**Procedures for Procurement of Property and Services**

**I. Internal Budget Projects**

**1. Self-Managed Procurement**

Procurement may be handled directly by the requesting unit under the following conditions

* Procurement amount is less than NT$150,000 (excluding consolidated tenders or price comparison cases).
* Emergency procurement due to natural disasters or urgent school property issues (e.g., vehicle repairs).
* Payment of government fees.
* Approved by the President via official memorandum.
* Technical service fees under NT$1,000,000 for non-government funded projects requiring professional planning/design.

**2. General Procurement**

* **NT$150,000–299,999**:
	+ Requesting unit completes the “Procurement Data Transmission Form” in the budget system.
	+ The General Affairs Office contacts at least two vendors for price comparison or negotiates with one vendor.
* **NT$300,000 and above**:
	+ Public tender is required.
	+ Requesting unit completes the “Major Equipment Procurement Request Form,” which must be approved by the President.
	+ Tender information is announced online and a bid opening meeting is held.
	+ Announcement platforms:
		- Government-funded: Government e-Procurement website.
		- Non-government-funded: University website and Taiwan Procurement Gazette.

**3. Joint Supply Contracts / Equivalent Procedures**

* **Government-funded**:
	+ Follow central agency joint supply contract guidelines.
	+ Under NT$150,000: Fill out self-managed procurement form. (the Ministry of Education Subsidy、Higher Education Sprout Project、Bilingual Learning Program for College Students funds need to meet the rules of **Green Procurement Implementation Measures**)
	+ NT$150,000 and above: Fill out general procurement form.
	+ Complete paper-based approval and obtain Chief Secretary’s authorization.
* **Non-government-funded**:
	+ If vendor agrees to joint supply contract pricing:
		- NT$150,000–299,999: Direct purchase.
		- NT$300,000 and above: Separate contract required.

**4. Computer and Peripheral Equipment Procurement**

* Government-funded projects over NT$300,000 must use public tender or joint supply contracts.
* Projects under NT$300,000 may be consolidated for public tender.
* Must comply with green procurement regulations if funded by Ministry of Education programs.
* **Please see the Announcement on the Amendment of Green Procurement Implementation Measures for more information**

**5. Restricted Tender**

* Applies to government or non-government funded projects that meet criteria under Articles 22 and 23 of the Government Procurement Act.
* NT$150,000 and above:
	+ Fill out “Restricted Tender Application Form,” approved by the President.
	+ NT$150,000–299,999: Price comparison or negotiation by General Affairs Office.
	+ NT$300,000 and above: Bid opening meeting required.

**II. Research Project Procurement**

**1. Self-Managed Procurement**

* Amount under NT$150,000 or approved by the President.
* (See Attachment 4 for flowchart)

**2. General Procurement**

* NT$150,000–299,999:
	+ Fill out “Research Project Procurement Data Transmission Form.”
	+ Price comparison or negotiation by General Affairs Office.

**3. Public Tender**

* NT$300,000 and above:
	+ Fill out “Major Equipment Procurement Request Form,” approved by the President.
	+ Announcement platforms:
		- Government-funded: Government e-Procurement website.
		- Non-government-funded: University website and Taiwan Procurement Gazette.

**4. Equivalent to Joint Supply Contracts**

* Follow joint supply contract pricing if vendor agrees.
	+ NT$150,000–299,999: Direct purchase.
	+ NT$300,000 and above: Separate contract required.

**5. Restricted Tender**

* NT$150,000 and above, meeting university research procurement guidelines.
* Fill out “Restricted Tender Application Form” or submit official memorandum, approved by the President.
	+ NT$150,000–299,999: Price comparison or negotiation.
	+ NT$300,000 and above: Bid opening meeting required.