewal of Property Purchases or Service Contracts.
  - (4) Renewal of Ongoing Contracts
  - (5) Direct Procurement of Property or Services from international vendors.
  - (6) Other exceptional circumstances.

**Article 7.** Procurement shall include an estimation process. For procurements valued at or above NT\$70,000 classified as general procurement, records from at least three vendors must be obtained. For procurements involving exclusive manufacturing or supply, exclusive proof and the respective vendor's quotation records must be provided. The quotation results shall be submitted for approval in accordance with procurement procedures.

**Article 8.** When applying for the procurement of property or labor services, the requisitioning unit must complete and attach the necessary procurement submission documents (as detailed in Appendix 5). These documents must be reviewed by the head of the requisitioning unit before proceeding with the procedures outlined in Article 6 of these regulations.

**Article 9.** Requisitioning units must not attempt to evade the applicability of these regulations by splitting procurement into multiple smaller transactions. However, splitting due to different project scopes, construction or supply locations, distinct demand conditions, or specialization of vendors in various industries does not constitute evasion.

**Article 10.** For public tenders or restricted tenders requiring bid-opening meetings, the Deputy Dean of General Affairs shall act as the chairperson. Attendees must include representatives from the requisitioning unit and procurement staff from the Business Management Section of the General Affairs Office. For procurements valued at or above NT\$1 million, the General Accounting Office must assign personnel to supervise the process.

**Article 11.** The inspection and acceptance of procured equipment and property shall proceed as follows:

1. The requisitioning unit shall complete a written "Yuan Ze University Record for Initial Inspection and Acceptance of Equipment", with the head of the requisitioning unit serving as the principal inspector. This record must be reviewed by the Finance and Property Management Section of the General Affairs Office and supervised by the General Accounting Office. For procurements valued at or above NT\$1 million, the Head of the General Accounting Office or their deputy must attend.
2. In the event that the initial inspection fails, in addition to the original "Yuan Ze University Record for Initial Inspection and Acceptance of Equipment," a "Yuan Ze University Record for Equipment Re-inspection" must be completed for the acceptance process.
3. For properties involving high electricity usage or specialized water and electricity requirements, the Construction Maintenance Section of the General Affairs Office and the Environmental Protection and Occupational Safety and Health Center must conduct inspections to confirm compliance with safety regulations before proceeding with property acceptance.
4. The requisitioning unit shall submit the "Record for Initial Inspection (Re-inspection) and Acceptance of Equipment" as documentation for closure and upload it to the Budget and Accounting System. The requisitioning unit must also complete the acceptance fields in the system and submit them to the Finance and Property Management Section for registration. The acceptance process will be finalized after approval by the Dean of General Affairs and supervision by the Director of General Accounting Office.

**Article 12.** At the end of each academic year, staff from the Business Management Section of the General Affairs Office may evaluate regular vendors based on criteria such as delivery satisfaction, acceptance of ordered content, warranty fulfillment, and suggestions for improvement. Any identified issues shall be recorded in the "Adverse Records" section of the Regular Vendor Directory.

**Article 13.** All university personnel, regardless of the procurement amount, must not undertake procurement projects, engage in corrupt practices, or accept bribes. Personnel must uphold their duties with integrity and professionalism. Verified violations by technical or administrative staff shall be addressed by the responsible supervisor or relevant authority in accordance with the "YZU Regulations for Staff Reward And Punishment". Violations by faculty shall be handled in accordance with the Teachers' Act. Any actions causing harm to the university's interests or violating existing laws will be referred for legal proceedings.

**Article 14.** For matters not specified in these regulations, the "Government Procurement Act" and related government regulations shall apply.

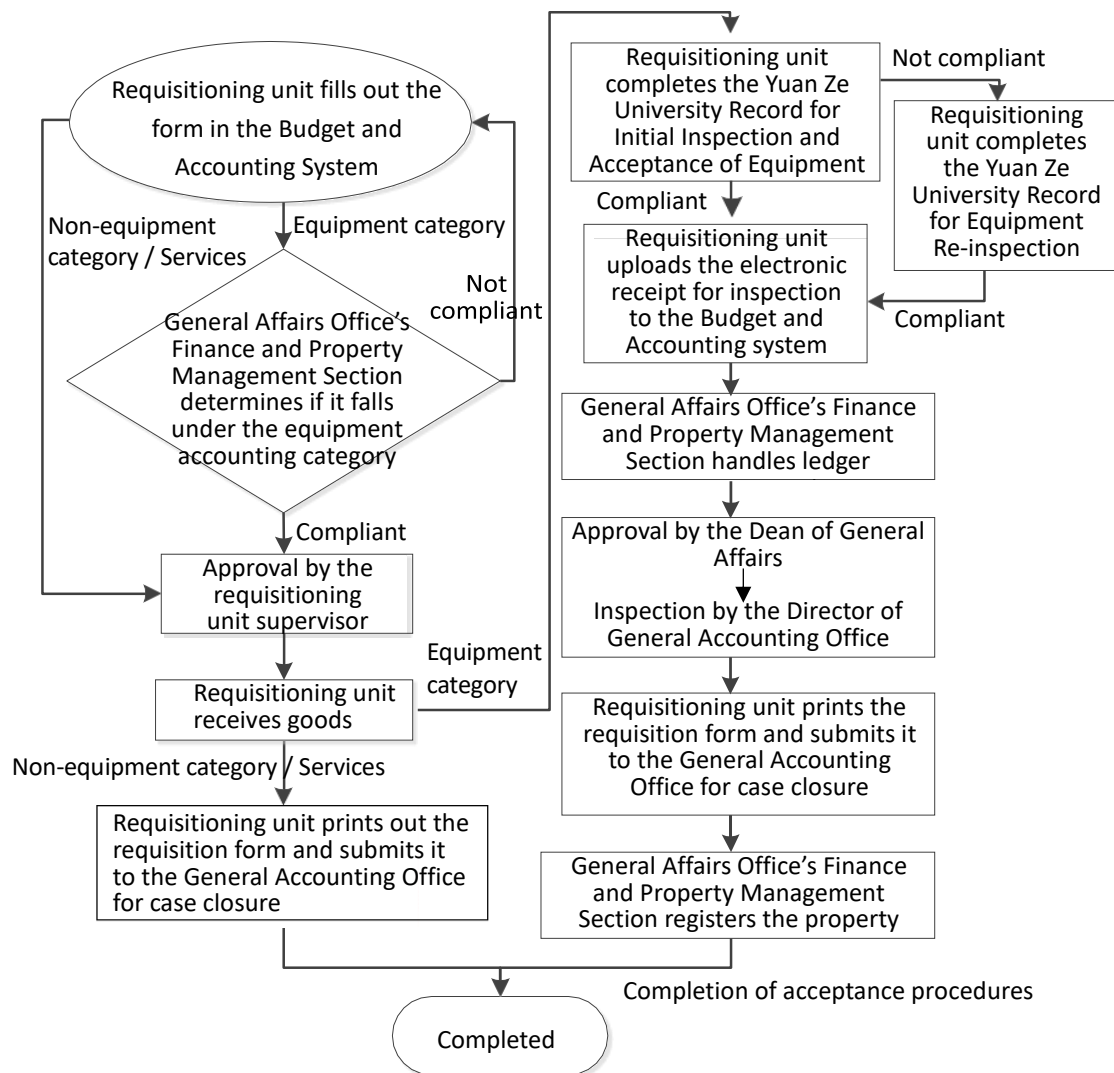
**Article 15.** These regulations shall take effect upon approval by the Executive Council Meeting and subsequent promulgation. Amendments shall follow the same procedure.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.

## Appendix 1. Self-conducted Procurement

### Applicable Conditions:

1. Procurement cases with an amount below NT\$70,000 (excluding cases requiring a bidding meeting).
2. Procurement cases arising from natural disasters or when school property is facing emergency conditions requiring immediate action.
3. Payment of government regulatory fees.
4. Procurement cases approved by the President for self-conducted procurement.

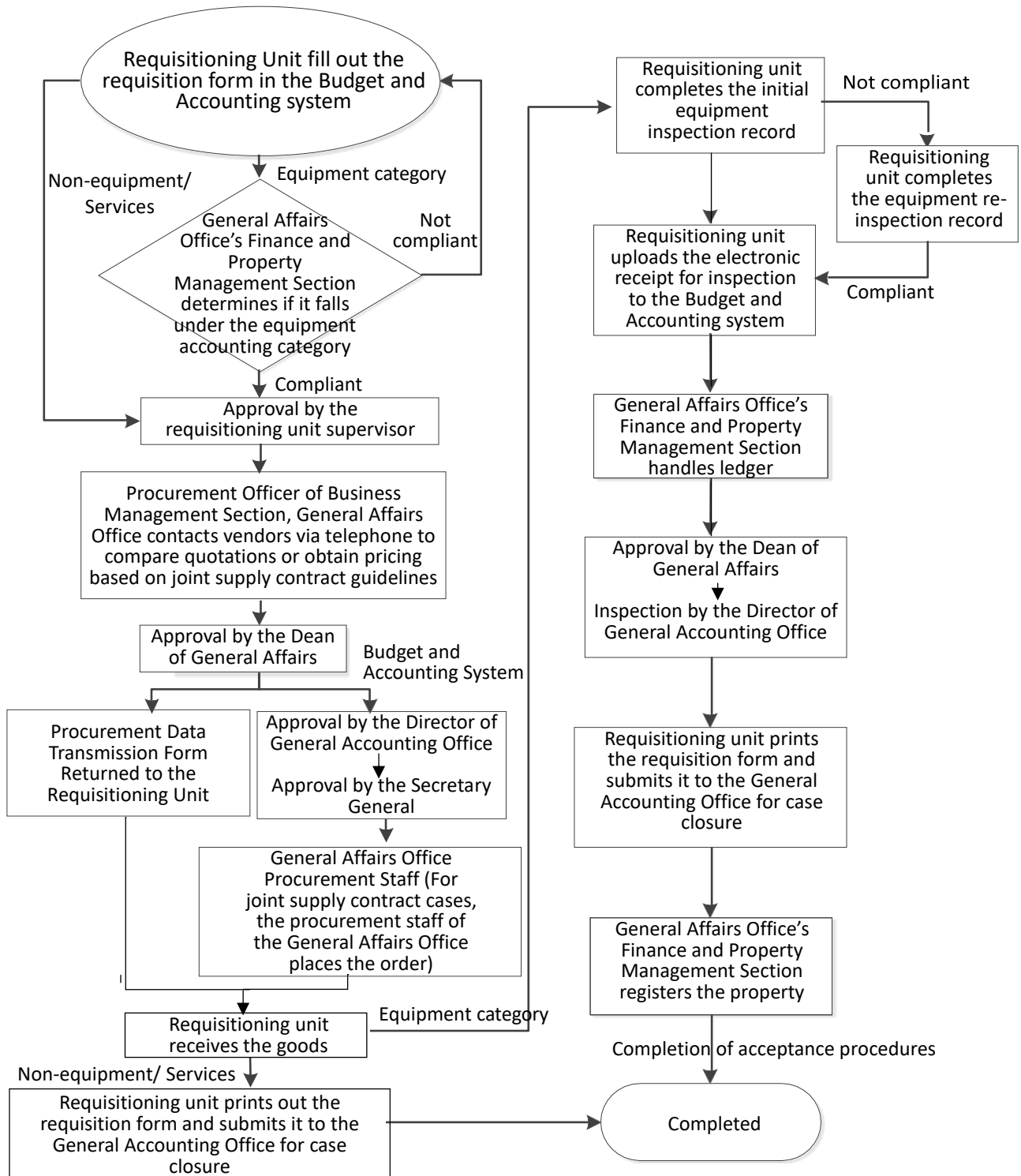




## Appendix 2: General Procurement Process Flowchart

Applicable to:

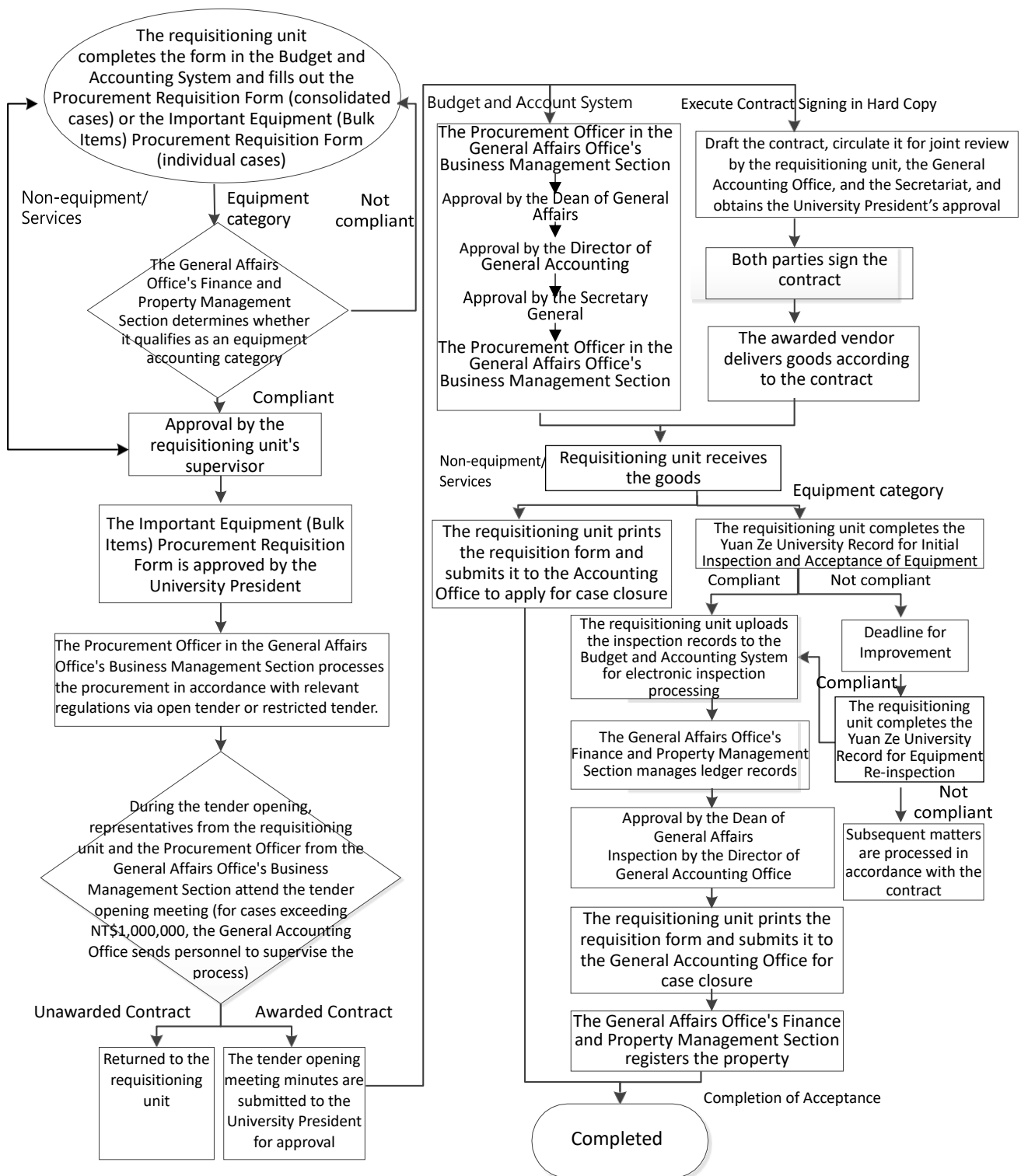
1. Government Subsidy Funds: Procurement cases exceeding NT\$70,000 but less than NT\$100,000 (including joint supply contracts).
2. Non-Government Subsidy Funds: Procurement cases exceeding NT\$70,000 but less than NT\$100,000 (including cases following joint supply contract guidelines).



### Appendix 3: Flowchart for Open Tender/Restricted Tender (Above NT\$300,000)

Applicable to:

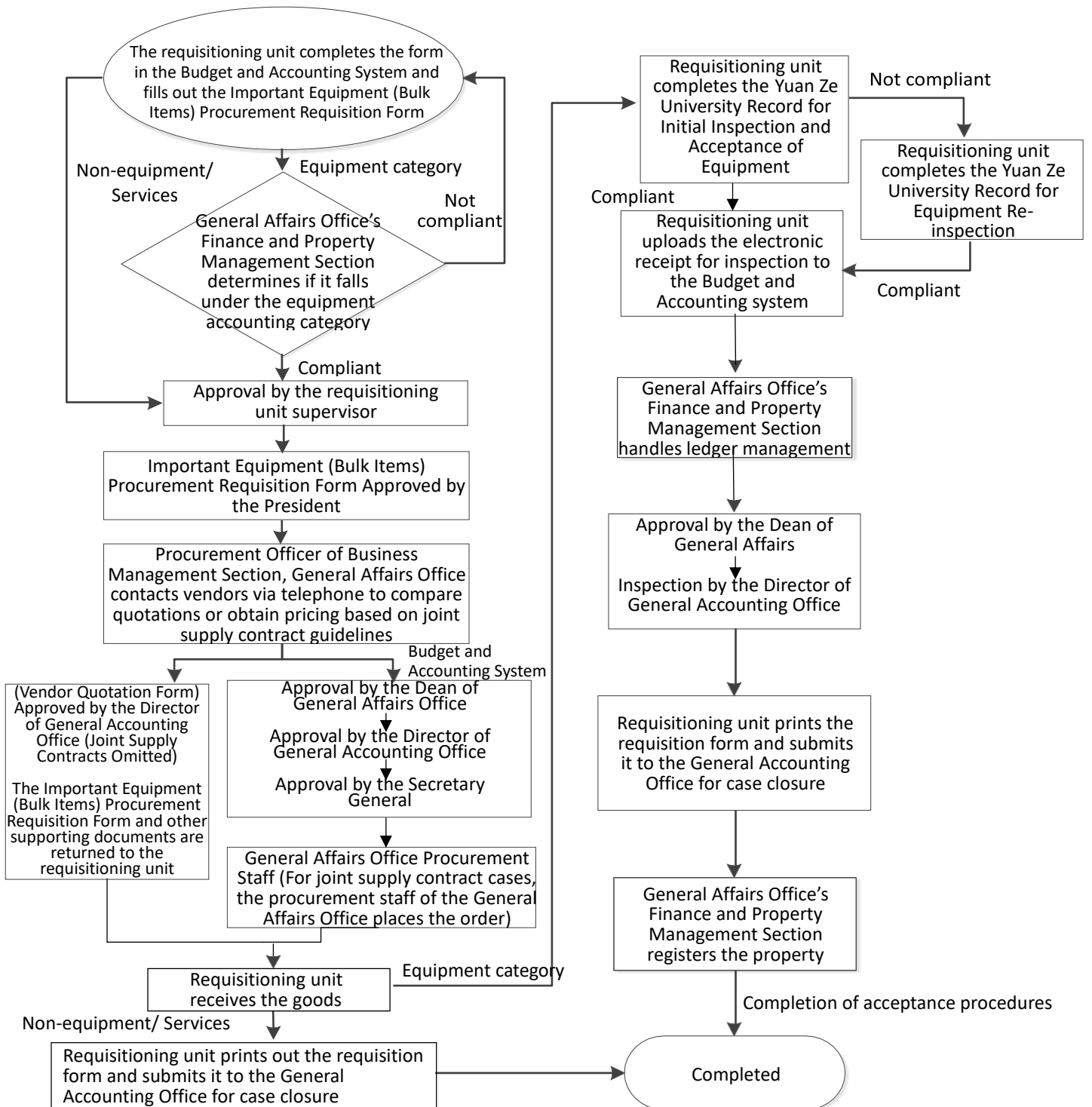
1. Government Subsidized Funds - Open tender (above NT\$100,000) (announced on the Government e-Procurement System).
2. Non-Government Subsidized Funds - Open tender (above NT\$300,000) (announced on the university's internal website and the Taiwan Buying Network).
3. Procurement of Computers and Peripheral Equipment under Government Subsidized Funds - Open tender (aggregated procurement amounting to NT\$100,000 or more) (announced on the Government e-Procurement System).
4. Government Subsidized and Non-Government Subsidized Funds - Restricted tender (above NT\$300,000) (not subject to announcement procedures).



Appendix 4: Flowchart for General Procurement/Restricted Tendering (NT\$100,000 and above but under NT\$300,000)

Applicable to:

1. Government Subsidized Funds: Procurements of NT\$100,000 and above but under NT\$300,000 (including Common Supply Contracts).
2. Non-Government Subsidized Funds: Procurements of NT\$100,000 and above but under NT\$300,000 (including contracts aligned with Common Supply Contracts).



## Appendix 5:

**Procurement Document Submission Guidelines****Budget Source: Government Subsidies**

Amount (NTD)	Procurement Method	Required Documents
Under NT\$1,000,000 (Consolidated Procurement Case for Computers and Peripheral Equipment)	Public Tender	<ol style="list-style-type: none"> <li>1. Procurement Data Transmission Form</li> <li>2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category)</li> <li>3. Specification Sheet</li> </ol>
Above NT\$70,000 but under NT\$100,000	General Procurement (Price Comparison)	<ol style="list-style-type: none"> <li>1. Procurement Data Transmission Form</li> <li>2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category)</li> <li>3. Quotations from Three Vendors</li> </ol>
	General Procurement (Single Vendor Negotiation)	<ol style="list-style-type: none"> <li>1. Procurement Data Transmission Form</li> <li>2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category)</li> <li>3. Sole Source Certificate or Official Approval</li> <li>4. Vendor Quotation</li> </ol>
	Joint Supply Contract	<ol style="list-style-type: none"> <li>1. Procurement Data Transmission Form</li> <li>2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category)</li> <li>3. Joint Supply Contract Procurement Form</li> </ol>
Above NT\$100,000 but under NT\$1,000,000	Public Tender (Including Multi-Stage Tender)	<ol style="list-style-type: none"> <li>1. Procurement Data Transmission Form</li> <li>2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category)</li> <li>3. Specification Sheet</li> <li>4. Tender/Price Comparison Request Summary</li> </ol>
	Restricted Tender	<ol style="list-style-type: none"> <li>1. Yuan Ze University Important Equipment (Bulk Items) Purchase Requisition</li> <li>2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category)</li> <li>3. Sole Source Certificate (Article 22-2) or Other Supporting Documents (Other Clauses under Article</li> </ol>

Amount (NTD)	Procurement Method	Required Documents
		22) 4. Vendor Quotation 5. Yuan Ze University Restricted Tender Application Form 6. Tender/Price Comparison Request Summary (Required for items over 300,000 NTD)
	Joint Supply Contract	1. Yuan Ze University Important Equipment (Bulk Items) Purchase Requisition 2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category) 3. Joint Supply Contract Procurement Form
Over NT\$1,000,000	Public Tender (Including Multi-Stage Tender)	1. Yuan Ze University Important Equipment (Bulk Items) Purchase Requisition 2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category) 3. Specification Sheet 4. Specification Review Meeting Minutes 5. Tender/Price Comparison Request Summary
	Restricted Tender	1. Yuan Ze University Important Equipment (Bulk Items) Purchase Requisition 2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category) 3. Sole Source Certificate (Article 22-2) or Other Supporting Documents (Other Clauses under Article 22) 4. Vendor Quotation 5. Yuan Ze University Restricted Tender Application Form 6. Specification Review Meeting Minutes 7. Tender/Price Comparison Request Summary
	Joint Supply Contract	1. Yuan Ze University Important Equipment (Bulk Items) Purchase Requisition 2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category) 3. Joint Supply Contract Procurement Form 4. Specification Review Meeting Minutes

**Budget Source: Non-Government Subsidies**

Amount (NTD)	Procurement Method	Required Documents
Above NT\$70,000 but under NT\$100,000	General Procurement (Price Comparison)	<ol style="list-style-type: none"> <li>1. Procurement Data Transmission Form</li> <li>2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category)</li> <li>3. Quotations from Three Vendors</li> </ol>
	General Procurement (Single Vendor Negotiation)	<ol style="list-style-type: none"> <li>1. Procurement Data Transmission Form</li> <li>2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category)</li> <li>3. Sole Source Certificate or Official Approval</li> <li>4. Vendor Quotation</li> </ol>
Above NT\$100,000 but under NT\$300,000	General Procurement (Price Comparison)	<ol style="list-style-type: none"> <li>1. Yuan Ze University Important Equipment (Bulk Items) Purchase Requisition</li> <li>2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category)</li> <li>3. Quotations from Three Vendors</li> </ol>
	Restricted Tender	<ol style="list-style-type: none"> <li>1. Yuan Ze University Important Equipment (Bulk Items) Purchase Requisition</li> <li>2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category)</li> <li>3. Sole Source Certification (Article 22-2); Other Supporting Documents (Other Clauses of Article 22)</li> <li>4. Vendor Quotation</li> <li>5. Yuan Ze University Restricted Tender Application Form</li> </ol>
Above NT\$300,000 but under NT\$1,000,000	Public Tender (Including Multi-Stage Tender)	<ol style="list-style-type: none"> <li>1. Yuan Ze University Important Equipment (Bulk Items) Purchase Requisition</li> <li>2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category)</li> <li>3. Specification Sheet</li> <li>4. Summary Table of Tendering/Negotiation and Price Comparison Requirements- Non-Government Subsidies</li> </ol>
	Restricted Tender	<ol style="list-style-type: none"> <li>1. Yuan Ze University Important Equipment (Bulk Items) Purchase Requisition</li> <li>2. Yuan Ze University Water and Electricity</li> </ol>

Amount (NTD)	Procurement Method	Required Documents
		Requirements Form for Equipment Procurement (Equipment Category) 3. Sole Source Certification (Article 22-2); Other Supporting Documents (Other Clauses of Article 22) 4. Vendor Quotation 5. Yuan Ze University Restricted Tender Application Form 6. Summary Table of Tendering/Negotiation and Price Comparison Requirements- Non-Government Subsidies
Above NT\$1,000,000	Public Tender (Including Multi-Stage Tender)	1. Yuan Ze University Important Equipment (Bulk Items) Purchase Requisition 2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category) 3. Specification Sheet 4. Specification Review Meeting Minutes 5. Summary Table of Tendering/Negotiation and Price Comparison Requirements- Non-Government Subsidies
	Restricted Tender	1. Yuan Ze University Important Equipment (Bulk Items) Purchase Requisition 2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (Equipment Category) 3. Sole Source Certification (Article 22-2); Other Supporting Documents (Other Clauses of Article 22) 4. Vendor Quotation 5. Yuan Ze University Restricted Tender Application Form 6. Specification Review Meeting Minutes 7. Summary Table of Tendering/Negotiation and Price Comparison Requirements- Non-Government Subsidies