

## **招標投標及契約文件範本**

### **Sample Documentation for Invitation, Bid and Contract**

本文件為機關或機構(以下簡稱機關)依政府採購法(以下簡稱本法)招標、廠商投標及機關決標後簽訂契約三用文件。招標時由機關使用招標欄位並備齊招標文件後依規定招標；投標時由廠商使用投標欄位並備齊投標文件後依規定投標；決標後由機關使用決標欄位並附具必要之招標、投標及決標文件依規定蓋章後即完成與得標廠商之簽約手續，不必再經得標廠商簽名或蓋章，並以機關蓋章之日為簽約日。

本文件為公開招標、選擇性招標之規格標與價格標及限制性招標之通用文件。以公開評選、甄選徵求或其他方式辦理者，得參酌使用。

This documentation is used for invitation conducted by a procuring entity (hereinafter referred to as the “Entity”) pursuant to Government Procurement Act (hereinafter referred to as the “Act”), tendering by a supplier, and contract-signing by the Entity after award of contract. In the procedure of invitation, the Entity shall prepare tender documentation and fill out the invitation column for invitation. In the procedure of tendering, the supplier shall prepare tender and fill out the tendering column for tendering. After award, the Entity shall combine documents of invitation, tender, and award, and fill out the column for contract-signing. Sealed by the Entity on the contract column means the completion of contract-signing procedure with the winning tenderer. It is not necessary for this documentation to be signed or sealed by the winning tenderer after award of contract, and the date of contract sealed by the Entity is the date of contract-signing.

This documentation is used for open tendering procedures, qualification evaluation and price comparison in selective tendering procedures, and limited tendering procedures. The Entity may also use this documentation in the procedures of open evaluation or solicitation or other procedures.

### **招標機關招標如下(以下各項由招標機關填寫並簽署招標)**

#### **Subject of Initiation : (The following items shall be filled out and sealed /signed by the Entity.)**

- 一、 採購案號：  
Job Number :
- 二、 招標機關名稱：  
Procuring Entity :
- 三、 招標機關地址  
Address of Procuring Entity :
- 四、 招標機關聯絡人(或單位)  
Contact Person/Department of Procuring Entity :  
電話：            傳真：  
Phone Number :            Facsimile Number :
- 五、 招標標的名稱及數量摘要：  
Subject and Quantity of Procurement :

六、 收受投標文件場所之地址：

Address for Receipt of Tender：

七、 收受投標文件之截止日期：民國 年 月 日 午 時 分 止。

Time-limit for Receipt of Tender： a.m./p.m. (Month/Day/Year)

八、 其他事項如附件。

Other matters as per attachment.

招標機關蓋章

Sealed by the Procuring Entity：

日期：民國 年 月 日

Date： (Month/Day/Year)

**投標廠商投標如下(以下各項由投標廠商填寫並簽署後投標)**

**Subject of tendering：(The following items shall be filled out and sealed/signed by the Tenderer)**

一、 投標廠商名稱：

Tenderer：

二、 投標廠商地址：

Address of Tenderer：

三、 投標廠商負責人：

Responsible Person of Tenderer：

四、 投標廠商聯絡人：

Contact Person of Tenderer：

電話： 傳真：

Phone Number： Facsimile Number：

五、 投標廠商營業登記統一編號(無者免填)：

Business Registration Number(If none, leave it blank)：

六、 投標總標價：

Total Price of Tender：

新 台 幣  NT\$	億	仟萬	佰萬	拾萬	萬	仟	佰	拾	元	整 Only
	hundred	ten	million	hundred	ten	thousand	hundred	ten	dollar	
	million	million		thousand	thousand					

(招標文件允許以外幣報價或以單價決標者，請自行調整。)

(Where it is permitted by the tender documentation as to tendering by foreign currencies or awarding by unit price, the above column may be adjusted.)

七、 其他事項如附件。

Other matters as per attachment.

投標廠商章及負責人章（外國廠商則由有權人簽署）：

Sealed by the Tenderer and its responsible person (or signed by authorized person of foreign Tenderer)

日期：民國 年 月 日

Date : (Month/Day/Year)

**招標機關決標簽約如下(以下各項由招標機關填寫並簽署後完成簽約)**

**Subject of award and contract-signing (The following items shall be filled out and sealed/signed by the Entity) :**

一、 契約編號(無者免填)：

Contract Number ( If none, leave it blank) :

二、 決標標的名稱及數量摘要：

Subject and Quantity of Procurement :

三、 履約期限：

Time-limit for Contract Performance :

四、 契約金額：

Contract Amount :

新 台 幣 NT\$	億	仟萬	佰萬	拾萬	萬	仟	佰	拾	元	整 Only
	hundred million	ten million	Million	hundred thousand	ten thousand	thousand	hundred	ten	dollar	

(招標文件允許以外幣報價或以單價決標者，請自行調整。)

(Where it is permitted by the tender documentation as to tendering by foreign currencies or awarding by unit price, the above column may be adjusted.)

五. 其他事項如附件。

Other matters as per attachment.

招標機關蓋章：

Sealed by the Procuring Entity :

日期：民國 年 月 日

Date : (Month/Day/Year)