

(Name of the entity) (機關全銜)

**CERTIFICATE OF SETTLEMENT AND ACCEPTANCE OF  
CONSTRUCTION WORK** (工程結算驗收證明書)

Date of issuance : \_\_\_\_\_ (Month/Day/Year)  
(填發日期： 年 月 日)

Issuance number : \_\_\_\_\_  
(發文字號： 字第 號)

Job number and contract number (案號及契約號)		Name of the supplier (廠商名稱)				
Subject of contract and summary of quantity (標的名稱及數量摘要)						
Procurement value (採購金額)	<input type="checkbox"/> Not reaching the threshold for publication(未達公告金額) <input type="checkbox"/> Reaching the threshold for publication but not reaching the threshold for supervision(公告金額以上未達查核金額) <input type="checkbox"/> Reaching the threshold for supervision but not reaching the threshold for large procurement(查核金額以上未達巨額) <input type="checkbox"/> Reaching the threshold for large procurement(巨額)					
Time-limit for contract performance (履約期限)		Location of contract performance (履約地點)				
Commencement date (開工日期)		Scheduled completion date (預定竣工日期)	Number of days not calculated (or exempted) as contract performance period [不免計入工期天數]			
Actual completion date (實際竣工日期)		Start date of inspection and acceptance (開始驗收日期)	Completion/ Acceptance date of inspection and acceptance (驗收完畢/驗收合格日期)			
Total number of days of delay for contract performance (履約逾期總天數)		Total number of days of delay not calculated for liquidated damages (不計違約金天數)	Total number of days of liquidated damages for delay (應計違約金天數)			
Amount of liquidated damages for delay (逾期違約金)		Other penalties (其他違約金)				
Contract value (契約金額)						
Increased or reduced payment amount (增減價款)	Times (次別)	First time(第 1 次)		Second time(第 2 次)		Total amount (合計)
		Amount (金額)	Date or document number of approval (簽准日期或核准文號)	Amount (金額)	Date or document number of approval (簽准日期或核准文號)	
	Types (類別)					
	Increased amount (增加金額)					
Reduced amount (減少金額)						

Deducted amount of acceptance (驗收扣款)		(Excluding the amount of liquidated damages for delay and other penalties) (不包括逾期違約金及其他違約金)		
Final payment amount (結算總價)				
Acceptance comments (驗收意見)				
	Signature or seal of supervisor and personnel from responsible division (承辦單位主管及人員簽章)	Signature or seal of supervision personnel from the entity (本機關監驗人員簽章)	Signature or seal of supervision personnel from superior entity (上級機關監驗人員簽章或授權自辦文號)	Signature or seal of chief inspector (主驗人員簽章)
		(Exempted for procurement of a value not reaching the threshold for supervision) (未達查核金額者免)		(Seal of the entity) (機關印信)

Remarks(備註)：

- If this certificate (including this page and (the main content) page) has already included the settlement content, "the detailed list of settlement" may be exempted for simplification; for those proceeding with actual quantity or self-purchasing materials and hiring employees, "the detailed list of settlement" shall be submitted.  
本證明書(含本頁及(工程主要內容)頁)已含有結算內容者，得免附具「結算明細表」，以資簡化；依實作數量或自行購料僱工辦理者，應附具「結算明細表」。
- The number of copies of this certificate shall be prepared by each entity according to their own needs; for example, preserved by the procuring entity, submitted to controller (accounting) units for vouchers, reported to superior entity for review, issued to the supplier for receipts.  
本證明書份數請各機關自行依需要備具，例如由主辦機關自存、送主(會)計單位製作憑證之用、報上級機關備查、交廠商收執。
- The operation and reporting methods of this certificate are detailed as follows: "CERTIFICATE OF SETTLEMENT AND ACCEPTANCE OF CONSTRUCTION WORK" Operation Process and Instructions.  
本證明書作業及填報方式，詳如「『工程結算驗收證明書』作業流程及填報說明」。
- Where the fields specified in this certificate is insufficient for uses, other fields or additional pages may be added.  
本證明書所定欄位如不敷使用，得新增其他欄位或增補續頁。
- In principle, this certificate shall not be altered and shall follow the official document handling procedure along with the stamping of the seal of the acceptance entity; for those preserved by the entity itself, the entity's seal can be exempted.  
本證明書原則不得塗改，並應循公文處理程序簽核後，每頁加蓋驗收機關印信；供機關自存者，得免加蓋機關印信。

(Name of the entity) (機關全銜)

**CERTIFICATE OF SETTLEMENT AND ACCEPTANCE OF  
CONSTRUCTION WORK (THE MAIN CONTENT)**

[工程結算驗收證明書(工程主要內容)]

Date of issuance : \_\_\_\_\_ (Month/Day/Year)

(填發日期： 年 月 日)

Issuance number : \_\_\_\_\_

(發文字號： 字第 號)

Subject of contract (標的名稱)					
Project overview (工程概述)					
The main project content and actual quantity (工程主要工項內容及實作數量)					
Field engineering personnel (工地工程人員)	Field director (工地主任) Principal (負責人)		Management unit related to construction work (工程相關管理單位)	Project management unit (專案管理單位)	
	Full-time engineer or technician (專任工程人員)			Planning unit (規劃單位)	
	Quality control personnel (品管人員)			Design unit (設計單位)	
	Labor safety and health personnel (勞安衛人員)			Supervision unit (監造單位)	
Remarks(備註)		See the next page for details of the subcontracted part (where the winning tenderer has reported the subcontract and provided supporting documents to the entity, the subcontracted part shall be filled in and submitted, otherwise can be exempted.) [分包部分情形詳次頁(可免填,得標廠商有報備分包情形及提供佐證資料者方填寫併附)]			
(Seal of the entity) (機關印信)					

Subcontracted part (分包部分)		
Names of the subcontractor (分包廠商名稱) (Note 2)(註 2)	Main content and actual quantity of subcontracted works (分包工作主要工項內容及實作數量)	Final payment amount of subcontracted items (分包項目結算金額) (Note 3)(註 3)

Notes(註)：

1、Whether the information of subcontracted part shall be filled in or not is determined by the winning tenderer; if the winning tenderer consents to provide the information, the copies of certificate of settlement and acceptance shall also be sent to those subcontractors.

本頁是否填列分包部分資料，由得標廠商決定；其經得標廠商同意於本頁填列分包部分資料者，結算驗收證明書並副知該等分包廠商。

2、The names of the subcontractors listed above must have been reported to the entity.

所列分包廠商名稱須為已報備於機關者。

3、The final payment amount of the subcontracted items listed above is calculated by the contract value (unit price) between the entity and the winning tenderer, but not the contract value between the winning tenderer and the subcontractors.

所列分包項目結算金額，係以機關與得標廠商間之契約金額（單價）計算，非得標廠商與分包廠商間之契約金額。