

靜宜大學採購辦法
Providence University Procurement Guidelines

Amended and approved in the administrative meeting on March 1, 2023

Article 1: To establish a procurement system and ensure fair and transparent procedures, these guidelines are enacted.

Article 2: The term "procurement" as used in these guidelines refers to the commissioning of construction projects, the purchase, customization, leasing of goods, and the commissioning or hiring of services.

The term "construction" refers to activities involving the construction, expansion, renovation, repair, or demolition of structures and their associated equipment, as well as actions that alter the natural environment. This includes architectural, civil, hydraulic, environmental, transportation, mechanical, electrical, and chemical engineering. Procurement related to construction projects is additionally governed by the "Providence University Construction Management Guidelines" managed by the Construction and Maintenance Section.

The term "goods" refers to various items, materials, equipment, machinery, and other movable and immovable property, as well as rights.

The term "services" refers to professional services, technical services, information services, research and development, operational management, maintenance, training, labor, and similar activities.

If a procurement involves a combination of construction, goods, and services, and it is difficult to determine its classification, it shall be classified according to the category that constitutes the highest percentage of the budget.

Article 3

For procurements funded by subsidies that are subject to the Government Procurement Act, the procurement process must comply with the Government Procurement Act and related regulations. For procurements not subject to the Government Procurement Act, unless otherwise specified by the funding agency, the procurement must be conducted in accordance with these guidelines.

Article 4

When a unit within the university intends to make procurements that meet the following thresholds: capital expenditure reaching NT\$10,000, regular expenditure reaching NT\$30,000, construction and repair work reaching NT\$100,000, or the Luking Library's "Books, Materials, and Databases Budget" reaching NT\$1,000,000, a formal application must be submitted. After obtaining approval from the relevant units, the Procurement Section will handle the procurement process.

Article 5

For capital expenditure not reaching NT\$10,000, regular expenditure not reaching NT\$30,000, construction and repair work not reaching NT\$100,000, or the Luking Library's "Books, Materials, and Databases Budget" not reaching NT\$1,000,000, the responsible unit may handle the procurement and reimbursement process independently.

Article 6

Procurements related to construction and repairs, and those under the Luking Library's "Books, Materials, and Databases Budget," must be conducted in accordance with the "Providence University Construction Management Guidelines" and the "Providence University Luking Library Collection Procurement and Management Guidelines," respectively.

Article 7

For items with common usage, such as computer supplies, stationery, office supplies, and experimental materials used by teaching units, joint procurement procedures may be conducted.

Article 8

When conducting procurements subject to the Government Procurement Act, the tender announcement must be published on the "Government Procurement Information Announcement System" website, managed by the Public Construction Commission, Executive Yuan. The methods for procurement may include open tendering, restricted tendering, selective tendering, or procurement through a joint supply contract order.

Article 9

For procurements not subject to the Government Procurement Act, the tendering method is determined based on the budget amount specified in the requisition form.

For capital expenditure budgets reaching NT\$10,000 or regular expenditure budgets reaching NT\$30,000 but not exceeding NT\$300,000, the procurement personnel must obtain quotes from at least three suppliers. Negotiations are conducted with the one or two suppliers offering the lowest quotes, and the supplier with the most favorable price is selected for procurement.

For budgets reaching NT\$300,000 but not exceeding NT\$1.5 million, the Procurement Section, in coordination with the Accounting Office and the user department, conducts a price comparison procedure or publicly solicits quotations (or proposals) for negotiation. Unless otherwise specified, at least three qualified suppliers must participate in the procurement process.

For procurement cases with budgets exceeding NT\$1.5 million, unless otherwise specified, an open tender announcement must be made, and the subsequent procurement process must be conducted through a price comparison negotiation.

Article 10

Procurement cases conducted through a framework agreement for joint supply may be carried out without the announcement procedure.

Article 11

For procurement cases involving goods or services with a budget of NT\$1.5 million or more, the requesting unit must convene a "Specification Review Committee" to determine the specifications, vendor qualifications, and selection criteria for the procurement. The committee must consist of at least five members.

Article 12

For construction-related procurements managed by professional designers, the convening of a Specification Review Committee is not required.

Article 13

Matters not covered by these regulations shall be handled in accordance with relevant regulations from the General Affairs Office.

Article 14

These regulations are implemented following approval by the administrative meeting and announcement by the President, with the same procedure applied to amendments.

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