

# 職場專業英語

# 目錄

- 壹、WTO政府採購協定(GPA)簡介  
Introduction of WTO/GPA
- 貳、GPA內容及條文  
GPA contents and articles
- 參、採購實務相關  
About procurement in practice
- 肆、拓展海外市場  
Expand overseas markets
- 伍、結語  
Conclusion

# 壹、WTO政府採購協定(GPA)簡介

## Introduction of WTO/GPA

- 一、世界貿易組織 (World Trade Organization, WTO)
- 二、政府採購協定 (Agreement on Government Procurement, GPA)
- 三、GPA vs. 我國政府採購法 (GPL)

註：我國政府採購法正式英文翻譯名稱為Government Procurement “Act”，為與政府採購協定GPA區分，爰以Law之縮寫GPL稱之。

# 一、世界貿易組織 WTO

## 一.簡介 Introduction

1. WTO是現今最重要之國際經貿組織，迄今共計有164個會員。

The WTO is the most important international economic and trade organization today with a total of 164 members so far.

2. 我國於1990年以「臺灣、澎湖、金門及馬祖個別關稅領域」之名稱提出入會申請，並於2002年成為WTO第144個會員。

Taiwan applied for membership in 1990 under the name of "The separate customs territory of Taiwan, Penghu, Kinmen and Matsu", and became the 144th member of the WTO in 2002.

# 一、世界貿易組織 WTO

## 二.WTO所轄各協定 Agreements under WTO

Agreement Establishing the WTO

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### 附件一 Annex 1 :

A:商品貿易多邊協定

Multilateral Agreements on Trade in Goods

B:服務貿易總協定及其附錄 (GATS)

C:與貿易有關智慧財產權協定 (TRIPS)

### 附件二 Annex 2 :

爭端解決(Dispute settlement)規則與程序瞭解書 (DSU)

### 附件三 Annex 3 :

貿易政策檢討機制 Trade Policy Review Mechanism

### 附件四 Annex 4 :

複邊貿易協定 Plurilateral Trade Agreements

政府採購  
協定GPA

# 二、政府採購協定 GPA

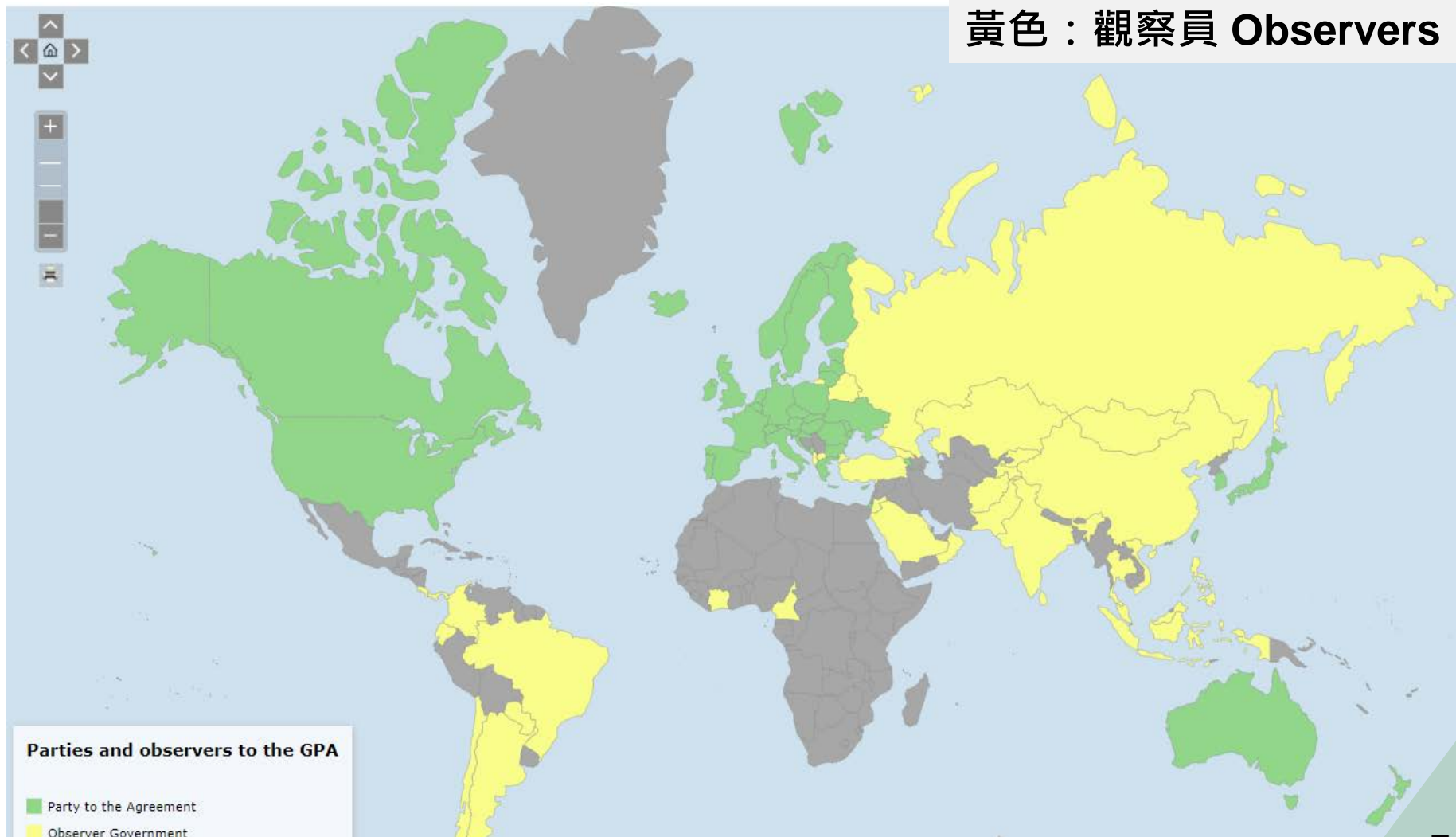
## 一.簡介 Introduction

1. GPA最初於1979年簽署，1981年開始施行，後經1994年及2012年兩次修正擴大適用範圍。  
GPA was firstly signed in 1979, came into force in 1981 and was later amended twice in 1994 and 2012 to expand its coverage scope.
2. 經與會員多年諮商並完成相關程序，GPA 於2009年7月15日對我國生效。  
After years of consultation with GPA parties and completing relevant procedures, GPA came into force for Taiwan on July 15, 2009.

# 二、政府採購協定 GPA

## 二. 締約成員 Parties : 共48個

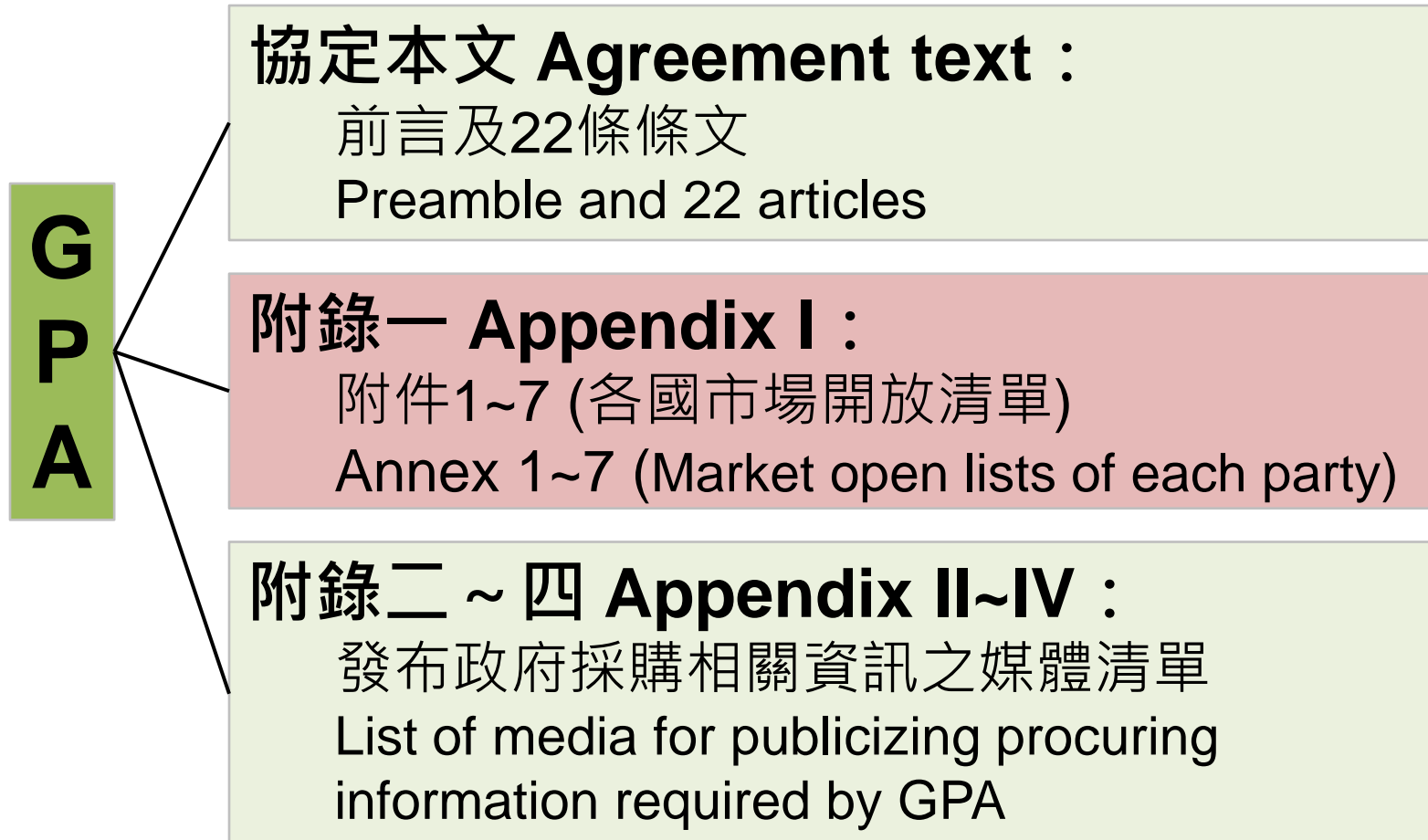
綠色：締約成員 Parties  
黃色：觀察員 Observers



參照：[https://www.wto.org/english/tratop\\_e/gproc\\_e/memobs\\_e.htm](https://www.wto.org/english/tratop_e/gproc_e/memobs_e.htm)

# 二、政府採購協定 GPA

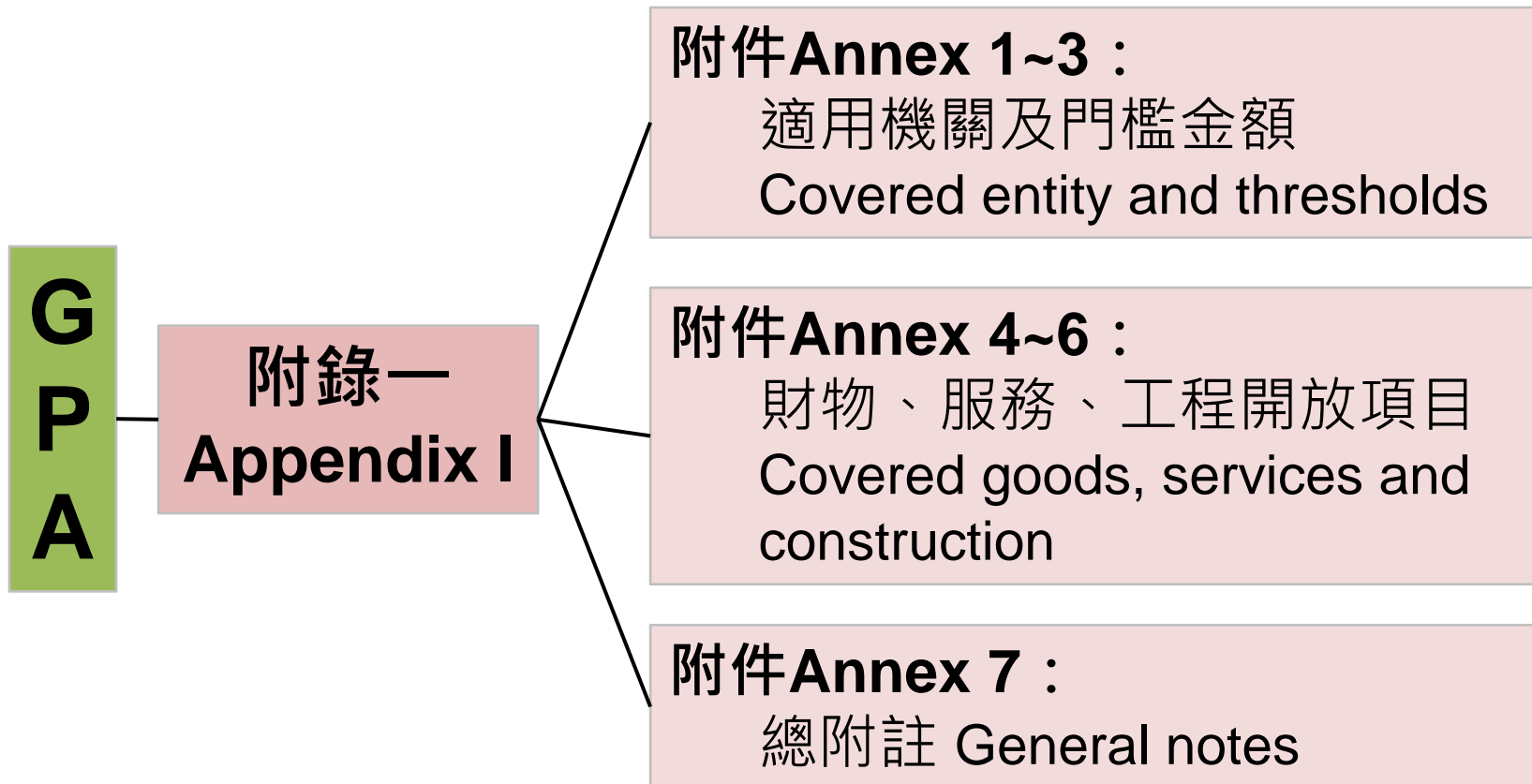
## 三.GPA規範架構 Structure of GPA





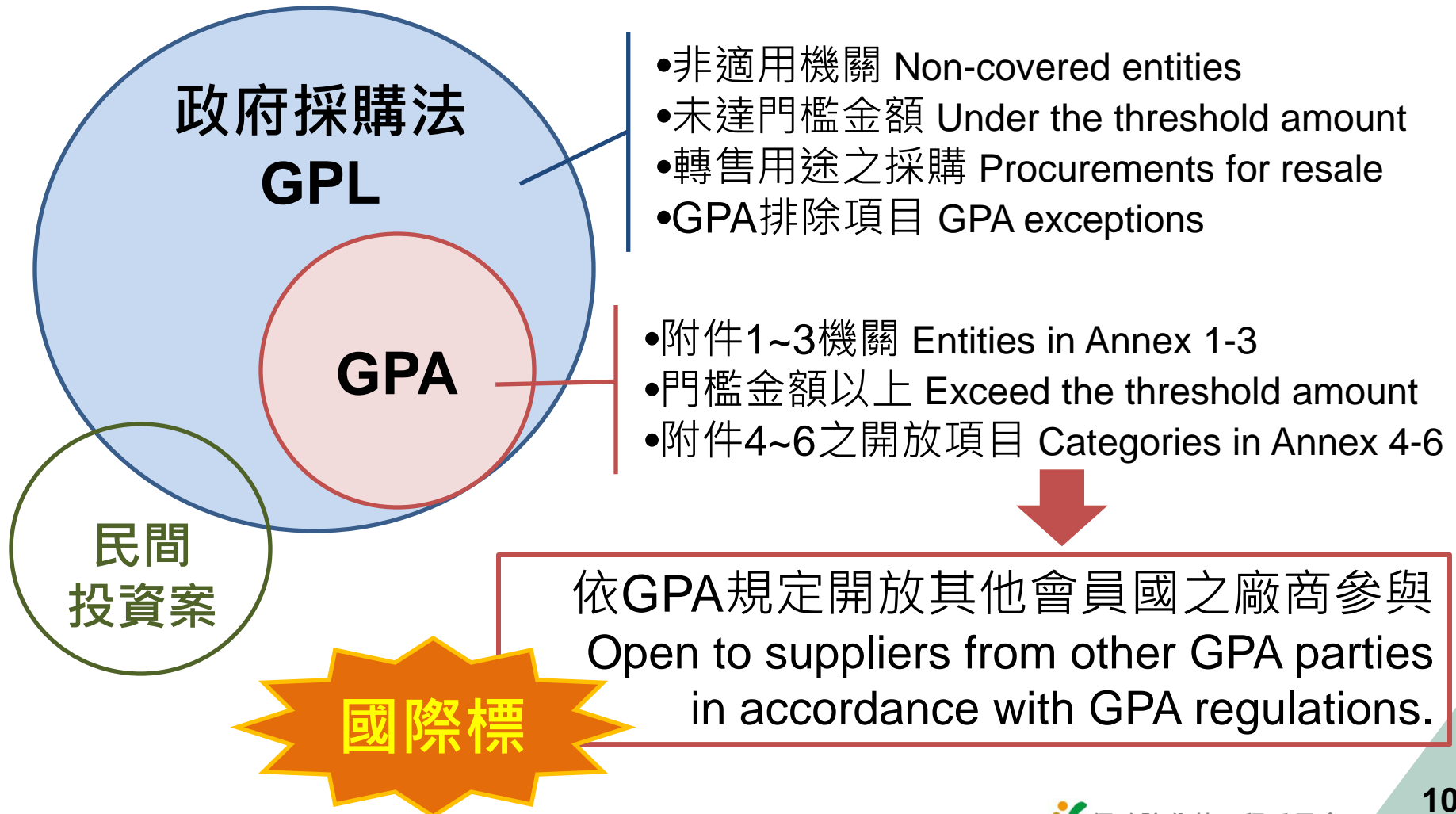
# 二、政府採購協定 GPA

## 三.GPA規範架構 Structure of GPA



# 三、GPA vs. 政府採購法 GPL

## 一.適用範圍 Scope of application



# 貳、GPA內容及條文

## GPA contents and articles

- 一、我國開放範圍 Coverage scope
- 二、條文架構 Article structure
- 三、重要條文 Main articles

# 一、我國開放範圍 Coverage scope

## 一.附件Annex 1~3

附件 Annex	門檻金額 Threshold			納入機關 Covered entities
	財物 Goods	服務 Services	工程 Construction	
<b>1 中央機關</b> Central government entities	13萬SDR (NTD547萬)	13萬SDR (NTD547萬)	500萬SDR (NTD 2億1054萬)	所有中央行政機關
<b>2 中央以下機關</b> Sub-central government entities	20萬SDR (NTD842萬)	20萬SDR (NTD842萬)	同上	台北市政府、高雄市政府之行政機關
<b>3 其他機關</b> Other entities	40萬SDR (NTD1684萬)	40萬SDR (NTD1684萬)	同上	部分公營事業、國立大專院校

註：門檻金額每兩年換算一次，可參照工程會網站。

# 一、我國開放範圍 Coverage scope

## 二.附件Annex 4~7

附件 Annex	開放項目 Covered Categories
4 財物 Goods	全部開放，除國防部採正面表列。 All goods, except Ministry of National Defense uses a positive list.
5 服務 Services	正面表列開放。 Positive list.
6 工程 Construction	CPC 51 所有項目。 All construction services in CPC 51.
7 總附註 General notes	特別聲明及排除事項。 Special statements and exclusions.

## 二、條文架構 Article structure

第1條	定義	Definitions
第2條	適用範圍	Scope and Coverage
第3條	安全及一般除外事項	Security and General Exceptions
第4條	一般規定	General Principles
第5條	開發中國家	Developing Countries
第6條	採購資訊	Information on the Procurement System
第7條	招標公告	Notices
第8條	參與條件	Conditions for Participation
第9條	廠商資格	Qualification of Suppliers
第10條	技術規格及招標文件	Technical Specifications and Tender Documentation
第11條	等標期	Time-Periods
第12條	協商	Negotiation

## 二、條文架構 Article structure

第13條	限制性招標	Limited Tendering
第14條	電子競價	Electronic Auctions
第15條	投標文件之處理及決標	Treatment of Tenders and Awarding of Contracts
第16條	採購資訊透明化	Transparency of Procurement Information
第17條	資訊公開	Disclosure of Information
第18條	國內審查程序	Domestic Review Procedures
第19條	適用範圍之修正	Modifications and Rectifications to Coverage
第20條	諮商及爭端解決	Consultations and Dispute Settlement
第21條	機構	Institutions
第22條	最後規定	Final Provisions

# 三、重要條文 Main articles

## 第二條 適用範圍 Scope and Coverage

2. 為本協定之目的，適用本協定之採購係指基於政府目的之採購：
  - (a) 包括下列所述之財物、服務，或任何下列二者之結合：
    - (i) 各締約國註明於附錄一附件者；及
    - (ii) 非為商業販售或轉售而採購，或非為製造或提供可供商業販售或轉售之財物或服務之目的而進行之採購；
2. For the purposes of this Agreement, covered procurement means procurement for governmental purposes:
  - (a) of goods, services, or any combination thereof:
    - (i) as specified in each Party's annexes to Appendix I; and
    - (ii) not procured with a view to commercial sale or resale, or for use in the production or supply of goods or services for commercial sale or resale;



# 三、重要條文 Main articles

- (b) 以契約方式進行之採購，包括：購買；租賃；以及租購或分期付款購買，不論有無附帶承購選擇權；
- (c) 依第七條刊登公告時，按第六項至第八項估算之契約金額等於或高於締約國附錄一附件所定之門檻；
- (d) 由採購機關所進行；及
- (e) 非屬第三項或締約國於附錄一附件內所排除者。

- (b) by any contractual means, including: purchase; lease; and rental or hire purchase, with or without an option to buy;
- (c) for which the value, as estimated in accordance with paragraphs 6 through 8, equals or exceeds the relevant threshold specified in a Party's annexes to Appendix I, at the time of publication of a notice in accordance with Article VII;
- (d) by a procuring entity; and
- (e) that is not otherwise excluded from coverage in paragraph 3 or a Party's annexes to Appendix I.

# 三、重要條文 Main articles

3. 除締約國於附錄一附件內另有規定者外，本協定不適用於：
- (a) 購買或租賃土地、既有建築物，或其他不動產或其上之權利；
  - (b) 非契約之協議，或締約國以任何形式提供之協助，包括合作協定、補助金、貸款、注資、保證與財務獎勵措施；
  - (c) ...
  - (d) 公共僱傭契約；

3. Except where provided otherwise in a Party's annexes to Appendix I, this Agreement does not apply to:
- (a) the acquisition or rental of land, existing buildings or other immovable property or the rights thereon;
  - (b) non-contractual agreements or any form of assistance that a Party provides, including cooperative agreements, grants, loans, equity infusions, guarantees and fiscal incentives;
  - (c) ...
  - (d) public employment contracts;

# 三、重要條文 Main articles

(e) 下述性質之採購：

- (i) 為提供國際援助之特定目的，包括開發援助；
- (ii) 依照關於軍隊派駐，或關於某一計畫簽署國聯合執行之國際協定所要求之特定程序或條件；或
- (iii) ...

(e) procurement conducted:

- (i) for the specific purpose of providing international assistance, including development aid;
- (ii) under the particular procedure or condition of an international agreement relating to the stationing of troops or relating to the joint implementation by the signatory countries of a project; or
- (iii) ...

# 三、重要條文 Main articles

## 第三條 安全及一般除外事項 Security and General Exceptions

1. 本協定之任何規定，不得解釋為禁止任何締約國，為保護其基本安全利益，而針對採購武器、彈藥或戰爭物資，或對國家安全或國防目的所不可或缺之採購，採取任何其認為必要之行動，或不公開任何資料。
1. Nothing in this Agreement shall be construed to prevent any Party from taking any action or not disclosing any information that it considers necessary for the protection of its essential security interests relating to the procurement of arms, ammunition or war materials, or to procurement indispensable for national security or for national defence purposes.

# 三、重要條文 Main articles

2. 本協定內之任何規定，不得解釋為禁止任何締約國實施或執行下列措施。但各締約國在相同狀況下，就各項措施之實施，均不得構成專斷及無理歧視之手段，亦不得成為對國際貿易之變相限制：
2. Subject to the requirement that such measures are not applied in a manner that would constitute a means of arbitrary or unjustifiable discrimination between Parties where the same conditions prevail or a disguised restriction on international trade, nothing in this Agreement shall be construed to prevent any Party from imposing or enforcing measures:

# 三、重要條文 Main articles

- (a) 維護公共道德、秩序或安全之必要措施；
- (b) 維護人類與動植物生命或健康之必要措施；
- (c) 保護智慧財產權之必要措施；或
- (d) 與身心障礙者、慈善機構或受刑人之財物或服務有關之措施。

- (a) necessary to protect public morals, order or safety;
- (b) necessary to protect human, animal or plant life or health;
- (c) necessary to protect intellectual property; or
- (d) relating to goods or services of persons with disabilities, philanthropic institutions or prison labour.

# 三、重要條文 Main articles

## 第四條 一般規定 General Principles

### 不歧視待遇 Non-Discrimination

1. 關於適用本協定之採購，各締約國與其採購機關對於其他締約國之財物與服務以及其他供應任一締約國之財物或服務之其他締約國廠商，應立即且無條件給予不低於下述之待遇：
1. With respect to any measure regarding covered procurement, each Party, including its procuring entities, shall accord immediately and unconditionally to the goods and services of any other Party and to the suppliers of any other Party offering the goods or services of any Party, treatment no less favourable than the treatment the Party, including its procuring entities, accords to:

# 三、重要條文 Main articles

- (a) 對國內財物、服務及廠商之待遇；及
- (b) 對其他締約國之財物、服務及廠商之待遇。

- (a) domestic goods, services and suppliers; and
- (b) goods, services and suppliers of any other Party.

## 補償交易 Offsets

- 6. 就適用本協定之採購，締約國及其採購機關，不得尋求、考慮、強制要求或執行任何補償交易。
- 6. With regard to covered procurement, a Party, including its procuring entities, shall not seek, take account of, impose or enforce any offset.



# 三、重要條文 Main articles

## 第七條 招標公告 Notices

### 摘要公告 Summary Notice

3. 就每一採購，採購機關應於採購公告之同時，以一種世界貿易組織官方語言且隨時可取得之方式發布摘要公告；摘要公告至少應含下列資訊：
3. For each case of intended procurement, a procuring entity shall publish a summary notice that is readily accessible, at the same time as the publication of the notice of intended procurement, in one of the WTO languages. The summary notice shall contain at least the following information:

# 三、重要條文 Main articles

- (a) 採購標的；
- (b) 投標之期限，或在可適用情況下，提出申請參與採購或列入常年合格廠商名單之收件期限；及
- (c) 索取採購案相關文件之地址。

- (a) the subject-matter of the procurement;
- (b) the final date for the submission of tenders or, where applicable, any final date for the submission of requests for participation in the procurement or for inclusion on a multi-use list; and
- (c) the address from which documents relating to the procurement may be requested.

# 三、重要條文 Main articles

## 第八條 參與條件 Conditions for Participation

2. 擬定參與條件時，採購機關：
  - (a) 不得以參與採購之廠商曾與特定締約國之採購機關簽訂一個以上之契約為條件；且
  - (b) 得要求為符合採購條件所必須之相關經驗。
  
2. In establishing the conditions for participation, a procuring entity:
  - (a) shall not impose the condition that, in order for a supplier to participate in a procurement, the supplier has previously been awarded one or more contracts by a procuring entity of a given Party; and
  - (b) may require relevant prior experience where essential to meet the requirements of the procurement.

# 三、重要條文 Main articles

3. 採購機關於審查廠商是否符合參與採購之條件時：
  - (a) 應根據廠商於採購機關國內外之商業活動，審查廠商之財務條件、商業與技術能力；及
  - (b) 應根據採購機關事前明定於公告或招標文件中之條件進行審查。
  
3. In assessing whether a supplier satisfies the conditions for participation, a procuring entity:
  - (a) shall evaluate the financial capacity and the commercial and technical abilities of a supplier on the basis of that supplier's business activities both inside and outside the territory of the Party of the procuring entity; and
  - (b) shall base its evaluation on the conditions that the procuring entity has specified in advance in notices or tender documentation.

# 三、重要條文 Main articles

## 第十條 技術規格及招標文件 Conditions for Participation

3. 技術規格如採設計或敘述性之特性，採購機關應於適宜情形下，於招標文件內載明如「或同等品」字樣，以便將可證明符合採購要求之同等財物或服務納入考慮。

Where design or descriptive characteristics are used in the technical specifications, a procuring entity should indicate, where appropriate, that it will consider tenders of equivalent goods or services that demonstrably fulfil the requirements of the procurement by including words such as "or equivalent" in the tender documentation.

# 三、重要條文 Main articles

## 第十一條 等標期 Time-Periods

3. 除第四項、第五項、第七項、第八項規定外，採購機關應規定投標之截止日不得少於下列日期起四十日：
- (a) 於公開招標程序，自採購公告發布之日起；或
  - (b) 於選擇性招標程序，不論是否使用常年合格廠商名單，自採購機關通知廠商受邀投標之日起。

3. Except as provided for in paragraphs 4, 5, 7 and 8 a procuring entity shall establish that the final date for the submission of tenders shall not be less than 40 days from the date on which:
- (a) in the case of open tendering, the notice of intended procurement is published; or
  - (b) in the case of selective tendering, the entity notifies suppliers that they will be invited to submit tenders, whether or not it uses a multi-use list.

# 三、重要條文 Main articles

## 第十五條 投標文件之處理及決標 Treatment of Tenders and Awarding of Contracts

5. 除採購機關為公共利益不予決標外，應決標予其認為有能力履行契約約定，且符合公告及招標文件所載審查條件之下列投標廠商：
  - (a) 為最有利標；或 (b) 價格為唯一條件時，最低標。
5. Unless a procuring entity determines that it is not in the public interest to award a contract, the entity shall award the contract to the supplier that the entity has determined to be capable of fulfilling the terms of the contract and that, based solely on the evaluation criteria specified in the notices and tender documentation, has submitted:
  - (a) the most advantageous tender; or (b) where price is the sole criterion, the lowest price.

## About procurement in practice

- 一、摘要公告(英文)  
**Summary tender notice**
- 二、契約條款  
**Contract clauses**
- 三、重要名詞中英對照表  
**Bilingual glossary**

請自行下載使用，位置：工程會首頁>政府採購>招標相關文件及表格>英文招標文件範本(僅供參考)>[政府採購招標契約範本重要名詞中英對照表](#)



# 一、摘要公告 Summary tender notice

<b>Entity code</b>	3.79
<b>Procuring entity</b>	Taipei City Government
<b>Address of procuring entity</b>	No.1, Shifu Rd., Xinyi District, Taipei City 11008, Taiwan (R.O.C.).
<b>Contact person</b>	CHANG,JUN-FEN
<b>Tel. No.</b>	+886-2-27208889 Ext 3618
<b>Fax No.</b>	+886-2-27206935
<b>E-mail</b>	poching@mail.tapei.gov.tw
<b>Job number</b>	1100329SC005
<b>Subject of procurement</b>	The Report for the Project of Reuse and Landscaping Service for "Taipower Warehouses and Workshops at Nangang District"
<b>Attribute of procurement</b>	<8671> Architectural services
<b>Conduct procurement</b>	On behalf of another entity
<b>GPA-covered case</b>	Yes
<b>ANZTEC-covered case</b>	No
<b>ASTEP-covered case</b>	Yes
<b>Electronic auction</b>	No
<b>Commercial goods or services</b>	No
<b>Budget amount</b>	NT\$8,686,000
<b>Optional items or follow-up extension</b>	Yes

# 一、摘要公告 Summary tender notice

<b>Type of procurement</b>	Limited Tendering(Tendering Public)
<b>Award criteria</b>	In the spirit of most advantageous tender
<b>No. of times of publication</b>	01
<b>Status of tender</b>	1st limited tendering procedures
<b>Date of the latest publication</b>	2021/04/22
<b>Multiple award</b>	No
<b>Design-build contract</b>	No
<b>Inter-entity supply contract</b>	No
<b>Professional engineer certification required in accordance with the "Regulations Governing Professional Engineer Certification for Public Constructions"</b>	No
<b>Negotiation</b>	No

# 一、摘要公告 Summary tender notice

<b>Charge of electronic tender documentation</b>	NT\$20
<b>Written tender documentation for sell</b>	No
<b>Electronic submission of tender</b>	No
<b>Selling price and terms of payment for tender documentation</b>	Price for acquiring electronic tender documentation on the internet (URL: <a href="http://web.pcc.gov.tw">web.pcc.gov.tw</a> ): electronic payment NT\$20
<b>Address for obtaining tender documentation</b>	Internet (URL: <a href="http://web.pcc.gov.tw">web.pcc.gov.tw</a> )
<b>Time-limit for receipt of tenders</b>	Until 2021/06/01 11:00
<b>Date of opening of tenders</b>	2021/06/01 14:00
<b>Bid bond</b>	No
<b>Language(s) in tenders</b>	Traditional Chinese

# 一、摘要公告 Summary tender notice

<b>Basic qualifications</b>	Yes <b>Basic qualification documents or articles that shall be submitted:</b> 1.Proof of credibility of a supplier
<b>Specific qualifications</b>	Yes <b>Specific qualification documents that shall be submitted:</b> 1.Suppliers who are well experienced or possessing actual achievements
<b>Additional description</b>	
<b>Complaint Review Board</b>	Complaint Review Board of Government Procurement of Taipei City
<b>Supervision or Anti-corruption Unit</b>	Procurement Supervision Unit of Taipei City Investigation Bureau of Ministry of Justice Taipei City Field Division of Investigation Bureau of Ministry of Justice Agency against Corruption of Ministry of Justice Central Procurement Supervision Unit

[back](#)

## 二、契約條款 contract clauses

### 契約價金之給付

### The payment of the contract price

- 依契約價金總額結算。因契約變更致履約標的項目或數量有增減時，就變更部分予以加減價結算。若有相關項目如稅捐、利潤或管理費等另列一式計價者，應依結算總價與原契約價金總額比例增減之。但契約已訂明不適用比例增減條件，或其性質與比例增減無關者，不在此限。

The payment shall be made by the total contract price. Where the items or quantities of the subject of contract are increased or reduced due to contract amendment, the contract price may be increased or reduced accordingly for the amended ones. If there is any related item which the price is offered by one lot, such as taxes, profits, management fees, etc., its price shall be calculated separately and be increased or reduced in accordance with the percentage of final payment amount over the total contract price, except otherwise specified or its characteristics are not related to increase or decrease in such percentage.

## 二、契約條款 contract clauses

- 依實際供應之項目及數量結算，以契約中所列履約標的項目及單價，依完成履約實際供應之項目及數量給付。若有相關項目如稅捐、利潤或管理費等另列一式計價者，應依結算總價與原契約價金總額比例增減之。但契約已訂明不適用比例增減條件，或其性質與比例增減無關者，不在此限。

The payment shall be made by the item and quantity actually supplied in accordance with the item and unit price specified in the contract. If there is any related item which the price is offered by one lot, such as taxes, profits, management fees, etc., its price shall be calculated separately and be increased or reduced in accordance with the percentage of final payment amount over the total contract price, except otherwise specified or its characteristics are not related to increase or decrease in such percentage.

# 二、契約條款 contract clauses

## 契約價金之調整

### Adjustment of the contract price

- 驗收結果與規定不符，而不妨礙安全及使用需求，亦無減少通常效用或契約預定效用，經機關檢討不必拆換、更換或拆換、更換確有困難，或不必補交者，得於必要時減價收受。

Where the result of inspection indicates any non-conformity with the contractual requirements, but the non-conformity neither hinders the safety or requirements for use nor decreases the general function or the function specified designated by the contract, an acceptance with price-reduction may be conducted under conditions that the entity has determined that it is unnecessary or difficult to make replacement, or unnecessary to deliver complement.

# 二、契約條款 contract clauses

## 履約管理

### Management of Contract Performance

#### 轉包及分包 **Contract assignment and subcontract** :

- 廠商不得將契約轉包。廠商亦不得以不具備履行契約分包事項能力、未依法登記或設立，或依採購法第103條規定不得參加投標或作為決標對象或作為分包廠商之廠商為分包廠商。

The Contractor shall not assign the contract to others nor subcontract the contract to any subcontractors that do not have the capability to complete sub-contracting work, are not legally registered or established, or are prohibited from participating in tendering, or being awarded or sub-contracted pursuant to Article 103 of the Act.



## 二、契約條款 contract clauses

### 驗收 The inspection and acceptance

- 廠商履約所供應或完成之標的，應符合契約規定，無減少或滅失價值或不適於通常或約定使用之瑕疵，且為新品。

The subject to be supplied or completed by the Contractor shall meet the requirements of the contract without reducing or losing its value or with any defects that make it unsuitable for normal or the agreed usage, and shall be a new one.

- 因可歸責於廠商之事由，致履約有瑕疵者，機關除依前二款規定辦理外，並得請求損害賠償。

If the defect of contract performance is attributable to the Contractor, the Entity may also request compensation from the Contractor in addition to the provisions of the preceding two subparagraphs.

# 二、契約條款 contract clauses

## 延遲履約

### Delay of Contract Performance

- 因下列天災或事變等不可抗力或不可歸責於契約當事人之事由，致未能依時履約者，廠商得申請展延履約期限；不能履約者，得免除契約責任：

Where it is due to the following force majeure, such as natural disasters or extreme circumstances, or other circumstances not attributable to the contracting parties, that the contractual time-limit can not be fulfilled by the Entity or the Contractor, the Contractor may apply for an extension of the time-limit for contract performance; or that the contract can not be fulfilled, the contractual obligations may be exempted:

# 二、契約條款 contract clauses

## 其他 Miscellaneous

- 廠商對於履約所僱用之人員，不得有歧視婦女、原住民或弱勢團體人士之情事。  
In hiring employees for the contract performance, the Contractor shall not discriminate women, aborigines or personnel of disadvantaged groups.
- 廠商履約時不得僱用機關之人員或受機關委託辦理契約事項之機構之人員。  
The Contractor shall not hire the Entity's employees or the personnel of the institution entrusted by the Entity to execute the contractual matters related thereto during the performance of the contract.
- 本契約未載明之事項，依採購法及民法等相關法令。  
For any matters not provided for in this contract, the Government Procurement Act, the Civil Code, and other relevant laws and regulations shall apply.

# 肆、拓展海外市場

## 一. 立足臺灣，爭取海外商機

廠商負責：專業能力、信譽實績、財務管理

政府協助：協助深耕據點

暢通人流、金流、資訊流

籌組輸出團隊



立足臺灣

有形利益：活絡營建通路  
擴大商業利潤  
增加就業機會

無形利益：開創產業佈局  
提升國家競爭力  
增進跨國友誼



爭取海外(新南向)商機

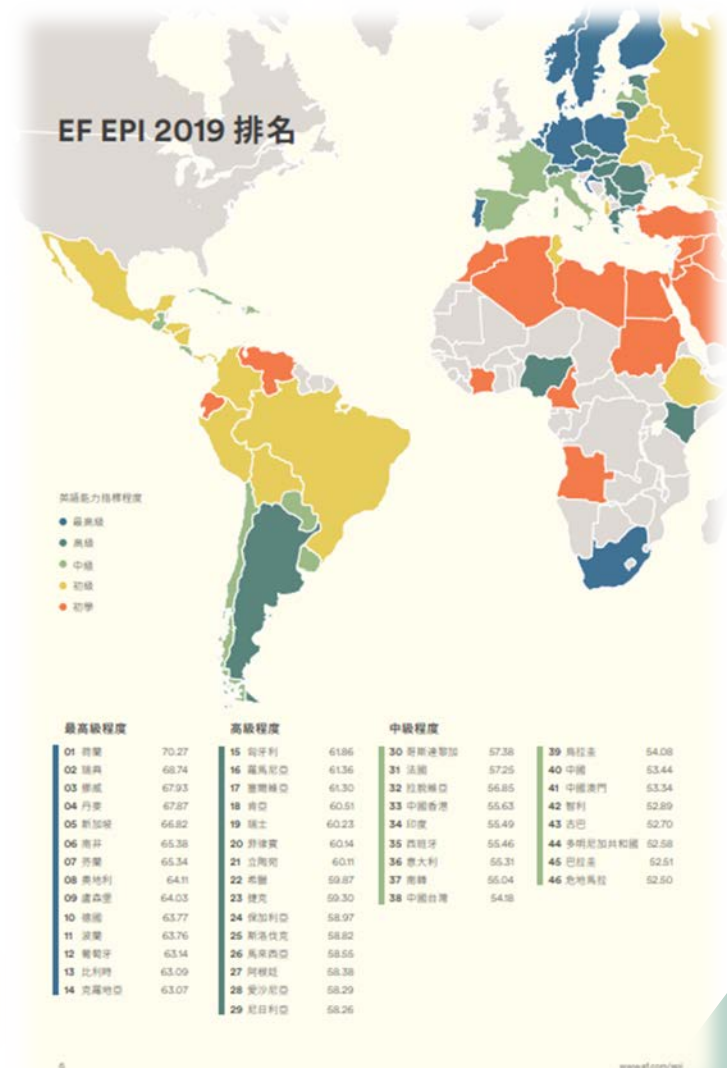
# 肆、拓展海外市場

## 二. 首重語言能力

依據EF國際文教機構公布2019年  
全球英語能力指標排名 (※2020後台灣  
未列入排名)，台灣人英語能力為：

- **中級程度**  
(指標分數54.18，略高於全球平均53.13)
- 全球排名**第38名**
- 亞洲排名**第7名**，落後新加坡、菲律賓、馬來西亞、香港、印度及南韓。

國人英語能力尚有提升空間



# 肆、拓展海外市場

## 二.提升英語能力，與世界接軌

### 2030雙語政策推動策略



依院長指示以「**教、考、訓、用**」四項原則，推動各項雙語措施，以提升人才的國際化視野與國際溝通能力。



加速推動  
高等教育  
雙語化

教

均衡完善  
高中以下  
教育階段  
雙語化條件

教

數位學習

教

英檢  
量能擴充

考

提升  
公務人員  
英語力

考 訓 用

成立  
行政法人  
專責推動

教 考 訓 用

4

# 肆、拓展海外市場

## 三. 英語書信範例

Dear : 偏正式、下對上  
Hi : 熟識、內部溝通

Dear/ Hi OOO,

I am writing to ask about the OOO project that we discussed last Tuesday. We would like to present some of our past designing works for your reference. Please let me know if you are available in next two weeks..

← 表達目的

→ 委婉表達需求(want)

請於回信中  
包含...(ex.  
聯絡窗口)

Also, I would be grateful if you could send me more information about the project and your need. Please include a telephone number and a contact person I can call to discuss details.

→ 介系詞，後面要接名詞(n.)或動名詞(Ving)

I look forward to hearing from you.

Sincerely

OOO

→ 正式 : Sincerely/ Yours respectfully...  
偏非正式 : Best, Regards...

# 肆、拓展海外市場

## 四.本會英語資源

- 英文招標文件範本

行政院公共工程委員會 人本·優質·永續  
Public Construction Commission, Executive Yuan

關於本會 重要政策 政府採購 工程技術 工程管理

公共工程金質獎、工程技術顧問公司 進階搜尋

::: 首頁 > 政府採購 > 招標相關文件及表格 > 英文招標文件範本(僅供參考)

招標相關文件及表格

英文招標文件範本(僅供參考)

- 共同投標協議書
- 投標標價清單
- 招標投標及契約文件範本
- 投標廠商聲明書範本
- 財物採購契約範本
- 投標須知
- 政府採購招標契約範本重要名詞中英對照表
- 工程結算驗收證明書

回上一頁 回最上面 回首頁

- 工程常用雙語詞彙

行政院公共工程委員會 人本·優質·永續  
Public Construction Commission, Executive Yuan

關於本會 重要政策 政府採購 工程技術 工程管理 服務園地

公共工程金質獎、工程技術顧問公司 進階搜尋

::: 首頁 > 服務園地 > 其他資訊及服務區 > 雙語詞彙

其他資訊及服務區

討論區  
多媒體資訊  
雙語詞彙  
線上報名  
意見調查

雙語詞彙

本對照表提供本網站常用的中文詞彙及其英文翻譯，以利中英文讀者比對參考。一般性的中英文雙語詞彙，請至「[雙語網站知識管理平台](#)」網站查詢。

分類： 全部

中文辭彙： 請輸入您想查詢的中文辭彙

英文辭彙： 請輸入您想查詢的英文辭彙

開頭字母： A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

送出 重置



# 肆、拓展海外市場

## 五.常用英語詞彙

名詞	英譯
採購	Procurement
機關	Entity
投標文件	Tender
工作天(日)	Working Day
日曆天	Calendar Day
不可抗力	Force Majeure
統包	Turn-key Contract/Design-Build Contract
分包	Subcontract
契約變更	Contract Amendment/Change of Order
契約終止	Termination of Contract
契約解除	Rescission of Contract

# 伍、結語

## 一.將英語融入生活

- 多看多聽英語新聞、電影、影集、廣播
- 看電影、影集時關掉字幕
- 聽英語歌時查歌詞
- 觀察生活週遭的英語標示
- 將常用電子裝置(手機、電腦)語言切換為英語
- 用英語寫筆記、日記

二.長期持續接觸，建立習慣，培養語感

三.帶著愉快的心學英文，才會事半功倍

**Practice, Practice, Practice**

# 簡報完畢，敬請指教

