

投標須知範本

Model Instructions to Tenderers

以下各項招標規定內容，由機關填寫，投標廠商不得填寫或塗改。

The following tender requirements shall be prescribed by the Entity. Tenderer is not permitted to fill out or amend any of them.

各項內含選項者，由機關擇符合本採購案者勾填。

For optional items, the Entity may tick the appropriate ones.

一、本採購適用政府採購法(以下簡稱採購法)及其主管機關所訂定之規定。

The "Government Procurement Act" (hereinafter referred to as the "Act") and its related regulations promulgated by the responsible entity of the Act apply to this procurement.

二、本標案名稱：

Subject of this procurement :

三、採購標的為：

Attribute of this procurement :

(1) 工程。

Construction work.

(2) 財物；其性質為： 購買； 租賃； 訂製； 兼具兩種以上性質者。（請勾選）

Property; type of this procurement: purchase; lease or rent; customized made; two or more of the above.(please tick)

(3) 勞務。

Service.

四、本採購屬：

Value of this procurement :

(1) 公告金額十分之一以下之採購。

Not more than one tenth of the threshold for publication.

(2) 逾公告金額十分之一未達公告金額之採購。

Exceeding one tenth of the threshold for publication but not reaching such threshold.

(3) 公告金額以上未達查核金額之採購。

Reaching the threshold for publication but not reaching the threshold for supervision.

(4) 查核金額以上未達巨額之採購。

Reaching the threshold for supervision but not reaching the threshold for large procurement.

(5) 巨額採購。

Reaching the threshold for large procurement.

已依「機關提報巨額採購使用情形及效益分析作業規定」第2點第1項，簽准預期使用情形及效益目標。

The expected service condition and performance goals have been approved pursuant to paragraph 1 of Article 2 of the “Regulations for the Reporting of Service Condition and performance Analysis of Large Procurement by Entities”.

五、本採購：

Is this procurement an inter-entity supply contract：

(1) 為共同供應契約。

Yes.

(2) 非共同供應契約。

No.

六、本採購預算金額：(不公告者免填；但依「投標廠商資格與特殊或巨額採購認定標準」第5條第3項規定辦理者，或屬公告金額以上採購之公開招標、選擇性招標及限制性招標之公開評選，除轉售或供製造加工後轉售之採購、預算金額涉及商業機密或機關認為不宜公開外，應公開預算金額)

Budget amount of this procurement:

(optional; however, where this procurement is conducted pursuant to paragraph 3 of Article 5 of the “Standards for Qualifications of Tenderers and Determination of Special or Large Procurement”, or where the value of this procurement reaching the threshold for publication and the procurement is conducted by open tendering, selective tendering, or limited tendering with open selection, the Entity shall disclose the budget amount, except for any of the following circumstances: where this procurement is for resale, or resale after producing or processing ; where the budget amount involves trade secrets; or where the Entity deems that the disclosure is not appropriate.)

七、本採購預計金額(不公告者免填)：

The estimated value of this procurement (optional):

八、上級機關名稱：

The superior entity :

九、依採購法第 4 條接受補助辦理採購者，補助機關名稱及地址(非屬此等採購者免填)：

The name and address of the granting entity in accordance with Article 4 of the Act (optional):

十、依採購法第 5 條由法人或團體代辦採購者，委託機關名稱及地址(非屬此等採購者免填)：

The name and address of the entrusting entity in accordance with Article 5 of the Act (optional) :

十一、依採購法第 40 條代辦採購者，洽辦機關名稱及地址(非屬此等採購者免填)

The name and address of the entrusting entity in accordance with Article 40 of the Act (optional) :

十二、依採購法第 75 條，受理廠商異議之機關名稱、地址及電話：同招標機關(不同者請書明機關名稱、地址及電話)

In accordance with Article 75 of the Act, the name, address and telephone number of the entity that deals with protest filed by suppliers: the same as that of the Entity (Please specify the name, address and telephone number of the entity where any of them is different from that of the Entity.)

十三、依採購法第 76 條及第 85 條之 1，受理廠商申訴(未達公告金額之採購不適用申訴制度) 或履約爭議調解(無金額限制)之採購申訴審議委員會名稱、地址及電話：

In accordance with Articles 76 and 85-1 of the Act, the name, address and telephone number of the Complaint Review Board of Government Procurement(CRBGP) that deals with complaint (only for procurement with a value reaching the threshold for publication) and mediation of contract disputes filed by suppliers:

十四、本採購為：

This procurement is :

(1) 未分批辦理。

Undivided.

(2) 係分批辦理公告金額以上之採購，業經上級機關核准(文號：)

，依總金額核計採購金額，分別按公告金額或查核金額以上之規定辦理 Divided, and such division has been approved by the superior entity (the number of the approval letter: _____). The total value of

each divided procurement shall apply to each divided one as if undivided, and the regulations for procurement reaching the threshold for publication, or the regulations for procurement reaching the threshold for supervision shall apply as the case may be.

十五、招標方式為：

Tendering procedures：

(1) 公開招標

Open tendering procedures.

- (1-1) 本案為複數決標並採分項決標，廠商各項投標文件無需分項裝封，無需於大外標封標示投標項次，有 3 家以上廠商投標，且符合政府採購法施行細則第 55 條規定時，即得開標。 This tendering will be awarded by multiple-award for different items. Tenderers do not need to seal their bids by different items, or to indicate the number of item on the outside cover of their bids. The Entity may open tenders in public in the event that there are three or more tenders and these tenders meet the requirements of Article 55 of the Enforcement Rules of the Act.

- (2) 選擇性招標：符合採購法第 20 條 第 1 款； 第 2 款； 第 3 款； 第 4 款； 第 5 款（請勾選款次）

Selective tendering procedures pursuant to one of the following subparagraphs of Article 20 of the Act： the 1st subparagraph； the 2nd subparagraph； the 3rd subparagraph； the 4th subparagraph)； the 5th subparagraph. (please indicate one of them)

- (2-1) 為特定個案辦理，於廠商資格審查後，邀請所有符合資格廠商投標。

Where it is conducted for a specific procurement, all qualified suppliers shall be invited to tender after completing qualification evaluation.

- (2-2) 為建立合格廠商名單；後續邀標方式為 個別邀請所有符合資格之廠商投標； 公告邀請所有符合資格之廠商投標； 依審標順序，每次邀請___家符合資格之廠商投標； 以抽籤方式擇定邀請符合資格之廠商投標。

Where a permanent list of qualified suppliers is

established, the Entity will conduct further procurement step, *i.e.*, invitation to tender by means of:
 invite all of the qualified suppliers to tender; invite all of the qualified suppliers to tender by a public notice;
 invite (a certain number of) qualified suppliers to tender each time following the sequence of qualification evaluation; invite qualified suppliers to tender by drawing lots.

- (3) 限制性招標：本案業經需求、使用或承辦採購單位敘明符合採購法第 22 條第 1 項第_____款之情形，並簽報機關首長或其授權人員核准採限制性招標。

Limited tendering procedures: This procurement is in conformity with the requirements set forth in subparagraph_____of paragraph 1 of Article 22 of the Act as evaluated by the requesting, using or procuring unit, and has been reported to and approved by the head of the Entity or his/her authorized personnel.

- (3-1) 公開評選、公開勸選優勝廠商：

Open selection of the winning tenderer:

- (3-1-1) 依採購法第 22 條第 1 項第 9 款辦理； 委託專業服務； 委託技術服務； 委託資訊服務。

Pursuant to subparagraph 9 of paragraph 1 of Article 22 of the Act for: professional services; technical services; information services.

- (3-1-2) 依採購法第 22 條第 1 項第 10 款辦理。

Pursuant to subparagraph 10 of paragraph 1 of Article 22 of the Act.

- (3-1-3) 依採購法第 22 條第 1 項第 11 款辦理。

Pursuant to subparagraph 11 of paragraph 1 of Article 22 of the Act.

- (3-2) 比價：

Price competition：

- 經前次公告招標結果，無廠商投標或無合格標，且符合採購法施行細則第 22 條第 1 項規定無廠商異議或申訴在處理中者，依採購法第 22 條第 1 項第 1 款規定，不另公告招標，並依採購法施行細則第 23 條

之 1 第 1 項規定，邀請過去表現優良之 2 家以上廠商以比價方式辦理；

Where there is no tender in response or in conformity with the requirements set forth in the tender documentation after a public notice, and no protest or complaint in process according to paragraph 1 of Article 22 of the Enforcement Rules of the Act, the Entity may apply limited tendering procedures according to subparagraph 1 of paragraph 1 of Article 22 of the Act. The entity to invite two or more suppliers with outstanding performance to participate in price competition, pursuant to paragraph 1 of Article 23-1 of the Enforcement Rules of the Act.

- 符合採購法第 22 條第 1 項第___款（請列明款次，第 16 款之情形須併填主管機關核准文號）；

Pursuant to subparagraph ____ of paragraph 1 of Article 22 of the Act; (Please indicate the number of subparagraph. If it is subject to subparagraph 16, the number of the approval letter from the responsible entity is required along with.)

- 符合採購法第 104 條第 1 項但書第___款（請列明款次及相關機關核准文號）；

Pursuant to subparagraph _____ of paragraph 1 of Article 104 of the Act; (Please indicate the number of subparagraph and the number of the approval letter from the competent entity.)

- 符合採購法第 105 條第 1 項第___款(請列明款次及相關機關核准文號)；

Pursuant to subparagraph _____ of paragraph 1 of Article 105 of the Act; (Please indicate the number of subparagraph and the number of the approval letter from the competent entity.)

- 符合中央機關未達公告金額採購招標辦法第___條第___項第___款規定；

Pursuant to subparagraph _____ of paragraph _____ of

Article ____ of the “Tendering Regulations of Central Government Entities for Procurement of a Value Not Reaching the Threshold for Publication”;

- 符合地方政府依採購法第 23 條所定未達公告金額採購招標辦法第 ____ 條第 ____ 項第 ____ 款規定。

Pursuant to subparagraph ____ of paragraph ____ of Article ____ of the tendering regulations for procurement of a value not reaching the threshold for publication, promulgated by local government according to the Article 23 of the Act.

(3-3) 議價

Price negotiation by single tendering:

- 符合採購法第 22 條第 1 項第 ____ 款（請列明款次，其未得以比價方式辦理之原因：____；第 16 款之情形須併填主管機關核准文號）；

Pursuant to subparagraph ____ of paragraph 1 of Article 22 of the Act; (Please indicate the number of subparagraph. The reason that the Entity does not adopt price competition is _____. For the application of subparagraph 16, the number of approval letter from the responsible entity of the Act shall be inserted.)

- 符合採購法第 104 條第 1 項第 ____ 款（請列明款次及相關機關核准文號，非填第 4 款者，其未得以比價方式辦理之原因：____）；

Pursuant to subparagraph ____ of paragraph 1 of Article 104 of the Act (Please indicate the number of subparagraph and the number of approval letter from the competent entity. Except for the application of subparagraph 4, the reason that the Entity does not adopt price competition is _____.)

- 符合採購法第 105 條第 1 項第 ____ 款（請列明款次及相關機關核准文號，填第 1 款或第 2 款者，其未得以比價方式辦理之原因：____）；

Pursuant to subparagraph ____ of paragraph 1 of Article 105 of the Act; (Please indicate the number of

subparagraph and the number of approval letter from the competent entity. For the application of subparagraph 1 or 2, the reason that the Entity does not adopt price competition is _____.)

- 符合中央機關未達公告金額採購招標辦法第___條第___項第___款規定（其未得以比價方式辦理之原因：_____）；

Pursuant to subparagraph ___ of paragraph ___ of Article ___ of the “Tendering Regulations of Central Government Entities for Procurement of a Value Not Reaching the Threshold for Publication”; (the reason that the Entity does not adopt price competition is _____.)

- 符合地方政府依採購法第 23 條所定未達公告金額採購招標辦法第___條第___項第___款規定。

Pursuant to subparagraph ___ of paragraph ___ of the Article ___ of the tendering regulations for procurement of a value not reaching the threshold for publication, promulgated by local government according to Article 23 of the Act.

- (3-4) 依採購法第 22 條第 1 項第___款辦理（請列明款次），並以公告程序徵求受邀廠商，作為邀請比、議價之用。

Pursuant to subparagraph _____ of paragraph 1 of Article 22 of the Act, where solicitation notice is published in order to invited two or more suppliers for price competition or only one supplier for price negotiation.

- (4) 依採購法第 49 條規定公開取得書面報價或企劃書。（限未達公告金額之採購案始得採行）。

Pursuant to Article 49 of the Act with a view to obtaining offers or proposals in writing openly. (for procurement of a value not reaching the threshold for publication)

- (4-1) 本案業經機關首長或其授權人員核准，本次公告未能取得 3 家以上廠商之書面報價或企劃書時，將改採限制性招標方式辦理。

The head of the entity or the personnel

authorized by the head has approved that if there are less than 3 offers or proposals received, this procurement will proceed by limited tendering procedures.

十六、本採購：

This procurement:

(1) 適用我國締結之條約或協定；其名稱為：

Pursuant to the requirements set forth in a treaty or an agreement to which this nation is a party. The title of the treaty or agreement is:

世界貿易組織政府採購協定(GPA)。

The Agreement on Government Procurement (GPA) of the World Trade Organization.

1. 門檻金額：（由機關於招標時擇一勾選；未勾選者，為選項 A）

Threshold values: (only one should be ticked by the Entity in the tender documentation; option “A” shall apply if not ticked)

選項 A：依 GPA 我國承諾開放清單所載門檻金額開放，惟簽署國之門檻金額較我國高者，對該簽署國適用該較高之門檻金額。

Option A: The threshold set forth in Appendix I of the GPA by this nation shall apply. Where a Party applies a higher threshold than that of this nation, the higher threshold shall apply to the Party.

選項 B：依 GPA 我國承諾開放清單所載門檻金額開放。
Option B: The threshold set forth in Appendix I of the GPA by this nation shall apply.

2. 服務及工程服務：（由機關於招標時擇一勾選；未勾選者，為選項 A）

Services and Construction Services: (only one should be ticked by the Entity in the tender documentation; option “A” shall apply if not ticked)

選項 A：依 GPA 我國承諾開放清單之服務及工程服務開放，惟僅開放予對該等服務亦相對開放之簽署國。

Option A: The services and construction services listed in Appendix I of the GPA by this nation shall apply. The coverage with respect to a particular Party is only to the extent that such Party has provided reciprocal access to those services.

選項 B：依 GPA 我國承諾開放清單之服務及工程服務開放。

Option B: The services and construction services listed in Appendix I of the GPA by this nation shall apply.

臺紐經濟合作協定。

Agreement between New Zealand and the Separate Customs Territory of Taiwan, Penghu, Kinmen, and Matsu on Economic Cooperation (ANZTEC).

臺星經濟夥伴協定。

Agreement between Singapore and the Separate Customs Territory of Taiwan, Penghu, Kinmen and Matsu on Economic Partnership (ASTEP).

其他(請敘明)：

Others (please specify):

非條約或協定國家之廠商：

Suppliers from countries which have no treaty or agreement with this nation :

不可參與投標。

Not allowed to participate in the tendering.

下列外國廠商可以參與投標：

The following foreign suppliers are allowed to participate in the tendering:

1. 國家或地區名稱： _____ (未列明者即不允許)

Name of the country or territory: _____ (not allowed if not specified)

2. 是否允許大陸地區廠商參與：(未勾選者即不允許；如允許者，須符合兩岸進口及貿易往來相關規定)

Whether suppliers from Mainland China Area are allowed to participate: (not allowed if not ticked; if allowed, it shall be in compliance with the relevant cross-strait regulations of import and trade)

是

Yes.

否

No.

3. 給予下列差別待遇(可複選)：

Subject to differential treatments as follows (multiple choices may apply):

採購法第 43 條第 1 款之措施(招標文件須列明作為採購評

選之項目及其比率)：

The measures prescribed in subparagraph 1 of Article 43 of the Act (the items and their weights in the evaluation shall be specified in the tender documentation):

採購法第 43 條第 2 款之措施：

The measures prescribed in subparagraph 2 of Article 43 of the Act:

採購法第 17 條第 2 項處理辦法之措施：

The measures prescribed in the Regulations Governing the Participation of Foreign Suppliers in the Procurement Not Subject to Any Treaties or Agreements promulgated by paragraph 2 of Article 17 of the Act:

4. 如為工程採購，廠商所供應下列產品或材料之原產地須屬我國或其他條約或協定國家者（可複選）：

For construction procurement, the source of origin of the following product or material provided shall be this nation or a foreign country with which this nation has signed a treaty or an agreement (multiple choices may apply)

水泥

Cement

鋼筋

Steel rod

預力鋼絞線

Prestressed concrete steel strand

結構鋼

Structural steel

陶瓷面磚

Ceramic tile

透水性混凝土磚

Permeable concrete paving block

砂石

Sand and gravel

木材、竹材

Wood, bamboo

其他(由招標機關敘明)：

others (prescribed by the Entity):

(2) 不適用我國締結之條約或協定，外國廠商：

Where there is no treaty or agreement applies to this nation and this procurement, the foreign suppliers are:

- 不可參與投標。我國廠商所供應財物或勞務之原產地須屬我國者。

Not allowed to participate in the tendering. The country of origin of the property or service shall be this nation and provided by a supplier of this nation.

- 不可參與投標。但我國廠商所供應財物或勞務之原產地得為下列外國者：

Not allowed to participate in the tendering. However, the country of origin of the property or service provided by a supplier of this nation may be the following foreign countries:

1. 國家或地區名稱：_____（未列明者即不允許）

Name of the country or territory: _____ (not allowed if not specified)

2. 是否允許供應大陸地區標的：（未勾選者即不允許；如允許者，須符合兩岸進口及貿易往來相關規定）

Whether the source of origin of the subject of tender is allowed to be Mainland China Area: (not allowed if not ticked; if allowed, it shall be in compliance with the relevant cross-strait regulations of import and trade.)

是

Yes.

否

No.

- 下列外國廠商可以參與投標：

The following foreign suppliers are allowed to participate in the tendering:

1. 國家或地區名稱：_____（未列明者即不允許）

Name of the country or territory: _____ (not allowed if not specified)

2. 是否允許大陸地區廠商參與：（未勾選者即不允許；如允許者，須符合兩岸進口及貿易往來相關規定）

Whether suppliers from Mainland China are allowed to participate : (not allowed if not ticked; if allowed, it shall be in compliance with the relevant cross-strait regulations of import and trade.)

是

Yes.

否

No.

3. 給予 下列差別待遇 (可複選) :

Subject to differential treatments as follows (multiple choices may apply):

- 採購法第 43 條第 1 款之措施(招標文件須列明作為採購評選之項目及其比率) :

The measures prescribed in subparagraph 1 of Article 43 of the Act (the items and their weights in the evaluation shall be specified in the tender documentation):

- 採購法第 43 條第 2 款之措施 :

The measures prescribed in subparagraph 2 of Article 43 of the Act:

- 採購法第 17 條第 2 項處理辦法之措施 :

The measures prescribed in the Regulations Governing the Participation of Foreign Suppliers in the Procurement Not Subject to Any Treaties or Agreements promulgated by paragraph 2 of Article 17 of the Act:

- 如為工程採購，不論是否允許外國廠商參與投標，廠商所供應下列產品或材料之原產地須屬我國者 (可複選) :

For construction procurement, whether or not foreign suppliers are allowed to participate in tendering, the source of origin of the following product or material provided shall be this nation (multiple choices may apply)

- 水泥

Cement

- 鋼筋

Steel rod

- 預力鋼絞線

Prestressed concrete steel strand

- 結構鋼

Structural steel

- 陶瓷面磚

Ceramic tile

- 透水性凝土地磚

Permeable concrete paving block

- 砂石

Sand and gravel

- 木材、竹材

Wood, bamboo

□其他(由招標機關敘明):
others (prescribed by the Entity):

十七、本採購：

This procurement is:

(1) 依採購法第 24 條規定以統包辦理招標。

On a turn-key (design-build) basis pursuant to Article 24 of the Act.

(2) 非以統包辦理招標。

Not on a turn-key (design-build) basis.

十八、本採購：

Is joint tendering allowed for this procurement pursuant to Article 25 of the Act:

(1) 依採購法第 25 條規定允許廠商共同投標(招標文件已附共同投標協議書範本)；廠商家數上限為 2 家； 3 家； 4 家； 5 家。

Yes (the model agreement of joint tendering is provided in tender documentation), the maximum number of suppliers is:
 2 suppliers ; 3 suppliers ; 4 suppliers ; 5 suppliers .

(2) 不允許廠商共同投標。

No.

十九、廠商得以電子資料傳輸方式於投標截止期限前遞送投標文件，該電子化資料，並視同正式文件，得免另備書面文件。供遞送之電傳號碼/網址為(不允許者免填)：

The suppliers may use electronic devices to transmit tenders before the deadline for tendering; and the electronic data thus provided shall be deemed as formal written document. The facsimile number/e-mail address for receiving tenders is (shall be specified if electronic tendering is permitted):

二十、廠商對招標文件內容有疑義者，應以書面向招標機關請求釋疑之期限：自公告日或邀標日起等標期之四分之一，其尾數不足 1 日者，以 1 日計。

Where a supplier has questions about the contents of the tender documentation, the deadline for the suppliers to raise questions to the Entity in writing shall be: one quarter of the period for tendering from the date of publishing a notice or invitation to tender, and a segment of less than one day shall be counted as one day.

二十一、機關以書面答復前條請求釋疑廠商之期限：投標截止期限前 1 日答復。

The deadline for the Entity to issue a written reply to questions raised by the suppliers as mentioned in the preceding Article shall be: one day before the deadline for submission of tenders.

二十二、本採購依採購法第 33 條第 3 項：

According to paragraph 3 of Article 33 of the Act, this procurement:

(1) 允許廠商於開標前補正非契約必要之點之文件。

Allows a tenderer to amend or supplement its tender before tender opening as long as the amendment or supplement does not involve the essential parts of the contract.

(2) 不允許廠商於開標前補正非契約必要之點之文件。

Does not allow a tenderer to amend or supplement its tender before tender opening even the amendment or supplement does not involve the essential parts of the contract.

二十三、本採購依採購法第 35 條：

According to Article 35 of the Act, this procurement :

(1) 允許廠商於在不降低原有功能條件下，可提出可縮減工期、減省經費或提高效率之替代方案（請載明允許項目）：

Allows a supplier to submit alternatives to shorten construction period, save expenditure, or increase the efficiency, provided that the original function requirement is not impaired. (The items allowed for alternatives are: _____)

(2) 不允許提出替代方案。

Does not allow a supplier to submit alternatives.

二十四、投標文件有效期：自投標時起至開標後_____日止。如機關無法於前開有效期內決標，得於必要時洽請廠商延長投標文件之有效期。

The validity period of the tender: from the time of submitting tender to _____ days after tender opening. In the event that this procurement can not be awarded during the validity period stated above, the procuring entity may request the tenderer to extend the validity period of the tender, if necessary .

二十五、廠商應遞送投標文件份數：

The number of copies of the tender to be submitted :

(1) 1 式 1 份(in one complete set)。

- (2) 1 式 2 份(in two complete sets)。
- (3) 1 式 3 份(in three complete sets)。
- (4) 1 式 4 份(in four complete sets)。
- (5) 1 式 5 份(in five complete sets)。
- (6) 其他(由招標機關敘明) others (prescribed by the Entity):

二十六、投標文件使用文字:

The language of tender shall be :

- (1) 中文(正體字)

In Chinese (regular script).

- (2) 中文(正體字)，但特殊技術或材料之圖文資料得使用英文。

In Chinese (regular script), but pictures and texts with special techniques or materials may be in English.

- (3) 其他(由招標機關敘明):

In other languages (prescribed by the Entity):

二十七、公開開標案件之開標時間(依採購法不公開者免填): 民國___年___月___日___午___時___分。

The tender opening will be held openly on [time] [month] [date], [year]. (not applicable where no public tender opening pursuant to the Act)

二十八、公開開標案件之開標地點(依採購法不公開者免填):

The tender opening will be held openly at_____. (not applicable where public tender opening is not required pursuant to the Act):

二十九、公開開標案件有權參加開標之每一投標廠商人數(依採購法不公開或不限制廠商出席人數者免填):

The number of persons of each tenderer to participate in tender opening is (not applicable where public tender opening is not required pursuant to the Act or the number of persons is not restricted):

三十、依採購法不公開開標之依據:

The tender opening is not conducted openly pursuant to one of the following circumstances:

- (1) 依採購法第 21 條規定辦理選擇性招標之資格審查，供建立合格廠商名單。

Where it is a qualification evaluation for establishing a permanent

list of qualified suppliers under selective tendering procedures pursuant to Article 21 of the Act;

- (2) 依採購法第 42 條規定採分段開標，後續階段開標之時間及地點無法預先標示。

Where it is a multi-step tender opening pursuant to Article 42 of the Act, and the time and place of tender opening of the subsequent step are uncertain;

- (3) 依採購法第 57 條第 1 款規定。

Pursuant to subparagraph 1 of Article 57 of the Act;

- (4) 依採購法第 104 條第 1 項第 2 款規定。

Pursuant to subparagraph 2 of paragraph 1 of Article 104 of the Act;

- (5) 其他經主管機關認定者：_____（請載明核准文號）：

Other circumstances as prescribed by the responsible entity (the number of approval letter shall be specified).

三十一、本採購開標採：

The tender opening of this procurement shall be:

- (1) 不分段開標。所有投標文件置於一標封內，不必按文件屬性分別裝封。

In one-step. All document of the tender shall be sealed in one envelope. It is not required to seal the document in separate envelopes based on different attributes.

- (2) 分段開標（請勾選項目）；投標廠商應就各段標之標封分別裝封並標示內含資格標、規格標或價格標等：

In multi-steps. Supplier shall seal its tender document in different envelopes separately for each step of tender opening, and each envelop shall be marked with tenders of qualification, specification, or price.

- 公開招標，資格、規格與價格一次投標分段開標。

Open tendering procedures, tenders of qualification, specification, and price shall be submitted in one-step but opened in multi-steps.

- 公開招標，資格與規格合併一段投標、分段開標，再邀符合招標文件規定之廠商投價格標。

Open tendering procedures, tenders of qualification and

specification shall be submitted in one-step but opened in multi-steps. After evaluation based upon requirements prescribed in the tender documentation, the qualified suppliers will be invited to submit their tenders of price.

選擇性招標，邀請廠商就資格、與規格、價格分次投標、分段開標。

Selective tendering procedures, suppliers are invited to submit their tenders of qualification, specification, and price in multi-steps and their tenders will be opened in multi-steps.

選擇性招標，邀請符合資格之廠商就規格與價格一次投標、分段開標。

Selective tendering procedures, the qualified suppliers are invited to submit their tenders of specification and price in one-step, but their tenders will be opened in multi-steps.

三十二、押標金金額(無押標金者免填，有押標金者不得逾新臺幣 5 千萬元)：

The amount of bid bond shall be (not applicable where bid bond is not required. However, where bid bond is required, its amount shall not exceed 50 million New Taiwan Dollars)：

(1) 一定金額(a fixed amount)：

(2) 標價之一定比率(a fixed percentage of tender price)：_____%

三十三、採電子投標之廠商，押標金予以減收金額(無者免填)：

For suppliers submitting tenders electronically, the amount of the bid bond may be reduced by (optional):

三十四、為優良廠商者，押標金予以減收金額(無者免填)：

For outstanding suppliers, the amount of the bid bond may be reduced by (optional)：

為押標金保證金暨其他擔保作業辦法第 33 條之 6 所稱全球化廠商者，押標金予以減收之金額(無者免填)：

For globalized suppliers referred to in Article 33-6 of the Regulations for Bid Bond, Guarantee Bond and Other Guarantees, the amount of the bid bond may be reduced by (optional)：

為營造業法第 51 條所稱優良營造業，參與案件屬營造業法所稱營繕工程之工程採購者，押標金予以減收金額，其減收金額不併入前 2 項減收總額度計算(無者免填，惟押標金、工程保證金或工程保留款應至少擇一項給予獎勵)：

Where a good construction company referred to in Article 51 of the Construction Industry Act participates in the construction and repair works prescribed by the Construction Industry Act, the bid bond may be reduced by the following amount, and the amount of reduction is exclusive of the total reduction amount referred to in the preceding two paragraphs. (Optional, but at least one of the following shall be reduced bid bond, guarantee bond and retention amount :

三十五、押標金有效期(無押標金者免填)：

The validity of bid bond (not applicable where bid bond is not required):

三十六、押標金繳納期限：截止投標期限前繳納(無押標金者不適用)

The time-limit for depositing a bid bond: prior to the closing time for submitting tenders (not applicable where bid bond is not required)

三十七、以現金繳納押標金之繳納處所或金融機構帳號(無押標金者免填)：

The place or the designated account held by the financial institution for receipting bid bond by cash (not applicable where bid bond is not required):

三十八、無押標金之理由為：

The bid bond is waived under the following circumstances:

(1) 勞務採購。

Procurement of services.

(2) 未達公告金額之工程、財物採購。

Procurement of construction work/property not reaching the threshold for publication.

(3) 以議價方式辦理之採購。

There is only one supplier invited for tendering.

(4) 依市場交易慣例或採購案特性，無收取押標金之必要或可能者。

There is no need or possibility to require a bid bond by the business practice or the attribute of procurement.

三十九、履約保證金金額(無者免填)： 一定金額：_____； 契約金額之一定比率：_____%。

The amount of performance bond (not applicable where performance bond is not required): a fixed amount : _____ ; a fixed percentage of the contract price : _____%

廠商如以銀行之書面連帶保證或開發或保兌之不可撤銷擔保信用狀繳納履約保證金者，機關得視該銀行之債信、過去履行連帶保證

之紀錄等，經機關審核後始予接受。廠商以押標金轉換為履約保證金時，亦同。

□ Where a tenderer deposits a performance bond in the form of a bank's written joint and several guarantee or an irrevocable standby letter of credit issued or confirmed by a bank, the Entity may accept it after reviewing the bank's credit and records of past performance in fulfilling its liability on performance bond. The above shall also apply where a bid bond is served as a performance bond by suppliers.

四十、得標廠商提出其他廠商之履約及賠償連帶保證者，履約保證金予以減收之金額(無者免填)：

Where the awarded tenderer submits a joint and several guarantee for performance and compensation provided by another supplier, the amount of performance bond may be reduced by (optional):

四十一、得標廠商為優良廠商者，履約保證金予以減收之金額(無者免填)：

Where the awarded tenderer is an outstanding supplier, the amount of the performance bond may be reduced by (optional):

得標廠商為押標金保證金暨其他擔保作業辦法第 33 條之 6 所稱全球化廠商者，履約保證金予以減收之金額(無者免填)：

Where the awarded tenderer is a globalized supplier referred to in Article 33-6 of the Regulations for Bid Bond, Guarantee Bond and Other Guarantees, the amount of the performance bond may be reduced by (optional):

得標廠商為營造業法第 51 條所稱優良營造業，且得標案件屬營造業法所稱營繕工程之工程採購者，履約保證金予以減收金額，其減收金額不併入前 2 項減收總額度計算(無者免填，惟押標金、工程保證金或工程保留款應至少擇一項給予獎勵)：

Where the awarded tenderer is a good construction company referred to in Article 51 of the Construction Industry Act, and the subject matter of contract is the construction and repair works prescribed by the Construction Industry Act, the performance bond may be reduced by the following amount, and the amount of reduction is exclusive of the total reduction amount referred to in the preceding two paragraphs. (Optional, but at least one of the following shall be reduced bid bond, guarantee bond and retention amount)：

四十二、履約保證金有效期(無履約保證金者免填)：

The validity of performance bond (not applicable where performance bond is not required):

四十三、履約保證金繳納期限(無履約保證金者免填)：

The time-limit for depositing a performance bond (not applicable where performance bond is not required):

四十四、無履約保證金之理由為：

The performance bond is waived under the following circumstances:

(1) 勞務採購。

Procurement of services.

(2) 未達公告金額之工程、財物採購。

Procurement of construction work/property not reaching the threshold for publication.

(3) 依市場交易慣例或採購案特性，無收取履約保證金之必要或可

There is no need or possibility to require a performance bond by the business practice or the attribute of procurement.

四十五、保固保證金金額(無者免填)：

The amount of warranty bond (not applicable where warranty bond is not required):

四十六、保固保證金有效期(無保固保證金者免填)：

The validity of warranty bond (not applicable where warranty bond is not required) :

四十七、保固保證金繳納期限(無保固保證金者免填)：

The time-limit for depositing a warranty bond (not applicable where warranty bond is not required) :

四十八、得標廠商提出其他廠商之履約及賠償連帶保證者，保固保證金予以減收之金額(無者免填)：

Where the awarded tenderer submits a joint and several guarantee for performance and compensation provided by another supplier, the amount of warranty bond may be reduced by (optional):

四十九、得標廠商為優良廠商者，保固保證金予以減收之金額(無者免填)：

Where the awarded tenderer is an outstanding suppliers, the amount of the warranty bond may be reduced by (optional):

得標廠商為押標金保證金暨其他擔保作業辦法第 33 條之 6 所稱全球化廠商者，保固保證金予以減收之金額(無者免填)：

Where the awarded tenderer is a globalized supplier referred to in Article

33-6 of the Regulations for Bid Bond, Guarantee Bond and Other Guarantees, the amount of the warranty bond may be reduced by (optional):

得標廠商為營造業法第 51 條所稱優良營造業，且得標案件屬營造業法所稱營繕工程之工程採購者，保固保證金予以減收金額，其減收金額不併入前 2 項減收總額度計算（無者免填，惟押標金、工程保證金或工程保留款應至少擇一項給予獎勵）：

Where the awarded tenderer is a good construction company referred to in Article 51 of the Construction Industry Act, and the subject matter of contract is the construction and repair works prescribed by the Construction Industry Act, the warranty bond may be reduced by the following amount, and the amount of reduction is exclusive of the total reduction amount referred to in the preceding two paragraphs. (Optional, but at least one of the following shall be reduced bid bond, guarantee bond and retention amount) :

五十、預付款還款保證金額(無者免填)：

The amount of refund bond for an advance payment (not applicable where refund bond is not required):

五十一、預付款還款保證有效期(無預付款還款保證者免填)：

The validity of refund bond for an advance payment (not applicable where refund bond is not required):

五十二、預付款還款保證繳納期限(無預付款還款保證者免填)：

The time-limit for depositing refund bond for an advance payment (not applicable where refund bond is not required):

五十三、各種保證金之繳納處所或金融機構帳號(無保證金者免填)：

The place or the designated account held by a financial institution for depositing the various types of guarantee bonds (optional):

五十四、押標金及保證金應由廠商以現金、金融機構簽發之本票或支票、保付支票、郵政匯票、無記名政府公債、設定質權之金融機構定期存款單、銀行開發或保兌之不可撤銷擔保信用狀繳納，或取具銀行之書面連帶保證、保險公司之連帶保證保險單繳納，並應符合押標金保證金暨其他擔保作業辦法規定之格式。

The bid bond and guarantee bond shall be deposited by tenderers in the form of cash, promissory note, check or certified check issued by a financial institution, postal money order, bearer's government bond,

certificate of deposit pledged to the Entity, irrevocable stand-by letter of credit issued or confirmed by a bank, or bank guarantee or insurance policy under which the bank or insurer shares the liability with the tenderer jointly and severally, in accordance with the formats prescribed by the “Regulations for Bid Bond, Guarantee Bond and Other Guarantees”.

五十五、廠商有下列情形之一者，其所繳納之押標金，不予發還，其已發還者，並予追繳：（無押標金者免列）

Where the tenderer is involved in one of the following situations, such tenderer’s bid bond shall not be refunded or returned, and the refunded or returned bid bond shall be recovered (not applicable where bid bond is not required):

(一)以偽造、變造之文件投標。

Forged or altered documents were used to tender;

(二)投標廠商另行借用他人名義或證件投標。

The tenderer borrowed the name or certificate of another to submit tender;

(三)冒用他人名義或證件投標。

The tenderer assumed the name or certificate of another to submit tender;

(四)在報價有效期間內撤回其報價。

The tenderer withdrew its bid before expiration of the bid;

(五)開標後應得標者不接受決標或拒不簽約。

After tender opening, the tenderer refused to be awarded or refused to execute a contract;

(六)得標後未於規定期限內，繳足履約保證金或提供擔保。

After being awarded, the tenderer failed to deposit sufficient guarantee bond or to provide other guarantees sufficiently within a prescribed time-limit;

(七)押標金轉換為履約保證金。

A bid bond has been served as a guarantee bond;

(八)其他經主管機關認定有影響採購公正之違反法令行為者。

The responsible entity found that there is a violation of laws or regulations which impair the fairness of the procurement.

附記：主管機關認定之情形如下（行政院公共工程委員會

104 年 7 月 17 日工程企字第 10400225210 號令）：

Note: The circumstances determined by the responsible entity are as follows (According to the Order No. Gong-Cheng-Qi-Zi-10400225210 dated July 17, 2015, issued by, Public Construction Commission, Executive Yuan):

1. 有採購法第 48 條第 1 項第 2 款之「足以影響採購公正之違法行為者」情形。

Having the circumstances of activities to be in breach of laws or regulations which impair the fairness of the procurement as prescribed in subparagraph 2 of paragraph 1 of Article 48 of the Act.

2. 有採購法第 50 條第 1 項第 3 款至第 5 款、第 7 款情形之一。

Having any of the circumstances as prescribed in subparagraphs 3 to 5 and 7 of paragraph 1 of Article 50 of the Act.

3. 容許他人借用本人名義或證件參加投標。

Where the tenderer allows any others to borrow its name or certificate to tender.

4. 廠商或其代表人、代理人、受雇人或其他從業人員有採購法第 87 條各項構成要件事實之一。

The tenderer or its representative, agent, employee or any other staff that constitutes the actus reus of any of the circumstances as prescribed in each paragraph of Article 87 of the Act.

5. 廠商或其代表人、代理人、受雇人或其他從業人員，就有關招標、審標、決標事項，對公務員行求、期約或交付賄賂或其他不正利益。

The tenderer or its representative, agent, employee or any other staff who demands, agree to accept, or provide a bribe or other improper benefit to public servants, with respect to the invitation to tender, the evaluation of tender, or the award of contract.

五十六、廠商依「押標金保證金暨其他擔保作業辦法」規定減收押標金，其有不發還押標金之情形者，應就不發還金額中屬減收之金額補繳之。其經主管機關或相關中央目的事業主管機關取消優良廠商資格或全球化廠商資格，或經各機關依採購法第 102 條第 3 項規定刊登政府採購

公報，且尚在採購法第 103 條第 1 項所定期限內者，亦同。

Pursuant to the “Regulations for Bid Bond, Guarantee Bond and Other Guarantee” in relation to the reduced bid bond, where there is a circumstance that a bid bond shall not be released, the supplier shall make a supplemental deposit that equals to the reduced portion of the unreleased amount. The same shall apply to a supplier whose outstanding supplier status or globalized supplier status has been revoked by the responsible entity or the relevant central competent authorities in target enterprises, or to a supplier who has been published by any entity on the Government Procurement Gazette pursuant to paragraph 3 of Article 102 of the Act, and is still under the effect of the period prescribed in paragraph 1 of Article 103 of the Act.

五十七、本採購 The government estimate for this procurement is :

(1) 訂底價，但不公告底價。

Set, but not announced in the notice.

(2) 訂底價，並公告底價。底價為：_____元。

Set and published in the notice. The government estimate is:_____.

(3) 不訂底價，理由為： 訂定底價確有困難之特殊或複雜案件； 以最有利標決標之採購； 小額採購。

Not set under one of the following circumstances: where there are actual difficulties in setting a government estimate for a procurement ; where the contract is to be awarded to the most advantageous tender ; where it is a small procurement.

五十八、決標原則：

The principle of contract awarding is:

(1) 最低標(the lowest tender)：

(1-1) 非依採購法施行細則第 64 條之 2 辦理。

Not pursuant to Article 64-2 of the Enforcement Rules of the Act.

(1-2) 依採購法施行細則第 64 條之 2 採評分及格最低標(審查項目、標準及審查方式如附件)。

Pursuant to Article 64-2 of the Enforcement Rules of the Act, for the lowest tender with its score above a certain threshold (refer to the attachment for evaluation

items, standards and procedures).

(2) 最有利標(評選項目、標準及評定方式如附件)。

The most advantageous tender (refer to the attachment for evaluation items, standards and procedures):

(2-1) 依採購法第 56 條適用最有利標(需報經上級機關核准)。

Pursuant to Article 56 of the Act. (prior approval by a superior entity is required)

(2-2) 依採購法第 22 條第 1 項第 9 款；第 10 款；第 11 款；第 14 款準用最有利標。

Pursuant to one of the following subparagraphs of paragraph 1 of Article 22 of the Act:the 9th subparagraph；the 10th subparagraph；the 11th subparagraph；the 14th subparagraph.

(2-3) 未達公告金額之採購參考最有利標精神擇符合需要者辦理議價。

In conducting the procurement of a value not reaching the threshold for publication, following the spirit of the most advantageous tender with a view to select appropriate supplier(s) for single tendering.

(3) 最高標。The highest price tender.

五十九、本採購採:

This procurement is :

(1) 非複數決標。

Not a multiple award.

(2) 複數決標，保留採購項目或數量選擇之組合權利(項目或數量選擇之組合方式如附件。例如得由廠商分項報價之項目，或依不同數量報價之項目及數量之上、下限；投標廠商得標項目或數量之限制、開標順序、願比照得標廠商之價格者得併列為得標廠商、決標廠商家數上限等)。

A multiple award that contracts may be awarded to different tenderers by different items or different quantities (the measures of contract awarding to different tenderers by different items or different quantities are as attached. For instance, the items permitted for tendering separately, the

items permitted for tendering by different quantity and the minimum and maximum of such quantity range, the limits of items or quantities awarded to a supplier, the sequence of tender opening, tenderers may be also awarded at the same price as that of the awarded tenderer, or the maximum number of the suppliers awarded).

六十、本採購：

This procurement:

(1) 預算未完成立法程序前，得先辦理保留決標，俟預算通過後始決標生效。

May be awarded with reservation in the event that the budget of procurement has not been appropriated by a legislative body. The awarding of contract shall come into effect after the budget is appropriated.

(2) 決標方式為：

Shall be awarded by:

(2-1) 總價決標。

Total price.

(2-2) 分項決標。

Item.

(2-3) 分組決標。

Group.

(2-4) 依數量決標。

Quantity.

(2-5) 單價決標（以單價乘以預估數量之和決定得標廠商）。

Unit price (The contract awarded shall be determined by the sum of the unit price times the estimated quantity of each item).

(2-6) 其他(由招標機關敘明)：

Others (prescribed by the Entity):

(3) 屬勞動派遣(指派遣事業單位指派所僱用之勞工至機關提供勞務，接受各該機關指揮監督管理之行為)：派遣勞工(指受派遣事業單位僱用，並向各機關提供勞務者)之薪資(內含勞工依法自行負擔之勞保、健保、就業保險費用)與廠商應負擔之勞保、健保、就業保險費用、積欠工資墊償基金提繳費及勞工退

退休金等費用，採固定金額支付，不列入報價範圍。廠商僅需就管理費用（含利潤、相關稅捐及管理所需一切費用等）報價。決標後，廠商報價與前述固定金額合計為契約總價，詳如附件報價明細表【註：報價明細表範例如附件，機關於招標時依案件性質參酌調整後附於投標須知。派遣勞工之加班費及差旅費，不含於契約價金，如發生此等費用，其計算方式依勞動法令規定另行支付】。

Labor dispatch (means the action by assigning the workers from the Dispatch Business to this Authority for rendering labor services and accepting the guidance, supervision and management of the respective Entity). Fixed amount method shall be adopted for paying the salary and wages (including the deductible amount of labor insurance, national health insurance and employment insurance premiums to be assumed by the labor by the law), together with the labor insurance, national health insurance, employment insurance related expenses to be assumed by the tenderer as well as the withholding fees for arrear wage offsetting fund and labor retirement pension, and the above shall not be included in the quotation. The tenderer shall offer the price for the overheads only (including profit, relevant taxes and all of expenses required by the management). After being awarded, the quotation offered by the tenderer shall be combined with the aforesaid fixed amount for serving as the total contract amount, as per the attached Quality List. (Note: The attachment is the sample copy of Quotation List. When offering the tender, the Entity shall make adjustment by referring to the nature of the case and then included in the Instructions to Tenderer. The overtime and the travel expenses required for the dispatched workers shall not be included in the contract price. If the said expenses are required, then they shall be calculated and paid according to the regulations specified in the applicable

labor act.)

六十一、無法決標時是否得依採購法第 55 條或第 56 條規定採行協商措施：（依此 2 條規定辦理者均須先報上級機關核准）

Where the contract cannot be awarded, may the Entity award the contract through negotiation pursuant to Article 55 or 56 of the Act (the application of these two articles shall be approved by a superior entity in advance):

(1) 是；採行協商措施得更改之項目（請敘明）：

Yes, the items for negotiation are (prescribed by the Entity):

(2) 否。

No.

六十二、本採購保留未來向得標廠商增購之權利，擬增購之項目及內容(請載明擴充之金額、數量或期間上限，並應將預估選購或擴充項目所需金額計入採購金額。未保留增購權利者免填)：

The Entity reserves the right for further procurement with the awarded tenderer. The item and contents for such further procurement are as follows (please specify the maximum limit of the value, quantity or period to be expanded, and the estimate value of such expanded procurement shall be added to the value of the original procurement, if applicable):

六十三、本採購適用採購法：

The Act applies to this procurement:

(1) 無例外情形。

Without any exception.

(2) 本機關係軍事機關而有採購法第 104 條第 1 項但書之例外情形。

With the exception of circumstances of paragraph 1 of Article 104 of the Act, because the Entity is a military entity.

(3) 有採購法第 105 條第 1 項之例外情形。

With the exception of circumstances of paragraph 1 of Article 105 of the Act.

(4) 有採購法第 106 條第 1 項之例外情形。

With the exception of circumstances of paragraph 1 of Article 106 of the Act.

六十四、投標廠商之基本資格及應附具之證明文件如下(如允許依法令免申請

核發本項基本資格證明文件之廠商參與投標，一併載明該等廠商免繳驗之證明文件)：

The basic qualification of a tenderer and the supporting qualification documents that shall be attached are as follows (if a tenderer is allowed to tender without providing any of the supporting documents for such basic qualification because the tenderer is not required to apply for such documents pursuant to the related laws or regulations, please specify such supporting documents which may be waived):

本採購屬經濟部投資審議委員會公告「具敏感性或國安(含資安)疑慮之業務範疇」之資訊服務採購，廠商不得為經濟部投資審議委員會公告之陸資資訊服務業者。(上開業務範疇及陸資資訊服務業清單公開於經濟部投資審議委員會網站<http://www.moeaic.gov.tw/>)。

Since this procurement is an information service procurement under the scope of business with concerns of sensitivity or national security (including information security) announced by the Investment Commission, MOEA, the supplier shall not be the Mainland China information service provider announced by the Investment Commission, MOEA. (Please refer to the website of the Investment Commission, MOEA, <http://www.moeaic.gov.tw>, for the above-mentioned scope of business and the list of Mainland China information service suppliers.)

六十五、本採購屬特殊採購；符合「投標廠商資格與特殊或巨額採購認定標準」第 6 條第___款；第 7 條第___款 (請註明款次)。(非特殊採購者免填)

This procurement is a special procurement in accordance with one of the following circumstances of the "Standards for Qualifications of Tenderers and Determination of Special or Large Procurement":

Subparagraph ___ of Article 6; Subparagraph ___ of Article 7.

六十六、投標廠商之特定資格及應附具之證明文件如下(限特殊或巨額之採購方可規定特定資格條件)：

The specific qualification of a tenderer and the supporting qualification documents that shall be attached are as the follows (Such qualification shall be set only for a special or large procurement):

六十七、廠商所提出之資格文件影本，本機關於必要時得通知廠商限期提出正本供查驗，查驗結果如與正本不符，係偽造或變造者，依採購法第 50 條規定辦理。

Where necessary, the Entity may notify a tenderer to submit the original qualification documents for checking within a time-limit if the qualification document is submitted by photocopies. In the event of non-conformity with the original document after checking due to forging or altering, Article 50 of the Act shall apply.

不同投標廠商參與投標，不得由同一廠商之人員代表出席開標、評審、評選、決標等會議，如有由同一廠商之人員代表出席情形，依採購法第 50 條第 1 項第 1 款或第 7 款規定辦理。

Where different tenderers participate in a procurement, each of them shall not assign a person working in the same tenderer to attend the meetings of tender opening, evaluation of suppliers, selection of suppliers and contract awarding. Otherwise, subparagraphs 1 or 7 of paragraph 1 of Article 50 of the Act shall apply.

投標廠商之標價有下列情形之一為投標文件內容不符合招標文件之規定：(預算或底價未公告者免填)

Where the price of a tender is in any of the following situations, the tender doesn't comply with the requirements of the tender documentation: (this is optional if the budget or government estimate of a procurement is not published).

(1) 高於公告之預算者。

Higher than the budget amount disclosed in the tender notice.

(2) 高於公告之底價者。

Higher than the government estimate disclosed in the tender documentation.

機關辦理採購有下列情形之一者，得依採購法第 50 條第 1 項第 5 款「不同投標廠商間之投標文件內容有重大異常關聯者」之規定及行為事實，判斷認定是否有該款情形後處理：

In case of any of the following circumstances, the Entity may, base on the facts and “the contents of the tender documents submitted by different tenderers show a substantial and unusual connection” of subparagraph 5 of paragraph 1 of Article 50 of the Act, to determine whether to apply this subparagraph or not:

一、投標文件內容由同一人或同一廠商繕寫或備具者。

The contents of different tender documents were written or

prepared by the same person or tenderer.

二、押標金由同一人或同一廠商繳納或申請退還者。

The bid bonds of different tenderers were deposited or requested for refund by the same person or tenderer.

三、投標標封或通知機關信函號碼連號，顯係同一人或同一廠商所為者。

The serial numbers of tender envelopes, containers, or letters to the Entity are consecutive, which apparently were done by the same person or tenderer.

四、廠商地址、電話號碼、傳真機號碼、聯絡人或電子郵件網址相同者。

The addresses, phone numbers, fax numbers, contact persons or email addresses of different tenderers are the same.

五、其他顯係同一人或同一廠商所為之情形者。

Any other circumstances that tenders were apparently prepared by the same person or tenderer.

機關辦理採購有「廠商投標文件所載負責人為同一人」之情形者，得依採購法第 50 條第 1 項第 5 款「不同投標廠商間之投標文件內容有重大異常關聯者」處理。

In the case that “the representatives set out in the tender documents are the same person”, subparagraph 5 of paragraph 1 of Article 50 of the Act, i.e. “the contents of the tender documents submitted by different tenderers show a substantial and unusual connection” may apply.

六十八、外國廠商之投標資格及應提出之資格文件，附經公證或認證之中文譯本(不允許外國廠商投標者免填)：

The qualification and the supporting qualification documents together with notarized or certified Chinese translation of such documents that shall be submitted by foreign suppliers are (not applicable if the procurement is not open to foreign suppliers):

六十九、以選擇性招標方式辦理者，其限制投標廠商資格之理由及其必要性(非選擇性招標者免填)：

For selective tendering procedures, the reasons of and the necessity for qualification requirements are as follows (not applicable for non-selective tendering procedures):

七十、招標標的之功能、效益、規格、標準、數量或場所等說明及得標廠商應履行之契約責任：由招標機關另備如附件。

The function, performance, specification, criterion, quantity or place of the subject of the tender and the contractual responsibilities of the awarded tenderer: details as per attachment prepared by the Entity.

七十一、依採購法第 65 條及採購法施行細則第 87 條之規定，本採購標的之下列部分及依其他法規規定應由得標廠商自行履約之部分，不得由其他廠商代為履行(視個案情形於招標時勾選；無者免填)：

Pursuant to Article 65 of the Act and Article 87 of the Enforcement Rules of the Act, the following parts which shall be performed by the winning tenderer itself specified in the tender documentation or pursuant to other laws and regulations, shall not be performed by other suppliers (Subject to individual circumstances, optional) .

(1) 主要部分為： 。

Major part :

(2) 應由得標廠商自行履行之部分 為： 。

Shall be performed by the winning tenderer itself :

除前項所列者外，屬營造業法第 3 條第 1 款之營繕工程，且得標廠商為營造業者，其主要部分尚包括：工地主任、工地負責人、專任工程人員、安全衛生人員均應為廠商僱用之人員。

Except as set forth in the preceding paragraph, where the procurement is the construction and repair works referred to in subparagraph 1 Article 3 of the Construction Industry Act, and the winning tenderers are construction enterprises, the major part of the winning tenderer, such as field directors, site managers, full-time engineers, and safety and health personnel, shall be employed by the winning tenderer.

七十二、招標文件如有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、生產者或供應者之情形，允許投標廠商提出同等品，其提出同等品之時機為：

Where the tender documentation requires or states a particular trademark or trade name, patent, design or type, specific source of origin, producer or supplier, it is allowed to offer an “equivalent”. The timing of offering the “equivalent” is:

(1) 應於投標文件內預先提出者，廠商應於投標文件內敘明同等品之廠牌、價格及功能、效益、標準或特性等相關資料，以供審查。

Where the tenderer shall offer an equivalent in its tender, the tenderer shall provide in its tender for the Entity's evaluation the brand, price, function, performance, standard, characteristics or other data related thereto of the equivalent.

(2) 得標廠商得於使用同等品前，依契約規定向機關提出同等品之廠牌、價格及功能、效益、標準或特性等相關資料，以供審查。

Where a contractor may offer an equivalent according to the Contract, the contractor shall submit the following data to the Entity for evaluation before putting it into use: brand, price, function, performance, standard, characteristics or other data related thereto.

七十三、投標廠商之標價條件：

The terms of price of a tender is:

(1) 送達招標機關指定地點(由招標機關敘明地點)：

Properties shall be delivered to the indicated place (specified by the Entity):

(2) 於招標機關指定地點完工(由招標機關敘明地點)：

Works shall be completed at the indicated place (specified by the Entity):

(3) 其他(由招標機關敘明)：

Others (specified by the Entity):

七十四、投標廠商標價幣別 The currency of the tender is：

(1) 新臺幣。

New Taiwan Dollar.

(2) 外幣：_____ (指定之外幣由招標機關敘明外幣種類)

Foreign currency: _____ (specified by the Entity)

(3) 新臺幣或外幣：_____ (指定之外幣由招標機關敘明外幣種類，該外幣並以決標前一辦公日臺灣銀行外匯交易收盤即期賣出匯率折算總價)

New Taiwan Dollar or foreign currency: _____ (The kind(s) of foreign currency shall be specified by the Entity, and the total price in New Taiwan Dollar in equivalence of the foreign currency shall be calculated by the closing rate of spot foreign exchange selling by Bank of Taiwan on the first working day prior to the date of award.)

七十五、採購標的之維護修理(不需維護修理者免填)：

The maintenance and repair for the subject of the tender shall be (optional):

(1) 由得標廠商負責一定期間，費用計入標價決標(招標機關敘明其

期間)：

Responsible by the awarded tenderer within a certain period, and the expenses shall be included in the total price of the tender (the period shall be specified by the Entity):

(2) 由機關自行負責。

Responsible by the Entity.

(3) 另行招標。

Covered by another tender.

七十六、廠商有下列情形之一者，不得參加投標、作為決標對象或分包廠商或協助投標廠商：

A supplier is prohibited from participating in tendering, being awarded or sub-contracting, or assisting tenderers in this procurement in case that any of the following circumstances occurs to the supplier:

(一) 提供規劃、設計服務之廠商，於依該規劃、設計結果辦理之採購。

Where the supplier has provided planning or design services to the Entity, and this procurement is resulted from such planning or design;

(二) 代擬招標文件之廠商，於依該招標文件辦理之採購。

Where the tender documentation of this procurement has been prepared by the supplier for the Entity;

(三) 提供審標服務之廠商，於該服務有關之採購。

Where the supplier provides tender evaluation service to the Entity for this procurement;

(四) 因履行機關契約而知悉其他廠商無法知悉或應秘密之資訊之廠商，於使用該等資訊有利於該廠商得標之採購。

Where the supplier knows, by fulfilling a contract with the Entity, a certain information which is unknown to other suppliers or should be kept secret, and the supplier can be benefited in winning the award by taking advantage of the information;

(五) 提供專案管理服務之廠商，於該服務有關之採購。

Where the supplier also provides professional management service to the Entity for this procurement.

前項第 1 款及第 2 款之情形，於無利益衝突或無不公平競爭之虞，經機關同意者（本項未勾選者，表示機關不同意），

得不適用於後續辦理之採購。上述無利益衝突或無不公平競爭之虞之情形，於第 1 款指前階段規劃或設計服務之成果一併於招標文件公開，且經機關認為參與前階段作業之廠商無競爭優勢者。

Where there is no conflict of interest or concern of unfair competition, the circumstances referred to in subparagraphs 1 and 2 of the preceding paragraph may not be applicable to the subsequent procurements after approval of the Entity (not applicable where this paragraph is not ticked). With regard to the aforementioned circumstance in subparagraph 1, it shall be subject to the conditions that the accomplishments of the previous stage of planning or design are publicized together with the tender documentation of the procurement, and that the Entity determines that there is no competitive advantage of such supplier(s) participating in the previous stage.

七十七、全份招標文件包括：（可複選；刊登於政府電子採購網之本案招標公告為招標文件之一部分，不另檢附）

A complete set of the tender documentation includes: (multiple choices may apply ; The tender notice published on the Government e-procurement system is part of the tender documents, not attached respectively)

(1) 招標投標及契約文件。

Documentation for Invitation, Bid and Contract.

(2) 投標須知。

Instructions to Tenderers.

(3) 投標標價清單。

Price List of the Tender.

(4) 投標廠商聲明書。

Statement of the Tenderer.

(5) 契約條款。

Terms and conditions of Contract.

(6) 招標規範。

Specifications of this procurement.

(7) 技術服務或工程採購案，「廠商參與公共工程可能涉及之法律責任」及廠商切結書（行政院公共工程委員會 101 年 1 月 13

日工程企字第 10100017900 號函修訂)：

For technical service or construction work, supplier's statement in relation to "Possible Legal Obligation for Supplier Participating in Public Construction" (amended by the Public Construction Commission by its later dated January 13, 2012)

切結書 1

Statement 1

切結書 2 (工程技術顧問公司執業技師)

Statement 2 (for a professional engineer of a professional engineering consulting company)

切結書 3 (營造業專任工程人員)

Statement 3 (for a full-time engineer of a construction company)

切結書 4 (營造業工地主任)

Statement 4 (for a field director of a construction company)

(8)資訊服務採購案，資訊服務費用估算表。

Information service procurement, estimation table for information service cost.

(9)其他(由招標機關敘明，無者免填)

Others (specified by the Entity, optional)

七十八、投標廠商應依規定填妥(不得使用鉛筆)本招標文件所附招標投標及契約文件、投標標價清單，連同資格文件、規格文件及招標文件所規定之其他文件，密封後投標。惟屬一次投標分段開標者，各階段之投標文件應分別密封後，再以大封套合併裝封。所有內外封套外部皆須書明投標廠商名稱、地址及採購案號或招標標的。廠商所提供之投標、契約及履約文件，建議採雙面列印，以節省紙張，愛惜資源。

Tenderers shall, in accordance with the requirements, fill out (do not use a pencil) and submit the "Documentation for Invitation, Tendering and Contract", "Price List of the Tender" attached to the tender documentation, together with the qualification, specification and other specific documentation required by this tender documentation, by sealing up all documentation in an envelop. Provided that the tender document is submitted in one-step but opened in multi-steps, the tender document in each step shall be sealed up with a

separate envelop, then put all envelopes into one large envelop to submit. All inside and outside envelopes shall be marked with the name of tenderer, address, and number of the procurement or subject of the tender. In order to conserve resources, it is suggested to use double-sided printing for documentation of tender, contract and contract performance.

七十九、投標文件須於 年 月 日 時 分前，以郵遞、專人送達或電子投標方式送達至下列收件地點或網站：

The tenders shall be submitted before [time], [month], [day], [year] by postal delivery, personal delivery or electronic submission to the following receipt address or website :

八十、電子領標廠商之投標封附上該標案之領標電子憑據書面明細，或於開標後依機關通知再行提出。

For suppliers downloading the tender documentation electronically, the tender shall be submitted with a evidence of receiving the tender documentation electronically. It is also allowed to submit such evidence requested by the Entity after tender opening.

八十一、本須知未載明之事項，依政府採購相關法令。

For matters not provided for herein shall be governed by the Act and the relevant regulations.

八十二、其他須知（請機關自行訂定。例如：採共同投標、統包、替代方案、國內廠商標價優惠、適用或準用最有利標評選作業或優先採購環保產品等方式辦理者，應注意依相關法規，將應於招標文件載明事項納入。）：

Other Instructions (to be prescribed in the tendering documentation by the Entity itself, pursuant to related laws and regulations. For instance: joint tendering, turn-key contract, alternative proposal, awarded by price preference to a local supplier, the evaluation procedures for the most advantageous tender, or rules for the procurement of environmental protection products by preference.):

八十三、受理廠商檢舉之採購稽核小組連絡電話、傳真及地址與法務部調查局及機關所在地之調查站處（站、組）檢舉電話及信箱：

The telephone number, facsimile number and address of the Procurement Control Unit for receiving accusation of this procurement:

The telephone number and mailbox of the Bureau of Investigation of Ministry of Justice and the sub-ordinate Investigation Units:

八十四、法務部廉政署受理檢舉電話：0800-286-586；檢舉信箱：台北郵政 14-153 號信箱；傳真檢舉專線：(02) 2381-1234；電子郵件檢舉信箱：gechief-p@mail.moj.gov.tw；24 小時檢舉中心地址：臺北市中正區博愛路 166 號。

The contact point of Agency the Against Corruption of Ministry of Justice for receiving accusation of this procurement:

Telephone number:0800-286-586

Mailbox: Taipei PO Box 14-153

Facsimile number:(02)2381-1234

E-mail address:gechief-p@mail.moj.gov.tw

Address: No. 166, BoAi Rd ., Zhongzheng Dist., Taipei, Taiwan