

Procurement Guidelines

When requesting quotations from three vendors, personnel from each unit must conduct the process seriously and diligently to prevent vendors from submitting falsified quotations, which may result in suspension penalties.

The three vendor quotations provided by the requesting unit will be verified and negotiated by the purchasing section of General affair office. The vendor offering the lowest price after negotiation will be selected as the final contractor.

If any falsification is discovered during the verification or negotiation process, the request will be rejected, and the vendor involved in the falsification will be subject to suspension penalties depending on the severity of the violation.

Vendor Quotation Guidelines

1. Quotation Must Include:

- ✓ Customer name: Yuan Ze University
- ✓ Quotation date (within academic year);
- ✓ If the quotation includes a validity period, the day on which the General Affairs Office Procurement Division receives the physical copy and proceeds with price negotiation (i.e., the written quotation has been submitted to the General Affairs Office Procurement Division and the electronic procurement form in the Budget and Accounting System lists the General Affairs Office Procurement Division as the responsible organizer) must fall within the validity period.
- ✓ Contact person and phone number (company phone and extension number 、 cellphone)
- ✓ Original company stamp (not printed)
- ✓ Tax-inclusive price
- ✓ Any changes must be stamped by company representative
- ✓ **Vendor Stamp Requirements:** The quotation must bear the company stamp, quotation stamp, or invoice stamp. Electronic quotation documents printed using a color printer are not acceptable; the document must be an **original copy**. Stamps such as company mailroom stamps or any other stamps not intended for quotation purposes will be considered **invalid**.

2. Vendor Requirements:

- Must be legally registered
- Verification via:
 - [Ministry of Finance Tax Portal](#)
 - [Ministry of Economic Affairs Business Registration Portal](#)

3. Quotation Consistency: The quotation inquiry criteria and content (including specifications and usage period) must be consistent and suitable for comparison and negotiation. For procurement cases

involving databases or items with a defined usage period, the quotation must clearly indicate the usage period.

4. Government-Funded Procurement Restrictions:

- Must comply with ICT and drone procurement regulations
- **Prohibited:** Products from mainland Chinese brands

5. Official Memo Submission:

- Must include procurement method and attach quotations
- If quotations cannot be attached, provide explanation

Procurement via Official Memorandum

If the requesting unit submits a purchase request via an official memorandum, the execution method must be clearly stated, and quotation documents must be attached. If quotation documents cannot be provided, the reason must be explained in the memorandum.

Procurement of ICT Products and Drones

Procurement of information and communication technology (ICT) products, including drones, must be conducted in accordance with relevant regulations. For detailed guidelines, please refer to the official announcements of our institution.

<https://www.yzu.edu.tw/admin/ga/index.php/tw/2016-03-18-05-45-08/2022-11-23-06-32-49>
