

Yuan Ze University Regulations for Construction Work

April 18, 2012, Passed by the 2nd General Affairs Meeting of the 2011 Academic Year

April 30, 2012, Amended by the 13th Executive Council Meeting of the 2011 Academic Year

June 19, 2013, Amended by the 20th Executive Council Meeting of the 2012 Academic Year

May 27, 2015, Amended by the 22nd Executive Council Meeting of the 2014 Academic Year

June 6, 2018, Amended by the 20th Executive Council Meeting of the 2017 Academic Year

October 31, 2018, Amended by the 6th Executive Council Meeting of the 2018 Academic Year

March 11, 2020, Amended by the 17th Executive Council Meeting of the 2019 Academic Year

June 10, 2020, Amended by the 23rd Executive Council Meeting of the 2019 Academic Year

July 20, 2022, Amended by the 26th Executive Council Meeting of the 2021 Academic Year

Article 1: To ensure that engineering procurement operations at the university meet institutional needs and quality requirements, while adhering to legal and regulatory standards, these guidelines are established.

Article 2: The term "engineering" in these guidelines refers to the construction, expansion, alteration, repair, and demolition of structures, and their associated equipment, as well as actions that alter the natural environment. These actions include, but are not limited to, construction, civil engineering, hydraulics, environmental engineering, transportation, mechanical, electrical, chemical engineering, and other engineering projects recognized by the Executive Yuan Public Construction Commission. If a procurement involves two or more of the aforementioned types—engineering, goods, or services—and it is difficult to determine its classification, the procurement will be attributed to the type with the highest budget ratio.

The term "vendor" as used in these guidelines refers to companies, partnerships, or sole proprietorships, as well as other individuals, legal entities, institutions, or organizations that are capable of providing engineering, property, or services to various agencies.

Article 3: The methods of tendering for engineering procurement are categorized into general engineering procurement, open tendering, and restricted tendering. "General Engineering Procurement" refers to procurement managed by the General Affairs Office's Construction Maintenance Section, involving price comparison with at least two vendors or negotiation with one vendor.

"Open Tendering" refers to inviting an unspecified number of vendors to submit bids through public announcements.

"Restricted Tendering" refers to a non-publicized process in which price

comparisons with at least two vendors or negotiations with one vendor are conducted via meetings.

Article 4: The requesting unit must follow these guidelines when undertaking engineering projects as defined in Article 2.

Article 5: Responsibilities for engineering procurement:

1. Construction Maintenance Section of General Affairs Office: Responsible for the design, valuation, bidding, supervision, and acceptance of engineering procurement.
2. Environmental Protection and Occupational Safety and Health Center: Responsible for promoting and overseeing labor safety and health regulations for all engineering procurement.
3. General Accounting Office: Responsible for overseeing the administrative procedures related to engineering procurement and budget review.
4. Finance and Property Management Section of General Affairs Office: Responsible for determining the accounting classification of equipment, validating, registering assets, and conducting inventory.
5. Requesting Unit: Responsible for planning, applying, and accepting procurement related to engineering projects.

Article 6: Operating Procedures:

1. For Engineering Procurement Amounts Under NT\$70,000: If there are safety concerns during the construction, such as electrical and plumbing work, wall demolition, and related construction activities, the requesting unit must submit a maintenance engineering request in the Budget and Accounting System, along with a price comparison from at least one vendor. The Construction Maintenance Section will manage the procurement process. (The detailed Engineering Procurement Process flowchart is shown in Appendix 1.)
2. For procurement using government subsidy funds that complies with Article 4 of the Government Procurement Act, the following procedures shall apply:
 - (1) For engineering procurement with an amount between NT\$70,000 and NT\$100,000, the requisitioning unit shall fill out a repair work order in the Budget and Accounting System. The Engineering Management Section of the General Affairs Office shall be responsible for involving price comparison with at least two vendors or negotiation with one vendor. (The detailed Engineering Procurement Process flowchart is shown in Appendix 2.)
 - (2) Procurement amount above NT\$100,000: Public tender must be used.

The requisitioning unit must fill out the repair work order in the Budget and Accounting System and complete the "Engineering Entrustment and Contracting Form". Upon approval by the President, the tender information will be published on the Government Electronic Procurement Network, and a bid opening meeting will be held. (The detailed Engineering Procurement Process flowchart is shown in Appendix 3.)

- (3) Procurement amount above NT\$300,000: If the procurement complies with Article 22 of the Government Procurement Act and is approved by the President through the signed proposal to be processed via restricted bidding, the requisitioning unit shall fill out the relevant form in the Budget and Accounting System, and the "Engineering Entrustment and Contracting Form" must be completed. Upon approval by the President, a bid opening meeting will be held. (The detailed Engineering Procurement Process flowchart is shown in Appendix 3.)
3. For procurement using non-government subsidy funds, the following procedures shall apply:
- (1) For engineering procurement amounts between NT\$70,000 and NT\$300,000, the requisitioning unit shall fill out a repair work order in the Budget and Accounting System. The Engineering Management Section of the General Affairs Office shall be responsible for involving price comparison with at least two vendors or negotiation with one vendor. (The detailed Engineering Procurement Process flowchart is shown in Appendix 2.)
 - (2) Procurement amount above NT\$300,000: Public tender must be used. The requisitioning unit must fill out the repair work order in the Budget and Accounting System and complete the "Engineering Entrustment and Contracting Form." Upon approval by the President, the tender information will be published on the school website and Taiwan Buying Network, and a bid opening meeting will be held. (The detailed Engineering Procurement Process flowchart is shown in Appendix 3.)
 - (3) Procurement amount above NT\$300,000: If the procurement complies with Article 22 of the Government Procurement Act and is approved by the President through the signed proposal to be processed via restricted bidding, the requisitioning unit shall fill out the relevant form in the Budget and Accounting System, and the "Engineering Entrustment and Contracting Form" must be completed. Upon approval by the President, a bid opening meeting will be held. (The detailed Engineering Procurement

Process flowchart is shown in Appendix 3.)

4. For engineering procurement using non-government subsidy funds where the procurement amount exceeds NT\$2,000,000, the following procedures must also be followed in addition to those outlined in Section 3, item (2):
 - (1) Procurement amount above NT\$2,000,000: The requisitioning unit shall convene an engineering specification review meeting to confirm the specifications. The meeting minutes, along with other related documentation, shall be submitted to the Engineering Management Section of the General Affairs Office for processing. The engineering specification review meeting must consist of at least five members, and the Engineering Management Section staff must participate.
 - (2) Procurement amount above NT\$2,000,000: If the procurement is subject to the most advantageous bid method according to Articles 52 and 56 of the Government Procurement Act, the Engineering Management Section of the General Affairs Office shall form a procurement evaluation committee to carry out the selection process. The committee shall consist of at least five members, with no less than one-third of them being experts or scholars.
- 5: Engineering procurement base price: The requisitioning unit shall complete the base price proposal form based on the drawings, specifications, contract templates, cost considerations, market conditions, and award data from government agencies. The base price shall be approved by the designated authority. The authority for setting the base price is granted by the President or their authorized personnel (Vice President, Dean of General Affairs), and if the base price approver is on leave, the proxy for their position shall set the price.
- 6: If any of the following circumstances arise, with the approval of the President, the engineering procurement may be conducted using an alternative method, and the procedures outlined above may not apply:
 - (1) Special specifications or technologies
 - (2) Urgency of the project timeline
 - (3) Post-procurement expansion due to compatibility or interoperability requirements
 - (4) Renewal of continuation contracts
 - (5) Other special cases
 - (6) Where the funding agency has specified alternative procedures
- 7: In cases of engineering procurement for emergency handling of natural disasters or urgent repairs to school property, the procedures outlined above

may be bypassed. The General Affairs Office may directly contact vendors to carry out the emergency repair work, and after completion, the bidding and payment procedures shall be conducted.

Article 7: In cases where professional planning and design are required for the engineering work, technical service costs under NT\$1,000,000 may be procured from a single professional technical service vendor. For technical service costs exceeding NT\$1,000,000, the procurement process shall be handled according to “YZU Regulations for the Purchase or Lease of Property, the Retention or Employment of Services”.

Article 8: Units requesting engineering procurement must complete and submit the relevant engineering procurement forms (as shown in Appendix 4), which shall be reviewed by the unit supervisor before being processed according to Article 6 of this regulation.

Article 9: The requisitioning unit shall not attempt to avoid the application of these procedures by splitting up the procurement into smaller tasks. Such attempts at avoidance do not apply to procurement for different objects, different construction or supply areas, different needs, or professional items that require different vendors.

Article 10: For public tenders or restricted tenders that require an engineering bid opening meeting, the Vice Dean of General Affairs shall serve as the chairman, and the requisitioning unit representatives and engineering procurement personnel must attend. For cases with a procurement amount exceeding NT\$1,000,000, the General Accounting Office shall assign personnel to supervise the process.

Article 11: The requisitioning unit and the Engineering Management Section of the General Affairs Office must carry out the initial and Re-inspections of the project. For projects with a procurement amount exceeding NT\$100,000 using government subsidy funds or NT\$300,000 using non-government subsidy funds, the following inspection procedures shall be followed:

1. Initial inspection: Once the entire engineering project is completed, the main inspector (Construction Maintenance Section), requisitioning unit, and supervising unit (for projects with outsourced design) will conduct the initial inspection, and may invite professionals with relevant engineering expertise to carry out the initial inspection. The engineering initial inspection form will be jointly signed by all parties.
2. Re-inspection: After the initial inspection is passed, the main inspector

(Dean of General Affairs or authorized Deputy Dean of General Affairs and the head of the Construction Maintenance Section), the supervising officer (Accounting Director or authorized personnel), the Construction Maintenance Section, the requisitioning unit, and the supervising unit (for projects with outsourced design) will carry out the re-inspection, and may invite professionals with relevant engineering expertise to participate. For engineering procurement projects over NT\$1,000,000, the supervising personnel from the General Accounting Office should attend the site inspection. The engineering re-inspection form will be jointly signed by all parties.

Article 12: Equipment in the engineering procurement must be inspected according to “YZU Regulations for Property/Equipment Management”, Article 5 (as shown in Appendix 5).

Article 13: Vendors must submit various review, inspection, or testing reports to the university during construction. The university must define audit points based on the nature of the engineering work and periodically review the quality and progress of the project. Upon completion, the vendor must submit completion drawings, construction records, and final settlement details for the completion inspection.

Article 14: If the vendor encounters interface conflicts, construction difficulties, regulatory changes, or changes in the university's requirements during the construction process, which make it difficult to meet the original procurement contract, they may apply for a design change. Once the change is discussed and finalized, it must be confirmed by the design unit (for outsourced design projects). The change design drawings will then be submitted to the Engineering Management Section of the General Affairs Office for review. Once the change procedure is approved, both parties shall sign a written agreement, and construction will proceed according to the revised design (as shown in Appendix 6).

Article 15: University personnel, regardless of the amount, shall not undertake any engineering procurement projects or engage in corruption or bribery. They must perform their duties with integrity. If any violations are verified, ☐ administrative and technical staff will be handled by the requisitioning unit supervisor or relevant authority based on the university's regulations. For faculty members, it will be handled according to applicable faculty regulations. If any violations damage the university's interests or break

current laws, the case will be referred for legal action.

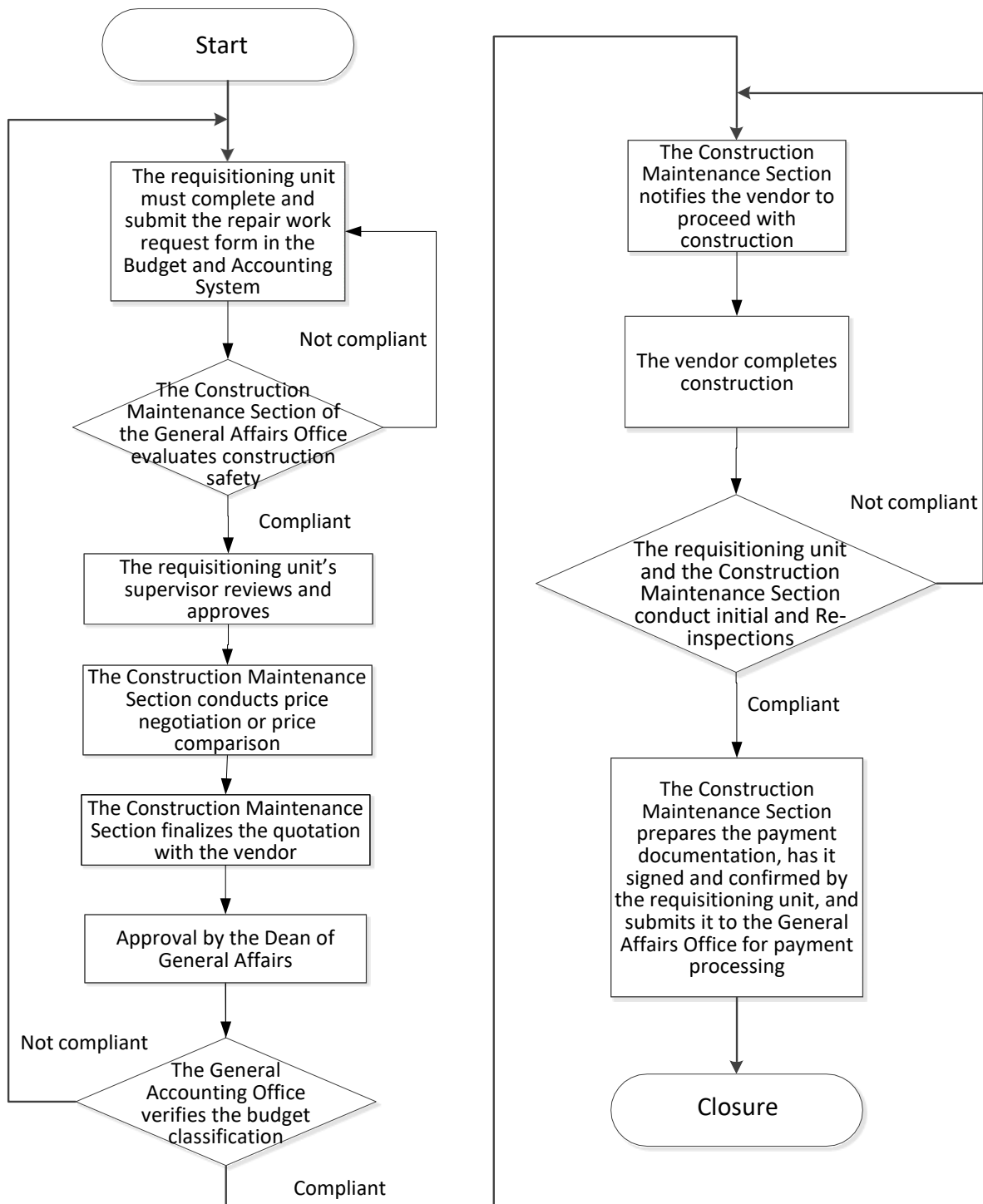
Article 16: For any matters not specified in this regulation, the “Government Procurement Act” and other related government regulations shall apply.

Article 17: These regulations shall take effect upon approval by the Executive Council Meeting and subsequent promulgation. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.

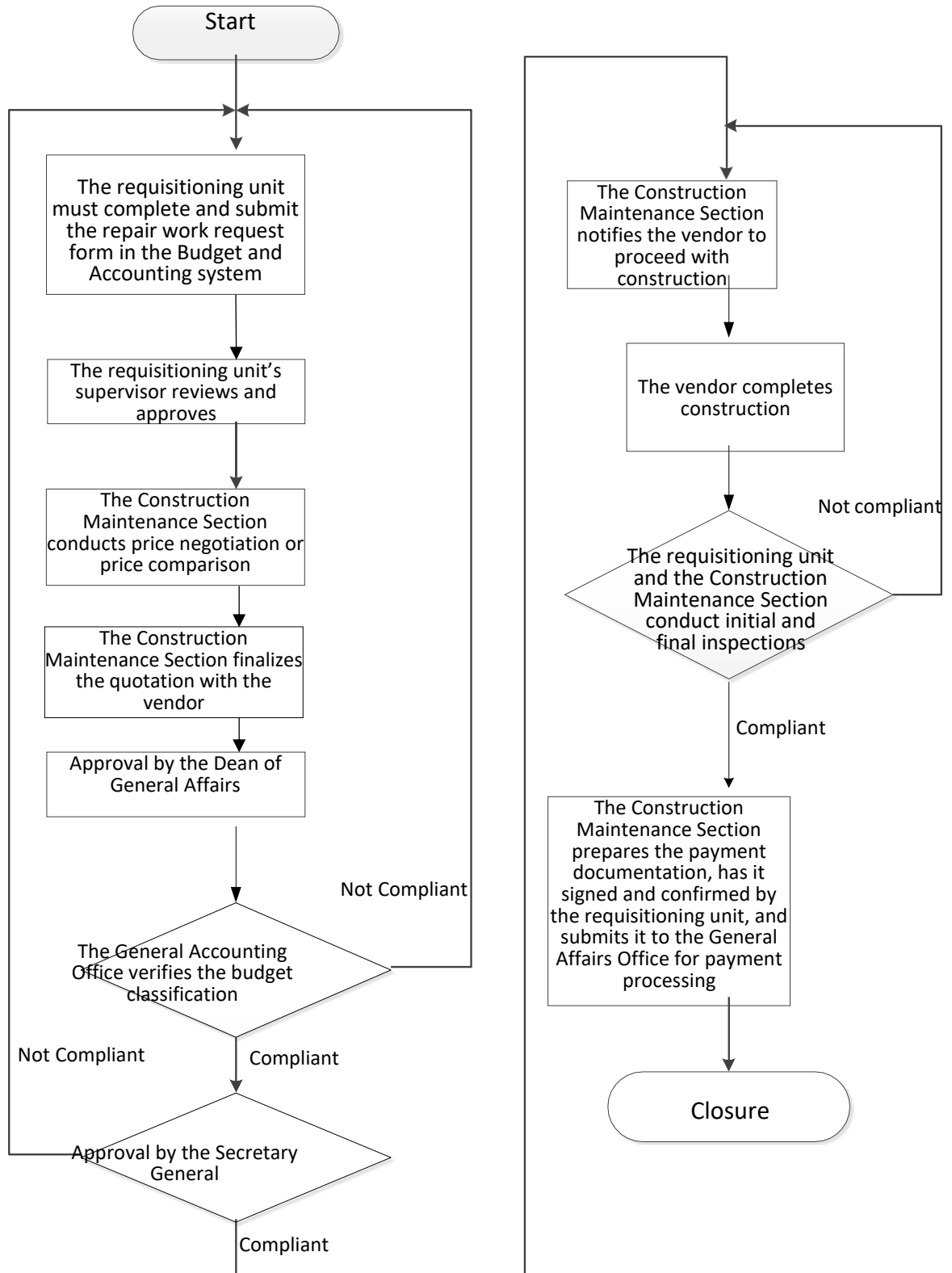
Appendix 1 Flowchart for General Engineering Procurement Process –

For projects under NT\$70,000, if the construction work poses safety risks, such as electrical works, wall demolition, and renovation-related projects, etc.



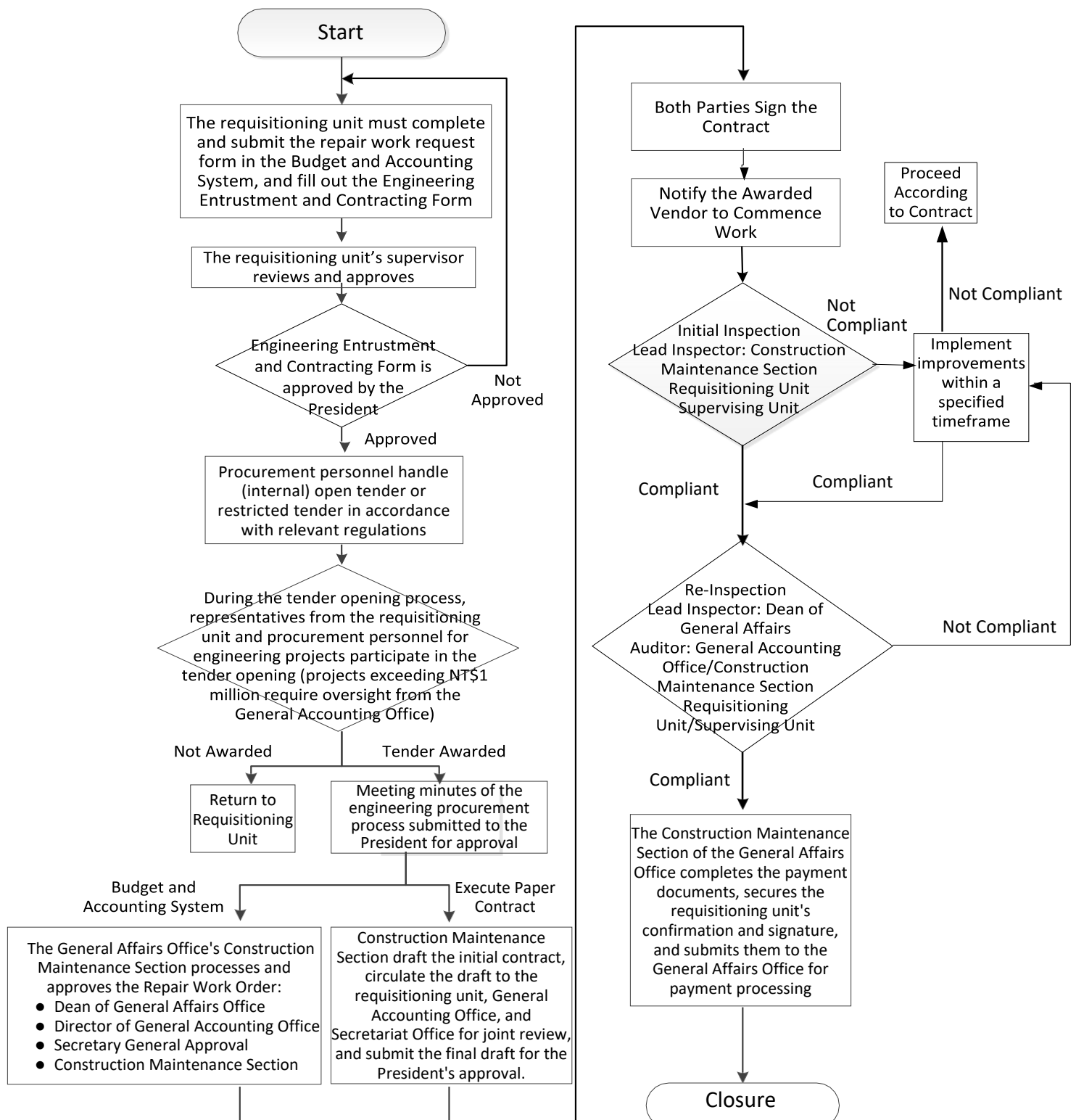
Appendix 2 Flowchart for General Engineering Procurement Process –

1. Government-subsidized funds: Amount exceeding NT\$70,000 but less than NT\$100,000.
2. Non-government-subsidized funds: Amount exceeding NT\$70,000 but less than NT\$300,000.



Appendix 3. Flowchart for Engineering Procurement Process

1. Government-Subsidized Funds – Open Tender (amount exceeding NT\$100,000) (announced on the Government e-Procurement System).
2. Non-Government-Subsidized Funds – Internal Open Tender (amount exceeding NT\$300,000) (announced on the university website and the Taiwan Buying Network).
3. Government-Subsidized and Non-Government-Subsidized Funds – Restricted Tender (amount exceeding NT\$300,000) (without public announcements).



Appendix 4. Engineering Procurement Forms

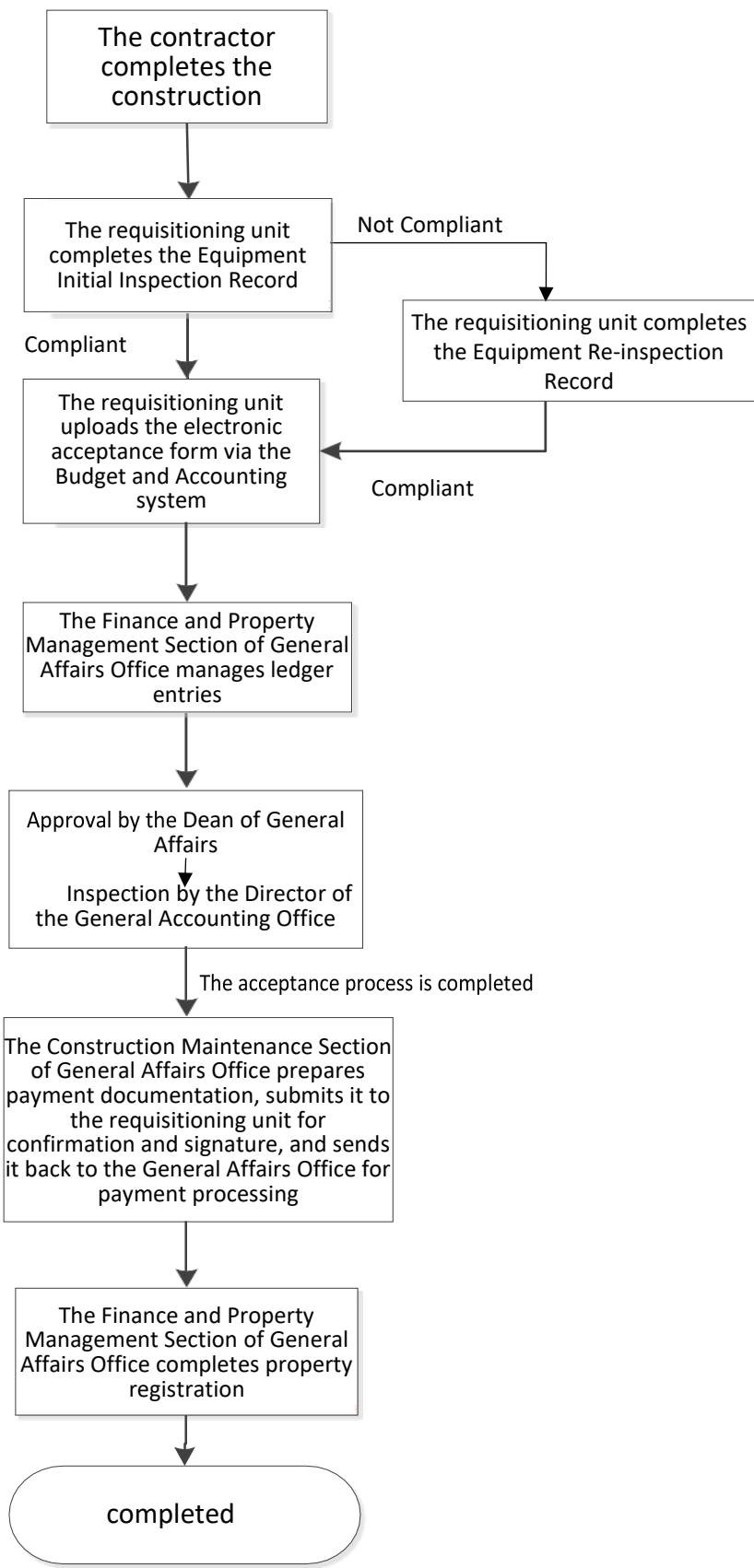
Budget Source: Government-Subsidized Funds

Amount (NT\$)	Procurement Type	Required Documents
Less than NT\$70,000	General Engineering Procurement	Quotation from at least one vendor
Over NT\$70,000–less than NT\$100,000	General Engineering Procurement	Quotations from at least three vendors
Over NT\$100,000	Open Tender	1. Repair Engineering Form (printed from Budget and Accounting System) 2. Engineering Entrustment and Contracting Form 3. Statement of Requirements 4. Construction Specifications 5. Blueprints

Budget Source: Non-Government-Subsidized Funds

Amount (NT\$)	Procurement Type	Required Documents
Less than NT\$70,000	General Engineering Procurement	Quotation from at least one vendor
Over NT\$70,000–less than NT\$300,000	General Engineering Procurement	Quotations from at least three vendors
Over NT\$300,000	Open Tender	1. Repair Engineering Form (printed from Budget and Accounting System) 2. Engineering Entrustment and Contracting Form 3. Statement of Requirements 4. Construction Specifications 5. Blueprints

Appendix 5. Equipment Acceptance Process Flowchart for Engineering Procurement



Appendix 6. Flowchart for Engineering Design Changes

