

Research Procurement Document Submission Requirements

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

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

● General Procurement (Price Comparison) Required Documents:

1. Research Project Procurement Data Transmission Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (for instruments/equipment)
3. Quotations from three vendors
4. Approved Project Item List

● Restricted Tender (Price/Negotiation) Required Documents:

1. Research Project Procurement Data Transmission Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (for instruments/equipment)
3. Sole Source Certification (for Article 22-2 of the Government Procurement Act); other supporting documents (for other clauses under Article 22); or official memo
4. Vendor Quotation
5. Yuan Ze University Research Project Restricted Tender Application Form
6. Approved Project Item List

● Equivalent to Joint Supply Contract Required Documents:

1. Research Project Procurement Data Transmission Form
2. Yuan Ze University Water and Electricity Requirements Form for Equipment Procurement (for instruments/equipment)
3. Contracted Vendor Quotation
4. Joint Supply Item/Specification Certification
5. If the item is under restricted tender in the joint supply system, attach the Research Project Restricted Tender Application Form
6. Approved Project Item List

II. 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 (for instruments/equipment)
3. Specification Sheet
4. Approved Project Item List

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 (for instruments/equipment)
3. Sole Source Certification (Article 22-2); other supporting documents (Article 22); or official memo
4. Vendor Quotation
5. Research Project Restricted Tender Application Form
6. Approved Project Item List
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 (for instruments/equipment)
3. Contracted Vendor Quotation
4. Joint Supply Item/Specification Certification
5. If the item is under restricted tender in the joint supply system, attach the Research Project Restricted Tender Application Form
6. Approved Project Item List
7. Tender/Negotiation/Price Comparison Requirement Summary

III. 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 (for instruments/equipment)
3. Specification Sheet
4. Specification Review Meeting Minutes
5. Approved Project Item List
6. 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 (for instruments/equipment)
3. Sole Source Certification (Article 22-2) or other supporting documents (Article 22)
4. Vendor Quotation

5. Research Project Restricted Tender Application Form
6. Specification Review Meeting Minutes
7. Approved Project Item List
8. 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 (for instruments/equipment)
3. Contracted Vendor Quotation
4. Joint Supply Item/Specification Certification
5. Specification Review Meeting Minutes
6. If the item is under restricted tender in the joint supply system, attach the Research Project Restricted Tender Application Form
7. Approved Project Item List
8. Tender/Negotiation/Price Comparison Requirement Summary