

Procurement Document Submission

Requirements Date Revised: May 7, 2025 Approved at: 16th Administrative Meeting, Academic Year 2024

Budget Source: Government Subsidy

I. Computer and Peripheral Equipment Procurement

- **Consolidated Case – Open Tender** Required Documents:

1. Procurement Requisition Form or Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (for instruments/equipment)
3. Specification Sheet
4. Suggested model and equivalent product specifications and pricing from official or third-party websites
5. Environmental Label Certificate (for designated green procurement items)

II. Procurement Amount NT\$150,000 – NT\$299,999

- **General Procurement (Price Comparison)** Required Documents:

1. Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Quotations from three vendors

- **Restricted Tender (Price/Negotiation)** Required Documents:

1. Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Sole Source Justification (Article 22-2), other legal documents (Article 22 or 23), or official memo
4. Vendor Quotation
5. Restricted Tender Application Form

- **Joint Supply Contract** Required Documents:

1. Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Joint Supply Contract Purchase Request Form
4. If system shows warning, attach Restricted Tender Application Form

III. Procurement Amount NT\$300,000 – NT\$999,999

- **Open Tender (Including Multi-Stage Opening)** Required Documents:

1. Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Specification Sheet
4. Tender/Negotiation/Price Comparison Requirement Summary

● **Restricted Tender (Price/Negotiation) Required Documents:**

1. Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Sole Source Justification (Article 22-2), other legal documents (Article 22 or 23), or official memo
4. Vendor Quotation
5. Restricted Tender Application Form
6. Tender/Negotiation/Price Comparison Requirement Summary

● **Joint Supply Contract Required Documents:**

- Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
- Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
- Joint Supply Contract Purchase Request Form
- If system shows warning, attach Restricted Tender Application Form

IV. Procurement Amount NT\$1,000,000 and Above

● **Open Tender (Including Multi-Stage Opening) Required Documents:**

1. Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Specification Sheet
4. Specification Review Meeting Minutes
5. Tender/Negotiation/Price Comparison Requirement Summary

● **Restricted Tender (Price/Negotiation) Required Documents:**

1. Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Sole Source Justification (Article 22-2), other legal documents (Article 22), or official memo
4. Vendor Quotation
5. Restricted Tender Application Form
6. Specification Review Meeting Minutes
7. Tender/Negotiation/Price Comparison Requirement Summary

● **Joint Supply Contract Required Documents:**

1. Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement

3. Joint Supply Contract Purchase Request Form
4. Specification Review Meeting Minutes
5. If system shows warning, attach Restricted Tender Application Form

Non-Government Subsidy Projects

I. Procurement Amount NT\$150,000 – NT\$299,999

- **General Procurement (Price Comparison) Required Documents:**

1. Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Quotations from three vendors

- **Restricted Tender (Price/Negotiation) Required Documents:**

1. Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Sole Source Justification (Article 22-2), other legal documents (Article 22 or 23), or official memo
4. Vendor Quotation
5. Restricted Tender Application Form

- **Equivalent to Joint Supply Contract Required Documents:**

1. Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Contracted Vendor Quotation
4. Joint Supply Item/Specification Certification
5. If item is under restricted tender in system, attach Restricted Tender Application Form

II. Procurement Amount NT\$300,000 – NT\$999,999

- **Internal Open Tender (Including Multi-Stage Opening) Required Documents:**

1. Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Specification Sheet
4. Tender/Negotiation/Price Comparison Requirement Summary

- **Restricted Tender (Price/Negotiation) Required Documents:**

1. Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Sole Source Justification (Article 22-2), other legal documents (Article 22), or official memo
4. Vendor Quotation

5. Restricted Tender Application Form
6. Tender/Negotiation/Price Comparison Requirement Summary

● **Equivalent to Joint Supply Contract** Required Documents:

1. Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Contracted Vendor Quotation
4. Joint Supply Item/Specification Certification
5. Tender/Negotiation/Price Comparison Requirement Summary
6. If item is under restricted tender in system, attach Restricted Tender Application Form

III. Procurement Amount NT\$1,000,000 and Above

● **Internal Open Tender (Including Multi-Stage Opening)** Required Documents:

1. Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Specification Sheet
4. Specification Review Meeting Minutes
5. Tender/Negotiation/Price Comparison Requirement Summary

● **Restricted Tender (Price/Negotiation)** Required Documents:

1. Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Sole Source Justification (Article 22-2), other legal documents (Article 22), or official memo
4. Vendor Quotation
5. Restricted Tender Application Form
6. Specification Review Meeting Minutes
7. Tender/Negotiation/Price Comparison Requirement Summary

● **Equivalent to Joint Supply Contract** Required Documents:

1. Yuan Ze University Important Equipment (Bulk Items) Procurement Requisition Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement
3. Contracted Vendor Quotation
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5. Specification Review Meeting Minutes
6. Tender/Negotiation/Price Comparison Requirement Summary
7. If item is under restricted tender in system, attach Restricted Tender Application Form