

投標須知
Instructions to Tenderers

(1130322 版)
(2024.03.22 version)

以下各項招標規定內容，由機關填寫，投標廠商不得填寫或塗改。
各項內含選項者，由機關擇符合本採購案者勾填。

The following tender requirements shall be prescribed by the Entity. Tenderer is not permitted to fill out or amend any of them.

一、本採購適用政府採購法（以下簡稱採購法）及其主管機關所訂定之規定。

The “Government Procurement Act” (hereinafter referred to as the “Act”) and its related regulations promulgated by the responsible entity of the Act apply to this procurement.

二、本標案名稱：2024-2025 印尼市場旅遊業者輔導暨台灣觀光旅遊產品推廣案

Subject of this procurement: 2024-2025 Training, Counselling and Taiwan Tourism Promotion Campaign for Indonesian travel agents

三、採購標的為 Attribute of this procurement：

(1) 工程。Construction work.

(2) 財物；其性質為： 購買； 租賃； 定製； 兼具兩種以上性質者（請勾選）。

Property; type of this procurement: purchase; lease or rent; customized made; two or more of the above. (please tick)

(3) 勞務。Service.

四、本採購屬 Value of this procurement：

(1) 公告金額十分之一以下之採購。

Not more than one tenth of the threshold for publication.

(2) 逾公告金額十分之一未達公告金額之採購。

Exceeding one tenth of the threshold for publication but not reaching such threshold.

(3) 公告金額以上未達查核金額之採購。

Reaching the threshold for publication but not reaching the threshold for supervision.

(4) 查核金額以上未達巨額之採購。

Reaching the threshold for supervision but not reaching the threshold for large procurement.

(5) 巨額採購。Reaching the threshold for large procurement.

已依「機關提報巨額採購使用情形及效益分析作業規定」第 2 點第 1 項，簽准預期使用情形及效益目標。

The expected service condition and performance goals have been approved pursuant to paragraph 1 of Article 2 of the “Regulations for the Reporting of Service Condition and Performance Analysis of Large Procurement by Entities.”

五、本採購 Is this procurement an inter-entity supply contract :

(1) 為共同供應契約。Inter-entity Supply Contract

(2) 非共同供應契約。Non-inter-entity Supply Contract

六、本採購預算金額（不公告者免填；但依「投標廠商資格與特殊或巨額採購認定標準」第 5 條第 3 項規定辦理者，或屬公告金額以上採購之公開招標、選擇性招標及限制性招標之公開評選，除轉售或供製造加工後轉售之採購、預算金額涉及商業機密或機關認為不宜公開外，應公開預算金額）：美金 46 萬元整（含稅，折合新臺幣約 1,486 萬 9,500 元）。

複數決標，各分組或分組預算金額（無者免填）：

A 組 數量 : 新臺幣 元

B 組 數量 : 新臺幣 元

C 組 數量 : 新臺幣 元

Budget amount of this procurement (optional; however, where this procurement is conducted pursuant to paragraph 3 of Article 5 of the “Standards for Qualifications of Tenderers and Determination of Special or Large Procurement”, or where the value of this procurement reaching the threshold for publication and the procurement is conducted by open tendering, selective tendering, or limited tendering with open selection, the Entity shall disclose the budget amount, except for any of the following circumstances: where this procurement is for resale, or resale after producing or processing; where the budget amount involves trade secrets; or where the Entity deems that the disclosure is not appropriate): USD\$ 460,000 (including tax, about NTD\$ 14,869,500)

Multiple bids, each group or group budget amount (optional):

Group A Quantity : NTD\$.

Group B Quantity : NTD\$.

Group C Quantity : NTD\$.

七、本採購預計金額（不公告者免填）：

The estimated value of this procurement (optional):

八、上級機關名稱：交通部。

The superior entity: Ministry of Communications.

九、依採購法第 4 條接受補助辦理採購者，補助機關名稱及地址（非屬此等採購者免填）：

The name and address of the granting entity in accordance with Article 4 of the Act (optional):

十、依採購法第 5 條由法人或團體代辦採購者，委託機關名稱及地址（非屬

此等採購者免填)：

The name and address of the entrusting entity in accordance with Article 5 of the Act (optional):

十一、依採購法第 40 條代辦採購者，洽辦機關名稱及地址（非屬此等採購者免填）：

The name and address of the entrusting entity in accordance with Article 40 of the Act (optional):

十二、依採購法第 75 條，受理廠商異議之機關名稱、地址及電話：同招標機關（不同者請書明機關名稱、地址及電話）。

In accordance with Article 75 of the Act, the name, address and telephone number of the entity that deals with protest filed by suppliers: the same as that of the Entity (Please specify the name, address and telephone number of the entity where any of them is different from that of the Entity).

十三、依採購法第 76 條及第 85 條之 1，受理廠商申訴（未達公告金額之採購，除屬採購法第 31 條規定不予發還或追繳押標金之爭議者外，不適用申訴制度）或履約爭議調解（無金額限制）之採購申訴審議委員會名稱、地址及電話：行政院公共工程委員會採購申訴審議委員會（11010 臺北市松仁路 3 號 9 樓，02-87897530）。

In accordance with Articles 76 and 85-1 of the Act, the name, address and telephone number of the Complaint Review Board of Government Procurement (CRBGP) that deals with complaint (only for procurement with a value reaching the threshold for publication, except for a dispute arising from not refunding or returning of bid bond, or recovery thereof prescribed in Article 31) and mediation of contract disputes (no value limitation) filed by suppliers: Public Construction Commission of the Executive Yuan (Address: 9F., No. 3, Songren Rd., Xinyi Dist., Taipei City 11010, Taiwan; Telephone: 02-87897500).

十四、本採購為 This procurement is：

(1) 未分批辦理 Undivided。

(2) 係分批辦理公告金額以上之採購，業經上級機關核准（文號：_____），依總金額核計採購金額，分別按公告金額或查核金額以上之規定辦理。

Divided, and such division has been approved by the superior entity (the number of the approval letter: _____). The total value of each divided procurement shall apply to each divided one as if undivided, and the regulations for procurement reaching the threshold for publication, or the regulations for procurement reaching the threshold for supervision shall apply as the case may be.

十五、招標方式為 Tendering procedures：

(1) 公開招標 Open tendering procedures

- (1-1) 本案為複數決標並採分項決標，廠商各項投標文件無需分項裝封，無需於大外標封標示投標項次，有 3 家以上廠商投標，且符合政府採購法施行細則第 55 條規定時，即得開標。

This tendering will be awarded by multiple-award for different items. Tenderers do not need to seal their tenders by different items, or to indicate the number of item on the outside cover of their tenders. The Entity may open tenders in public in the event that there are three or more tenders and these tenders meet the requirements of Article 55 of the Enforcement Rules of the Act.

- (2) 選擇性招標：符合採購法第 20 條 第 1 款； 第 2 款； 第 3 款； 第 4 款； 第 5 款（請勾選款次）。

Selective tendering procedures pursuant to one of the following subparagraphs of Article 20 of the Act: the 1st subparagraph; the 2nd subparagraph; the 3rd subparagraph; the 4th subparagraph; the 5th subparagraph. (please indicate one of them)

- (2-1) 為特定個案辦理，於廠商資格審查後，邀請所有符合資格廠商投標。

Where it is conducted for a specific procurement, all qualified suppliers shall be invited to tender after completing qualification evaluation.

- (2-2) 為建立合格廠商名單；後續邀標方式為 個別邀請所有符合資格之廠商投標； 公告邀請所有符合資格之廠商投標； 依審標順序，每次邀請 ___ 家符合資格之廠商投標； 以抽籤方式擇定邀請符合資格之廠商投標。

Where a permanent list of qualified suppliers is established, the Entity will conduct further procurement step, i.e., invitation to tender by means of: inviting individually all of the qualified suppliers to tender; inviting all of the qualified suppliers to tender by a public notice; inviting ___ (a certain number of) qualified suppliers to tender each time following the sequence of qualification evaluation; inviting qualified suppliers to tender by drawing lots.

- (3) 限制性招標：本案業經需求、使用或承辦採購單位敘明符合採購法第 22 條第 1 項第 9 款之情形，並簽報機關首長或其授權人員核准採限制性招標。

Limited tendering procedures: This procurement is in conformity with

the requirements set forth in subparagraph 9 of paragraph 1 of Article 22 of the Act as stated by the requesting, using or procuring unit, and has been reported to and approved by the head of the Entity or his/her authorized personnel.

(3-1) 公開評選、公開勸選優勝廠商：

Open selection of the winning tenderer:

- (3-1-1) 依採購法第 22 條第 1 項第 9 款辦理； 委託專業服務； 委託技術服務； 委託資訊服務； 委託社會福利服務。

Pursuant to subparagraph 9 of paragraph 1 of Article 22 of the Act for: professional services; technical services; information services; social welfare services.

- (3-1-2) 依採購法第 22 條第 1 項第 10 款辦理。

Pursuant to subparagraph 10 of paragraph 1 of Article 22 of the Act.

- (3-1-3) 依採購法第 22 條第 1 項第 11 款辦理。

Pursuant to subparagraph 11 of paragraph 1 of Article 22 of the Act.

- (3-2) 比價； 經前次公告招標結果，無廠商投標或無合格標，且符合採購法施行細則第 22 條第 1 項規定無廠商異議或申訴在處理中者，依採購法第 22 條第 1 項第 1 款規定，不另公告招標，並依採購法施行細則第 23 條之 1 第 1 項規定，邀請過去表現優良之 2 家以上廠商以比價方式辦理； 符合採購法第 22 條第 1 項第 款（請列明款次，第 16 款之情形須併填主管機關核准文號）； 符合採購法第 104 條第 1 項但書第 款（請列明款次及相關機關核准文號）； 符合採購法第 105 條第 1 項第 款（請列明款次及相關機關核准文號）； 符合中央機關未達公告金額採購招標辦法第 條第 項第 款規定； 符合地方政府依採購法第 23 條所定未達公告金額採購招標辦法第 條第 項第 款規定。

Price competition; Where there is no tender in response or in conformity with the requirements set forth in the tender documentation after a public notice, and no protest or complaint in process according to paragraph 1 of Article 22 of the Enforcement Rules of the Act, the Entity may apply limited tendering procedures according to subparagraph 1 of paragraph 1 of Article 22 of the Act, and

to invite two or more suppliers with outstanding performance to participate in price competition, pursuant to paragraph 1 of Article 23-1 of the Enforcement Rules of the Act; Pursuant to subparagraph _____ of paragraph 1 of Article 22 of the Act (Please indicate the number of subparagraph. If it is subject to subparagraph 16, the number of the approval letter from the responsible entity is required along with); Pursuant to subparagraph _____ of paragraph 1 of Article 104 of the Act (Please indicate the number of subparagraph and the number of the approval letter from the competent entity); Pursuant to subparagraph _____ of paragraph 1 of Article 105 of the Act (Please indicate the number of subparagraph and the number of the approval letter from the competent entity); Pursuant to subparagraph _____ of paragraph _____ of Article _____ of the “Tendering Regulations of Central Government Entities for Procurement of a Value Not Reaching the Threshold for Publication”; Pursuant to subparagraph _____ of paragraph _____ of Article _____ of the tendering regulations for procurement of a value not reaching the threshold for publication, promulgated by local government according to the Article 23 of the Act.

- (3-3) 議價； 符合採購法第 22 條第 1 項第 _____ 款（請列明款次，其未得以比價方式辦理之原因：_____）；第 16 款之情形須併填主管機關核准文號）； 符合採購法第 104 條第 1 項第 _____ 款（請列明款次及相關機關核准文號，非填第 4 款者，其未得以比價方式辦理之原因：_____）； 符合採購法第 105 條第 1 項第 _____ 款（請列明款次及相關機關核准文號，填第 1 款或第 2 款者，其未得以比價方式辦理之原因：_____）； 符合中央機關未達公告金額採購招標辦法第 _____ 條第 _____ 項第 _____ 款規定（其未得以比價方式辦理之原因：_____）； 符合地方政府依採購法第 23 條所定未達公告金額採購招標辦法第 _____ 條第 _____ 項第 _____ 款規定。

Price negotiation by single tendering; Pursuant to subparagraph _____ of paragraph 1 of Article 22 of the Act (Please indicate the number of subparagraph. The reason that the Entity does not adopt price competition is _____). For the application of subparagraph 16, the number of approval letter from the responsible entity of the Act shall be inserted);

Pursuant to subparagraph _____ of paragraph 1 of Article 104 of the Act (Please indicate the number of subparagraph and the number of approval letter from the competent entity. Except for the application of subparagraph 4, the reason that the Entity does not adopt price competition is _____);

Pursuant to subparagraph _____ of paragraph 1 of Article 105 of the Act; (Please indicate the number of subparagraph and the number of approval letter from the competent entity. For the application of subparagraph 1 or 2, the reason that the Entity does not adopt price competition is _____);

Pursuant to subparagraph _____ of paragraph _____ of Article _____ of the “Tendering Regulations of Central Government Entities for Procurement of a Value Not Reaching the Threshold for Publication” (the reason that the Entity does not adopt price competition is _____);

Pursuant to subparagraph _____ of paragraph _____ of the Article _____ of the tendering regulations for procurement of a value not reaching the threshold for publication, promulgated by local government according to Article 23 of the Act.

(3-4) 依採購法第 22 條第 1 項第 _____ 款辦理（請列明款次），並以公告程序徵求受邀廠商，作為邀請比、議價之用。

Pursuant to subparagraph _____ of paragraph 1 of Article 22 of the Act, where solicitation notice is published in order to invite two or more suppliers for price competition or only one supplier for price negotiation.

(4) 依採購法第 49 條規定公開取得書面報價或企劃書。（限未達公告金額之採購案始得採行）。

Pursuant to Article 49 of the Act with a view to obtaining offers or proposals in writing openly (for procurement of a value not reaching the threshold for publication).

(4-1) 本案業經機關首長或其授權人員核准，本次公告未能取得 3 家以上廠商之書面報價或企劃書時，將改採限制性招標方式辦理。

The head of the entity or the personnel authorized by the head has approved that if there are less than 3 offers or proposals received, this procurement will proceed by limited tendering procedures.

十六、本採購 This procurement :

(1) 適用我國締結之條約或協定；其名稱為：

Pursuant to the requirements set forth in a treaty or an agreement to which this nation is a party. The title of the treaty or agreement is:

世界貿易組織政府採購協定（GPA）。

The Agreement on Government Procurement (GPA) of the World Trade Organization.

1. 門檻金額：（由機關於招標時擇一勾選；未勾選者，為選項 A）

Threshold values: (only one shall be ticked by the Entity in the tender documentation; option “A” shall apply if not ticked)

選項 A：依 GPA 我國承諾開放清單所載門檻金額開放，惟簽署國之門檻金額較我國高者，對該簽署國適用該較高之門檻金額。

Option A: The threshold set forth in Appendix I of the GPA by this nation shall apply. Where a Party applies a higher threshold than that of this nation, the higher threshold shall apply to the Party.

選項 B：依 GPA 我國承諾開放清單所載門檻金額開放。
Option B: The threshold set forth in Appendix I of the GPA by this nation shall apply.

2. 服務及工程服務：（由機關於招標時擇一勾選；未勾選者，為選項 A）

Services and Construction Services: (only one shall be ticked by the Entity in the tender documentation; option “A” shall apply if not ticked)

選項 A：依 GPA 我國承諾開放清單之服務及工程服務開放，惟僅開放予對該等服務亦相對開放之簽署國。

Option A: The services and construction services listed in Appendix I of the GPA by this nation shall apply. The coverage with respect to a particular Party is only to the extent that such Party has provided reciprocal access to those services.

選項 B：依 GPA 我國承諾開放清單之服務及工程服務開放。

Option B: The services and construction services listed in Appendix I of the GPA by this nation shall apply.

臺紐經濟合作協定。

Agreement between New Zealand and the Separate Customs Territory of Taiwan, Penghu, Kinmen, and Matsu on Economic Cooperation (ANZTEC).

臺星經濟夥伴協定。

Agreement between Singapore and the Separate Customs Territory of Taiwan, Penghu, Kinmen and Matsu on Economic Partnership

(ASTEP).

其他（請敘明）：

Others (please specify):

非條約或協定國家之廠商：

Suppliers from countries which have no treaty or agreement with this nation:

不可參與投標。

Not allowed to participate in the tendering.

下列外國廠商可以參與投標：

The following foreign suppliers are allowed to participate in the tendering:

1. 國家或地區名稱：_____（未列明者即不允許）

Name of the country or territory: _____ (not allowed if not specified)

2. 是否允許大陸地區廠商參與：（未勾選者即不允許；如允許者，須符合兩岸進口及貿易往來相關規定）

Whether suppliers from Mainland Area are allowed to participate: (not allowed if not ticked; if allowed, it shall be in compliance with the relevant cross-strait regulations of import and trade)

是 Yes.

否 No.

3. 給予下列差別待遇（可複選）：

Subject to differential treatments as follows (multiple choices may apply):

採購法第 43 條第 1 款之措施（招標文件須列明作為採購評選之項目及其比率）：_____

The measures prescribed in subparagraph 1 of Article 43 of the Act (the items and their weights in the evaluation shall be specified in the tender documentation):

採購法第 43 條第 2 款之措施：_____

The measures prescribed in subparagraph 2 of Article 43 of the Act:

採購法第 17 條第 2 項處理辦法之措施：_____

The measures prescribed in the Regulations Governing the Participation of Foreign Suppliers in the Procurement Not Subject to Any Treaties or Agreements promulgated by paragraph 2 of Article 17 of the Act:

4. 如為工程採購，廠商履約過程中如有使用或供應下列材料或產品，其原產地須屬我國或其他條約或協定國家者（可複選）

For construction procurement, during the contract performance

period, the source of origin of the following product or material used or provided shall be this nation or a foreign country with which this nation has signed a treaty or an agreement (multiple choices may apply):

材料 Material :

- 水泥 Cement
- 水泥製品 Cement Product
- 鋼筋 Steel rod
- 預力鋼絞線 Prestressed concrete steel strand
- 結構鋼 Structural steel
- 陶瓷面磚 Ceramic tile
- 透水性凝土地磚 Permeable concrete paving block
- 砂石 Sand and gravel
- 木材、竹材 Wood, bamboo
- 其他(由招標機關敘明) :

Others (prescribed by the Entity):

產品 Product :

- 升降機 Elevator
- 手扶梯 Escalator
- 阻尼器 Damper
- 監視設備 Surveillance equipment
- 門窗 Door and window
- 櫥櫃 Cupboard
- 空調設備 Air conditioner
- 消防栓 Fire hydrant
- 照明燈具 Lamp
- 避雷針 Lightning rod
- 電氣設備 Electrical equipment
- 太陽能設備 Solar equipment
- 衛浴設備 Bathroom equipment
- 其他 (由招標機關敘明) :

Others (prescribed by the Entity):

■ (2) 不適用我國締結之條約或協定，外國廠商：

Where no treaty or agreement of this nation applies to this procurement, the foreign suppliers are:

- 不可參與投標。我國廠商所供應財物或勞務之原產地須屬我國者。

Not allowed to participate in the tendering. The country of origin of the property or service provided by a supplier of this nation shall be this nation.

- 不可參與投標。但我國廠商所供應財物或勞務之原產地得為下列外國者：

Not allowed to participate in the tendering. However, the country of origin of the property or service provided by a supplier of this nation may be the following foreign countries:

1. 國家或地區名稱：_____（未列明者即不允許）

Name of the country or territory: _____ (not allowed if not specified)

2. 是否允許供應大陸地區標的：（未勾選者即不允許；如允許者，須符合兩岸進口及貿易往來相關規定）

Whether the source of origin of the items provided is allowed to be Mainland Area: (not allowed if not ticked; if allowed, it shall be in compliance with the relevant cross-strait regulations of import and trade.)

是 Yes

否 No

- 下列外國廠商可以參與投標：

The following foreign suppliers are allowed to participate in the tendering:

1. 國家或地區名稱：印尼（未列明者即不允許）

Name of the country or territory: Indonesia (not allowed if not specified)

2. 是否允許大陸地區廠商參與：（未勾選者即不允許；如允許者，須符合兩岸進口及貿易往來相關規定）

Whether suppliers from Mainland Area are allowed to participate: (not allowed if not ticked; if allowed, it shall be in compliance with the relevant cross-strait regulations of import and trade)

是 Yes

否 No

3. 給予下列差別待遇（可複選）：

Subject to differential treatments as follows (multiple choices may apply):

- 採購法第 43 條第 1 款之措施（招標文件須列明作為採購評選之項目及其比率）：

The measures prescribed in subparagraph 1 of Article 43 of the Act (the items and their weights in the evaluation shall be specified in the tender documentation):

- 採購法第 43 條第 2 款之措施：

The measures prescribed in subparagraph 2 of Article 43 of the Act:

採購法第 17 條第 2 項處理辦法之措施：

The measures prescribed in the Regulations Governing the Participation of Foreign Suppliers in the Procurement Not Subject to Any Treaties or Agreements promulgated by paragraph 2 of Article 17 of the Act:

4. 如為工程採購，廠商履約過程中如有使用或供應下列材料或產品，其原產地須屬我國或其他條約或協定國家者（可複選）

For construction procurement, during the contract performance period, the source of origin of the following product or material used or provided shall be this nation or a foreign country with which this nation has signed a treaty or an agreement (multiple choices may apply):

材料 Material：

- 水泥 Cement
- 水泥製品 Cement Product
- 鋼筋 Steel rod
- 預力鋼絞線 Prestressed concrete steel strand
- 結構鋼 Structural steel
- 陶瓷面磚 Ceramic tile
- 透水性凝土地磚 Permeable concrete paving block
- 砂石 Sand and gravel
- 木材、竹材 Wood, bamboo
- 其他(由招標機關敘明)：

Others (prescribed by the Entity):

產品 Product：

- 升降機 Elevator
- 手扶梯 Escalator
- 阻尼器 Damper
- 監視設備 Surveillance equipment
- 門窗 Door and window
- 櫥櫃 Cupboard
- 空調設備 Air conditioner
- 消防栓 Fire hydrant
- 照明燈具 Lamp
- 避雷針 Lightning rod
- 電氣設備 Electrical equipment
- 太陽能設備 Solar equipment
- 衛浴設備 Bathroom equipment
- 其他（由招標機關敘明）：

Others (prescribed by the Entity):

(3) 廠商所供應整體標的之組成項目（例如製成品之特定組件、工程內含之材料與設施），其不允許使用大陸地區產品之項目：
The following components of the items provided by a supplier (such as specific parts of final products, or materials and facilities included in construction) shall not be those from Mainland Area:

(4) 本採購就取得或使用無人機部分應符合下列條款（與招標文件其他條款有不一致者，本條款優先適用）

This procurement shall comply with the following terms and conditions for the acquisition or use of drones (in case of inconsistency with other terms and conditions in the tender documentation, this clause shall take precedence).

(4-1) 不允許大陸地區廠商、第三地區含陸資成分廠商、在臺陸資廠商及經濟部投資審議委員會公告之陸資資訊服務業者參與。且符合下列規定：

Suppliers from Mainland China, suppliers not located in Taiwan or Mainland China but with Mainland Chinese investors, suppliers located in Taiwan and with Mainland China investors, and suppliers in the information technology sector with Mainland Chinese investors as announced by the Investment Commission under the Ministry of Economic Affairs, are strictly prohibited from participating. The following rules and regulations shall also be observed:

(4-1-1) 屬機關取得財物者，廠商所供應標的，應符合相關目的事業主管機關之規範，整機並不得為大陸廠牌。（不及於零組件之廠牌）。

機關有特殊需求者，不允許使用大陸地區製造或大陸廠牌之零組件： 。

[例如軍、警、海巡等機關或關鍵基礎設施、重要人士在場、犯罪偵監等，由機關衡酌個案特性妥適訂定。
]

If the property is acquired by an entity, the drone supplied by the supplier shall conform to the specifications set down by relevant competent authority, and the whole machine shall not be of a brand from Mainland China. (excluding component brands).

Institutions with special needs are not allowed to use components made in mainland China or mainland brands: . [For example, the military, police, coast guard, and other agencies or critical infrastructure, the

presence of important persons, criminal investigation and surveillance, etc., shall be appropriately determined by the agency after considering the characteristics of the individual case.]

(4-1-1-1)廠商履約所供應之無人機，應符合下列要求：

The drones supplied by the supplier shall meet the following requirements：

A. 依遙控無人機管理規則第 17 條規定於交通部民用航空局登錄。

Register with the Civil Aviation Administration of the Ministry of Transport in accordance with Article 17 of the Remote-Controlled Drone Management Rules.

B. 經無人機主管機關（交通部）及資通安全主管機關（數位發展部）認可之專業單位資安檢測通過，並持有該單位核發之資安檢測合格證明[無人機資安檢測需求詳附表]。

Pass the information security inspection by a professional unit recognized by the drone regulatory authority (Ministry of Transportation) and the information security regulatory authority (Ministry of Digital Affairs), hold an information security inspection certificate issued by the organization [Drone Information Security Testing Requirements are detailed in the attached table].

C. 具射頻功能且屬國家通訊傳播委員會公告「應經核准之電信管制射頻器材」者，應取得該會核發之審驗證明。

If equipped with radio frequency function and falls under the category of "telecommunication radio frequency equipment subject to approval" as announced by the National Communications Commission, a verification certificate issued by the Commission shall be obtained.

(4-1-1-2)其他：_____。

Other: _____.

(4-1-2)屬機關取得服務者，廠商履約人員不得為大陸籍人士；使用之無人機整機不得為大陸廠牌（不及於零組件之廠牌）。機關有特殊需求者，不允許使用大陸地區製造或大陸廠牌之零組件：_____。

[例如軍、警、海巡等機關或關鍵基礎設施、重要人士在場、犯罪偵監等，由機關衡酌個案特性妥適訂定。]

For service providers contracted by entity, the personnel fulfilling the contract must not be mainland Chinese nationals; the entire drone used must not bear a mainland Chinese brand (Not the same brand as the component parts). Institutions with special needs are not allowed to use components made in mainland China or mainland brands:_____. [For example, the military, police, coast guard, and other agencies or critical infrastructure, the presence of important persons, criminal investigation and surveillance, etc., shall be appropriately determined by the agency after considering the characteristics of the individual case.]

(4-1-2-1)廠商履約所使用之無人機，應符合下列要求：

The drones supplied by the supplier shall meet the following requirements:

A. 依遙控無人機管理規則第 17 條規定於交通部民用航空局登錄。

Register with the Civil Aviation Administration of the Ministry of Transport in accordance with Article 17 of the Remote-Controlled Drone Management Rules.

B. 經無人機主管機關（交通部）及資通安全主管機關（數位發展部）認可之專業單位資安檢測通過，並持有該單位核發之資安檢測合格證明[無人機資安檢測需求詳附表]。

Pass the information security inspection by a professional unit recognized by the drone regulatory authority (Ministry of Transportation) and the information security regulatory authority (Ministry of Digital Affairs), hold an information security inspection certificate issued by the

organization [Drone Information Security Testing Requirements are detailed in the attached table].

- C. 具射頻功能且屬國家通訊傳播委員會公告「應經核准之電信管制射頻器材」者，應取得該會核發之審驗證明。

For those with radio-frequency function and are classified as “Controlled Telecommunications Radio-Frequency Devices” as announced by the National Communications Commission, the certification issued by the Commission shall be obtained.

- (4-1-2-2)無人機操作人，均應具民航局核發之合格專業操作證。

All drone operators may only engage in the operation thereof with the Professional Pilot License issued by Civil Aviation Administration.

- (4-1-2-3)群飛活動飛經紅區者，其飛行計畫須經交通部及（或）活動所在之地方政府審核通過。

For group flight activities that fly through red zones, the flight plan must be reviewed and approved by the Ministry of Transportation and/or the local government where the activity is located.

- (4-1-2-4)法人應訂定作業手冊，經民航局能力審查核准，並經民航局及（或）地方政府同意飛航活動申請。

The legal person shall set forth an operation manual, which shall be approved by the Civil Aviation Administration through competency evaluation, and shall be approved by the Civil Aviation Administration and/or the local government for the flight activities application.

- (4-1-2-5)其他：_____。

Other: _____.

無人機資安檢測需求^(註1)

Drone Information Security Testing Requirements (Note 1)

<p>適用資安檢測等級 Applicable Information Security Testing Levels</p>	<p>適用情形 Applicable Situations</p>	<p>排除適用情形 Exclusions</p>
<p>一、無人機產品資安測試中階等級^(註2) Intermediate level of UAV product security testing ^(Note 2)</p>	<p>有下列情形之一者： 1. 飛經禁航區、限航區、民航局公告之航空站或飛行場四周或地方政府代中央機關公告之紅區 Flying through no-fly zones, restricted air zones, around airports or airports announced by the Civil Aviation Administration of China, or red zones announced by local governments on behalf of the central authority. 2. 無人機重量 25 公斤以上 The drone weighs more than 25 kilograms</p>	<p>經上級機關核轉目的事業主管機關（交通部）及資通安全主管機關（數位發展部）同意免予適用者。 Those exempted from application with the consent of the competent authority of the enterprise (Ministry of Transportation) and the competent authority of information security (Ministry of Digital Development) approved by the superior authority.</p>
<p>二、無人機產品資安測試初階等級^(註2) Primary level of UAV product security testing ^(Note 2)</p>	<p>飛經地方[直轄市、縣(市)]政府劃設紅區 Flying through a red zone designated by the local [municipality, county (city)] government</p>	<p>有下列情形之一者，免予適用： Those who have any of the following circumstances will be exempted from the application: 1. 無自主導航且無攝影功能。 No autonomous navigation and no photography function. 2. 經地方政府同意免予適用者。 Those exempted from application with the consent of the local government. 3. 紅區所在機關辦理之</p>

		<p>教育訓練或競賽等低機敏性活動並報經地方政府備查。</p> <p>Educational training or competitions and other low-sensitivity activities conducted by the agency where the red zone is located shall be reported to the local government for review.</p>
<p>三、無人機產品資安測試初階等級及群飛系統資安檢測^(註2及3)</p> <p>Primary level of UAV product security testing and group flight system security testing^(Notes 2 & 3)</p>	<p>群飛架數 200 架以上且預計群聚人數達 1,000 人以上^(註4)</p> <p>The number of group flights is more than 200 and the number of people expected to gather in the group is more than 1,000^(Note 4)</p>	

註 1：本表無人機資安檢測需求係針對一般機關採購取得或使用無人機之基本需求，機關得依個案特性提高檢測安全等級。又因機關使用情境（例如涉軍、警、海巡等機關或關鍵基礎設施、重要人士在場、犯罪偵監等），請機關衡酌個案特性，以適當資安標準妥適訂定。

Note 1: The drone information security testing requirements in this table are based on the basic requirements for general agencies to purchase or use drones. Agencies may increase the detection security level based on the characteristics of individual cases. In addition, due to the use situation of the agency (for example, involving military, police, coast patrol and other agencies or critical infrastructure, the presence of important persons, criminal investigation, etc.), the agency is required to consider the characteristics of the individual case and appropriately formulate appropriate information security standards.

註 2：本表所稱產品資安檢測等級及檢測項目，係指「無人機資安聯合驗測實驗室」訂定之「無人機資安保障規範」第二部分產品資安測試安全等級及檢測項目（或其他同等級之標準或規範），並以招標公告或邀標時適用之版本為準，履約期間如有變更資安需求者，得以契約變更方式處理。

Note 2: The product security testing levels and testing items mentioned in this table refer to the product security testing safety level in Part 2 of the “UAV Information Security Standards” formulated by the “UAV Information Security Joint Testing Laboratory” and testing items (or other standards or specifications of the same level), and the

version applicable at the time of bidding announcement or invitation shall prevail. If there are changes in information security requirements during the performance of the contract, it may be handled by contract modification.

註 3：本表所稱「群飛系統資安檢測」，係引用台灣資通產業標準協會發布之「物聯網場域資安防護評估指引」安全等級 L1 級（或其他同等級之標準或規範），針對應用層、網路層及感測設備層所包含設備之一般性安全功能的資安要求及測試評估，並以招標公告或邀標時適用之版本為準，履約期間如有變更資安需求者，另以契約變更方式處理。

Note 3: The term “QF System Security Testing” mentioned in this table refers to the “Internet of Things Field Security Protection Assessment Guidelines” issued by the Taiwan Information Communications Industry Standards Association, security level L1 (or other standards or specifications of the same level), for the information security requirements and testing evaluation of the general security functions of the equipment included in the application layer, network layer and sensing equipment layer, and shall be subject to the version applicable at the time of tender announcement or invitation to bid. If there are any changes to the information security during the contract performance period, those who require it will be dealt with through contract modification.

註 4：群聚人數門檻係參考內政部「大型群聚活動安全管理要點」對於「大型群聚活動」之定義。

Note 4: The threshold for the number of people gathering in a group refers to the definition of “large group gathering activities” in the “Key Points for Safety Management of Large Group Gathering Events” of the Ministry of the Interior.

註 5：機關應視個案實際情形於採購預算編列資安檢測費用。客製化之財物採購，第 1 次型式檢測費用由機關預算支應；勞務採購，機關依使用架數、使用頻率等因素評估所需檢測費用。

Note 5: Agencies should include information security testing expenses in the procurement budget based on the actual circumstances of the case. For customized property procurement, the first type inspection fee will be covered by the agency’s budget; for labor procurement, the agency will evaluate the required testing fees based on factors such as the number of units used and frequency of use.

十七、本採購 This procurement is：

(1) 依採購法第 24 條規定以統包辦理招標。

On a turn-key (design-build) basis pursuant to Article 24 of the Act.

(2) 非以統包辦理招標。Not on a turn-key (design-build) basis.

十八、本採購 This procurement is：

(1) 依採購法第 25 條規定允許廠商共同投標（招標文件已附共同投標協議書範本）；廠商家數上限為 2 家； 3 家； 4 家； 5 家。

Yes (the model agreement of joint tendering is provided in tender

documentation), the maximum number of suppliers is: 2 suppliers;
3 suppliers; 4 suppliers; 5 suppliers.

(2) 不允許廠商共同投標。

Joint tendering by Supplier is not allowed.

十九、廠商得以電子資料傳輸方式於投標截止日期前遞送投標文件，該電子化資料，並視同正式文件，得免另備書面文件。供遞送之電傳號碼/網址為（不允許者免填）：

The suppliers may use electronic devices to transmit tenders before the deadline for tendering; and the electronic data thus provided shall be deemed as formal written document. The facsimile number/e-mail address for receiving tenders is (shall be specified if electronic tendering is permitted):

二十、廠商對招標文件內容有疑義者，應以書面向招標機關請求釋疑之期限：自公告日或邀標日起等標期之四分之一，其尾數不足 1 日者，以 1 日計。

Where a supplier has questions about the contents of the tender documentation, the deadline for the suppliers to raise questions to the Entity in writing shall be: one quarter of the period for tendering from the date of publishing a notice or invitation to tender, and a segment of less than one day shall be counted as one day.

二十一、機關以書面答復前條請求釋疑廠商之期限：依採購法施行細則第 43 條第 3 項規定。（機關最後釋疑之次日起算至截止投標日或資格審查截止收件日之日數，不得少於原等標期之四分之一，其未滿 1 日者以 1 日計；前述日數有不足者，截止日至少應延後至補足不足之日數。）

The deadline for the Entity to issue a written reply to questions raised by the suppliers as mentioned in the preceding Article shall be: pursuant to Article 43 of the Enforcement Rules of the Act. (The number of days counted from the date following the date of the entity's last reply through the deadline for submission of tenders or the deadline for receipt of qualification evaluation documents shall be at least a quarter of the original time-limit for tendering, and a segment of less than one day shall be counted as one day. Where the aforementioned number of days is insufficient, the entity shall make up for the lacking days by extending the time-limit for tendering.)

二十二、經寄（送）達機關之投標文件，除招標文件另有規定者外，投標廠商不得以任何理由請求發還、作廢、撤銷、更改，亦不允許依採購法第 33 條第 3 項及其施行細則第 32 條規定補正非契約必要之點之文件。

Upon bidding documents arriving Entity by post or delivery, except other

regulations on tender documents, Tenderer is not allowed for any reason to request for return, invalidation, annulment, amendment to his bidding documents. Tenderer is not allowed to provide supplement any non-essential parts of the contract in accordance to Article 33, Paragraph 3 of the Act and its enforcement rules.

二十三、本採購依採購法第 35 條：

According to Article 35 of the Act, this procurement :

(1) 允許廠商於在不降低原有功能條件下，可提出可縮減工期、減省經費或提高效率之替代方案（請載明允許項目）：

Allows a supplier to submit alternatives to shorten construction period, save expenditure, or increase the efficiency, provided that the original function requirement is not impaired. (The items allowed for alternatives are: _____)

(2) 不允許提出替代方案。

Does not allow a supplier to submit alternatives.

二十四、投標文件有效期：自投標時起至開標後 90； 120 日止。如機關無法於前開有效期內決標，得於必要時洽請廠商延長投標文件之有效期。

The validity period of the tender: from the time of submitting tender to 90 ; 120 days after tender opening. In the event that this procurement cannot be awarded during the validity period stated above, the procuring entity may request the tenderer to extend the validity period of the tender, if necessary.

二十五、廠商應遞送投標文件份數：

The number of copies of the tender to be submitted:

(1) 1 式 1 份。(in one complete set).

(2) 1 式 2 份。(in two complete set).

(3) 1 式 3 份。(in three complete set).

(4) 1 式 4 份。(in four complete set).

(5) 1 式 5 份。(in five complete set).

(6) 其他（由招標機關敘明）：廠商資格證明文件 1 式 1 份、服務建議書 1 式 6 份及電子檔 1 式 1 份

Others (prescribed by the Entity): One set of the supplier qualification documentation, six sets of the proposal and one set of the electronic file

二十六、投標文件使用文字：

The language of tender shall be :

(1) 中文（正體字）。In Chinese (regular script).

(2) 中文（正體字），但特殊技術或材料之圖文資料得使用英文。

In Chinese (regular script), but pictures and texts with special

techniques or materials may be in English.

■(3)其他（由招標機關敘明）：中文（正體字）或英文

In other languages (prescribed by the Entity): Chinese (regular script) or English

二十七、公開開標案件之開標時間（依採購法不公開者免填）：2024年7月18日上午10時00分。

The tender opening will be held in public on 10am, 18 July 2024. (not applicable where no public tender opening pursuant to the Act)

二十八、公開開標案件之開標地點（依採購法不公開者免填）：台灣觀光協會吉隆坡辦事處（Suite 25-01, Level 25, Wisma Goldhill, 67 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia.）會議室。

The tender opening will be held in public at (not applicable where public tender opening is not required pursuant to the Act): Meeting Room of Taiwan Visitors Association KL Office (Suite 25-01, Level 25, Wisma Goldhill, 67 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia.).

二十九、公開開標案件有權參加開標之每一投標廠商人數（依採購法不公開或不限制廠商出席人數者免填）：2人

The number of persons of each tenderer to participate in tender opening is (not applicable where public tender opening is not required pursuant to the Act or the number of persons is not restricted): 2 people

三十、投標廠商請依照公開招標公告之開標時間及地點（機關不另行通知），由負責人或獲授權之代理人（需填具授權書正本）攜帶身分證明文件參與開標，並依機關要求出示之。

Tenderer shall follow the bidding time and place set forth in the public notice (no further notice will be given by the Entity) with the person-in-charge or the authorized agent (must complete an original power of authorization form) bearing documentation of identification and show to Entity upon request, to participate in the opening of the tender.

三十一、開標現場使用語言、文字等皆以中文表達，投標廠商（含外國廠商）若有翻譯需要應自聘翻譯人員會同出席翻譯。

Chinese is the prevailing language and text used at the opening of tender. Tenderer (including foreign suppliers) may self-employ translators as needed to accompany them for translation

三十二、機關審查廠商投標文件時，發現其內容不明確、不一致或明顯打字或書寫錯誤情形者，得通知投標廠商提出說明，以確認其正確之內容。如係明顯打字或書寫錯誤且與標價無關者，得允許廠商更正。

Upon reviewing tender documents submitted by a supplier, should the content to be ambiguous, inconsistent or with obvious typos or written errors, Entity must notify said tenderer for explanation, so as to clarify the correct content. Tenderer with obvious typo or written error that is

irrelevant to the bid price is allowed to make corrections.

- 三十三、於招標公告所定開標時間，投標廠商應派員至招標公告指定之開標場所，以備依採購法第 51 條、第 53 條、第 54 條或第 57 條辦理時提出說明、減價、比減價格、協商、更改原報內容或重新報價。廠商負責人或獲授權之代理人如未到場，致使未能於主持人規定期限內（以 10 分鐘為原則）完妥前項程序者，視同放棄說明、（優先、比）減價或其他必要情事等。但投標廠商放棄說明、減價、比減價、協商、更改原報內容或重新報價，其不影響該廠商為合於招標文件規定之廠商者，仍得為決標對象。

At the tender opening time set forth in the public notice, tenderers should send personnel to the designated opening place as in the public notice, in preparation pursuant to Articles 51, 53, 54 and 57 of the Act to offer explanation, price reduction, compete for price reduction, negotiation, amend the original content or to give a new price. Should a supplier's person-in-charge or the authorized agent was not present hence unable to complete aforementioned procedures in accordance to emcee's tender-opening specifications, this will be regarded as waiving to explain, (priority or competition) for price reduction, or other essential matters. However should a tenderer waives to offer explanation, price reduction, compete for price reduction, negotiation, amend the original content, or to give a new price, but by doing so does not affect said tenderer's status as a qualified supplier in accordance to the tender document, said tenderer remains an awarding candidate.

- 三十四、依採購法不公開開標之依據：

The tender opening is not conducted in public pursuant to one of the following circumstances:

- (1) 依採購法第 21 條規定辦理選擇性招標之資格審查，供建立合格廠商名單。

Where it is a qualification evaluation for establishing a permanent list of qualified suppliers under selective tendering procedures pursuant to Article 21 of the Act;

- (2) 依採購法第 42 條規定採分段開標，後續階段開標之時間及地點無法預先標示。

Where it is a multi-step tender opening pursuant to Article 42 of the Act, and the time and place of tender opening of the subsequent step are uncertain;

- (3) 依採購法第 57 條第 1 款規定。

Pursuant to subparagraph 1 of Article 57 of the Act;

- (4) 依採購法第 104 條第 1 項第 2 款規定。

Pursuant to subparagraph 2 of paragraph 1 of Article 104 of the Act;

- (5) 其他經主管機關認定者：_____（請載明核准文號）。
Other circumstances as prescribed by the responsible entity (the number of approval letter shall be specified): _____.

三十五、本採購開標採：

The tender opening of this procurement shall be:

- (1) 不分段開標。所有投標文件置於一標封內，不必按文件屬性分別裝封。

In one-step. All tender documents shall be sealed in one envelope. It is not required to seal the documents in separate envelopes based on different attributes.

- (2) 分段開標（請勾選項目）；投標廠商應就各段標之標封分別裝封並標示內含資格標、規格標或價格標等：

In multi-steps. Supplier shall seal its tender documents in different envelopes separately for each step of tender opening, and each envelope shall be marked with tender of qualification, specification, or price.

- 公開招標，資格、規格與價格一次投標分段開標。

Open tendering procedures, tenders of qualification, specification, and price shall be submitted in one-step but opened in multi-steps.

- 公開招標，資格與規格合併一段投標、分段開標，再邀符合招標文件規定之廠商投價格標。

Open tendering procedures, tenders of qualification and specification shall be submitted in one-step but opened in multi-steps. After evaluation based upon requirements prescribed in the tender documentation, the qualified suppliers will be invited to submit their tenders of price.

- 選擇性招標，邀請廠商就資格、與規格、價格分次投標、分段開標。

Selective tendering procedures, suppliers are invited to submit their tenders of qualification, specification, and price in multi-steps and their tenders will be opened in multi-steps.

- 選擇性招標，邀請符合資格之廠商就規格與價格一次投標、分段開標。

Selective tendering procedures, the qualified suppliers are invited to submit their tenders of specification and price in one-step, but their tenders will be opened in multi-steps.

三十六、廠商之投標文件於開標審標時發現有下列情形之一者，依採購法第 50 條第 1 項第 2 款判定為投標文件不符招標文件規定，應不決標

予該廠商。但經機關依本須知第 32 點規定可釐清者，不在此限：

The supplier who submitted a tender document that is found to contain one of the followings at tender opening and evaluation, pursuant to Article 50, Paragraph 1, sub-paragraph 2 of the Act that is ruled non-conforming to tender document regulations, shall not be awarded. However this does not apply if the Entity can achieve clarification in accordance with No. 32 of this tender instruction.

- (1) 押標金未依規定繳納、或逾期繳納、或以銀行開發或保兌之不可撤銷擔保信用狀、銀行書面連帶保證書、保險公司之連帶保證保險單繳納者之格式及有效期不符規定。廠商表示業以現金繳入或電匯機關金融機構帳戶或繳入機關出納單位，但經查證確認未繳入者。

Where the bid bond is not deposited as required, not paid on time, or deposit in the form of an irrevocable standby letter of credit issued or confirmed by a bank, bank's written joint and several guarantee or insurer's insurance policy of joint and several guarantee, or the validity period of such instruments does not meet the requirement. Where suppliers express to have paid by TT to the Entity's account of a financial institution or deposited with the Entity's cashier, but is confirmed after verification to not having done so.

- (2) 押標金低於規定金額或繳納押標金之廠商或負責人名稱與投標文件上名稱不符者。

Where the bid bond is less than the amount prescribed, or the bid bond is made by a supplier or person-in-charge who's name does not conform to the name on the tender document

- (3) 押標金以金融機構簽發之本票或支票、保付支票繳納，而其收款人欄與機關名稱不符者。但未填寫收款人者，以執票之機關為收款人，機關即逕予填入機關名稱全銜，不在此限，並視為有效之押標金。

Where a bid bond is deposited in the form of a financial institution's promissory note, check, or certified check, the payee on such instruments does not match the name of the Entity. Where the payee is not designated, the bearer entity shall be the payee. This does not apply where Entity proceed to fill-in the full name of the entity. The deposited bid bond shall be deemed valid.

- (4) 未附資格文件者或所附文件不符規定者。

Where tenderers did not submit qualification documents or the documents do not confirm to the requirement.

- (5) 未提出投標廠商聲明書。或有該聲明書附註內不得作為決標對象之情形者。或未加蓋廠商及負責人印章或簽署者。

Without Statement of the Tenderer. Or it is declared in the notes of the Statement that the tenderer shall not be awarded the contract. Or without seal/signature by the tenderer and its responsible person.

(6)標價單 Price List of the Tender :

(6-1)使用鉛筆或其他易塗改工具書寫。

Use pencil or other easily amendable tools to write

(6-2)擅改機關原訂內容。

Alter the original content set by the Entity

(6-3)塗改處未加蓋廠商或負責人之印章或署名。

Did not affix the seal or signature of supplier or person-in-charge on areas where changes were made.

(6-4)標價超過機關公告之預算金額者。

Where the tender price exceeds the budget amount as set in the public notice of the Entity.

(6-5)書寫或列印模糊不清，難以辨識。

Blurred writing or printing, difficult to decipher.

(6-6)破損致部分文字缺少。

Partial words missing due to damages

(6-7)未加蓋廠商或負責人印章或簽署，或其印文或簽署不能辨識。

Where the seal or signature of the supplier or person-in-charge is missing, or the seal stamp or signature affixed is illegible.

(6-8)未能辨識標價之情形者。

Situations where the tender price is unable to be identified.

(6-9)投標文件之有效期已屆且不同意延長者。

Where the time-limit of the tender document is upon expiry, and bidders disagree to extend.

(7)招標文件規定應提出分包廠商者，廠商投標文件所提出之分包廠商，於投標日以前已屬採購法第 103 條第 1 項規定期間內不得參加投標或作為決標對象或分包之廠商者。

Where sub-Suppliers shall be named in accordance to bid document regulations, the sub-Suppliers mentioned in bid document submitted by the bidders, whose names have been published pursuant to the Article 103, Paragraph, 1 of the Procurement Act, are prohibited from participating in tendering, or being awarded, or sub-contracted.

(8)開標時，機關規定應繳納文件代收費者，投標廠商之領標電子憑據書面明細經政府採購領投標系統檢核後，有下列情形之一：

By tender opening, if the authority stipulates that the

documents should be paid on behalf of the fee, after the written details of the tender's electronic bid receipt are checked by the government procurement bidding system, there is one of the following circumstances:

(8-1)領標憑據編號重複者。

The number of the certificate of winning the bid is repeated.

(8-2)提供之領標憑據非本標案或未檢附，經本機關依採購法第 51 條及其施行細則第 60 條規定，通知廠商提出說明，仍無法提出本標案領標憑據者。

The tender certificate provided is not in this tender case or attached, and the agency has notified the manufacturer to provide an explanation in accordance with Article 51 of the Act and Article 60 of the Enforcement Rules of the Act, but it is still unable to submit the tender certificate for this tender case.

三十七、押標金金額、繳納及退還（押標金金額以不逾預算金額或預估採購總額之 5% 為原則，且不得逾新臺幣 5 千萬元）：

The amount of the bid bond, deposit and refund (The sum of the bid bond shall not, in principle, exceed 5% of the budget amount or the estimated total procurement value, and must not exceed 50 million New Taiwan Dollars):

一定金額：新臺幣 _____ 元。

a fixed amount: NTD\$ _____.

標價之一定比率： _____ %

a fixed percentage of tender price : _____ %

(1) 押標金金額如採分項複數決標者，廠商得依所投標之項目或數量分別或合併繳納；其屬合併者，應為所投標項目應繳押標金之總和。

Where procurement is carried out under multiple awards on an itemized basis, a tenderer may deposit a bid bond for its tendering items either separately or jointly. Where the deposit of bid bonds is made jointly, the amount shall be the sum of the respective bid bonds for each tendering item.

(2) 押標金得以下列一種以上方式繳納：

Bid bond may be paid in any one or more of the following forms:

(2-1) 現金。Cash.

(2-2) 金融機構簽發之本票、支票或保付支票。

A financial institution's promissory note, check, or certified check.

(2-3) 郵政匯票。Postal money order.

(2-4) 我國政府機關或公營事業所發行之債票。

A bearer's debt instrument issued by this nation's government entities or government-owned enterprises.

(2-5) 設定質權之金融機構定期存款單。

Financial institution's certificate of deposit pledged to the procuring entity.

(2-6) 銀行開發或保兌之不可撤銷擔保信用狀。

Irrevocable standby letter of credit confirmed or issued by a bank.

(2-7) 銀行書面連帶保證書。

Bank's written joint and several guarantee.

(2-8) 保險公司之連帶書面保證保險單。

Insurance institution's written joint and several guarantee.

- (3) 押標金以金融機構簽發之本票、支票、保付支票或郵政匯票繳納者，應為即期並以交通部觀光署為受款人。以設定質權之金融機構定期存款單、銀行開發或保兌之不可撤銷擔保信用狀、銀行書面連帶保證、保險公司之連帶保證保險單繳納者，依其性質，應分別記載機關為質權人、受益人、被保證人或被保險人。其格式應符合採購法主管機關所訂格式。

Where the bid bond is deposited by bidders in the form of promissory note, check or certified check issued by a financial institution, or postal money order, such instruments shall be made on demand and payable to Tourism Administration M.O.T.C. Where the bid bond is deposited in the form of certificate of deposit pledged to the Entity, irrevocable stand-by letter of credit issued or confirmed by a bank, or bank guarantee or insurance policy under which the bank or insurer shares the liability with the tenderer jointly and severally, the entity shall be named as the pledgee, beneficiary, guarantee beneficiary or insured, as the case may be. The formats shall be as prescribed by the responsible entity of the Act.

- (4) 押標金以銀行開發或保兌之不可撤銷擔保信用狀、銀行書面連帶保證書、保險公司之連帶保證保險單繳納者，其有效期，應比報價有效期長 30 日以上，若廠商延長報價有效期則其押標金有效期應一併延長之。

Where a supplier deposits a bid bond in the form of an irrevocable standby letter of credit issued or confirmed by a bank, bank's written joint and several guarantee or insurer's insurance policy of joint and several guarantee, unless otherwise prescribed by the tender documentation, the validity period of such instruments shall be 30

days longer than that of the price offer set out in the tender documentation. Where a supplier extends the validity period of the offered price, the validity period of the bid bond deposited by the supplier shall be extended accordingly.

- (5) 投標廠商以現金繳納押標金者，逕向機關出納單位繳納（臺北市大安區忠孝東路 4 段 290 號 9 樓），或電匯至臺灣土地銀行忠孝分行觀光發展基金-觀光署 418 專戶、帳號 058056000036，並取得收據聯附入投標文件中參與投標，亦得於機關詢問時交付該收據聯。若機關開放政府電子採購網線上繳納者，距截止投標期限不足 5 分鐘時，將無法使用本方式繳納押標金，請廠商提早作業。 Where bidders pay the bid bond in cash, proceed to Entity's cashier to make deposit (9F, 290 Zhongxiao East Road Section 4, Daan District, Taipei City) or TT to Bank of Taiwan-Dunhua Branch, Tourism Development Fund, Taiwan Tourism Administration, 418 designated account, A/C#058056000036. Attach the payment receipt as part of bid document to participate in the tender, or submit said receipt to the Entity at the time of inquiry.
- (6) 投標廠商以金融機構簽發之本票、支票、保付支票、郵政匯票或政府公債繳納押標金者，直接附入投標文件中參與投標。 Where the bid bond is deposited by bidders in the form of promissory note, check or certified check issued by a financial institution, postal money order, or a bearer's debt instrument issued by this nation's government entities, attach such instrument as part of the bid document to participate in the tender.
- (7) 未得標廠商所繳入或電匯入機關帳戶之押標金，經機關核對確認入帳後，檢附收據聯等相關資料依會計程序辦理無息發還。 Where the bid bonds paid by unsuccessful bidders either by deposit or TT to the account of the Entity, after Entity verified the bid bonds have credited into its account, and reviewed related information including the attached receipt, shall be returned or refunded in accordance to the accounting procedure without interest.
- (8) 得標廠商之押標金，除作為抵繳履約保證金之用外，俟履約保證金繳納後，應將押標金收據繳回，由機關將押標金匯入得標廠商指定之帳戶；以政府公債繳納者，得持據並出具身分證明向機關出納單位領回原繳交之押標金。 The bid bond of the winning tenderer in addition to being transferred into a performance bond, after the performance bond is deposited, shall return the bid bond receipt, for the Entity to remit the bid bond into the winning tenderer's designated account; where the deposit was made by a bearer's debt instrument issued by this nation's

government entities, the receipt as well as identification documentations must be shown to the Entity's cashier for the original bid bond to be refunded.

- (9) 未得標廠商所繳入之本票、支票、保付支票、郵政匯票或政府公債，由機關加蓋機關章戳後，由廠商出示身分證明，於機關相關文件簽收後即發還。

The bid bonds deposited by unsuccessful bidders in the form of promissory note, check or certified check issued by a financial institution, postal money order, or a bearer's debt instrument issued by this nation's government entities, upon the Entity affixed entity seal, and the supplier produced identification documents, shall be refunded or returned immediately after signing the relevant documents of the Entity.

- (10) 補充規定 Supplementary Provisions :

- (10-1) 設定質權之金融機構定期存款單 :

Certificate of deposit pledged to the Entity

- a. 繳納：投標廠商持中央目的事業主管機關登記核准之金融機構簽發之定期存款單所附之空白定期存款質權設定申請書，向機關申請在該申請書上用印，俟機關用印後，攜帶該申請書逕向該簽發定期存款單之金融機構辦理質權設定，設定完妥後，將定期存款單、定期存款單設定覆函附於投標文件內寄（送）達機關。未及時辦理申請書而影響投標者，應自行負責。

Deposit: where bidders holding a blank certificate of deposit pledge application form issued by a financial institution that is registered and approved by National Competent Authorities for Business Objective, apply with the Entity for it to stamp on said application form. Upon the Entity has chopped its seal, bring said application form to the issuing financial institution of the certificate of deposit to set pledge. When the pledge has been set, place the certificate of deposit, and the pledge reply of certificate of deposit together with the bid document and post (deliver) to the Entity. The bidder assumes all responsibilities if the above was not completed in a timely matter and bidding was affected.

- b. 發還：未得標廠商之定期存款單、定期存款單設定覆函，由廠商持據並出具身分證明向機關出納單位領回，並由機關開立質權消滅通知書。得標廠商之定期存款單、定期存款單設定覆函，除得作為抵繳履約保證金

者外，俟履約保證金繳納後，再予發還，並由機關開立質權消滅通知書。

Return: the certificate of deposit and the pledge reply of certificate of deposit of unsuccessful bidders may be collected by the supplier holding receipt and identification documents from the Entity's cashier, and for the Entity to issue a notice for termination of pledge. The certificate of deposit and the pledge reply of certificate of deposit of the successful bidder in addition to being transferred into a performance bond, shall be returned after the performance bond is deposited, and for the Entity to issue a notice for termination of pledge.

(10-2) 在我國設立登記且於境內營業之銀行開發之不可撤銷擔保信用狀：

An irrevocable standby letter of credit issued by a bank registered for business within this nation:

a. 繳納：投標廠商應向銀行申請辦理不可撤銷擔保信用狀，並將信用狀、空白匯票及匯票承兌申請書隨投標文件寄（送）達機關。

Deposit: bidders shall apply with a bank for an irrevocable standby letter of credit, and place the letter of credit, a blank money order, and money order acceptance application, together with the bid document and post (deliver) to the Entity.

b. 發還：未得標廠商之不可撤銷擔保信用狀、空白匯票及匯票承兌申請書，由廠商持據並出具身分證明向機關出納單位領取。附於投標文件者，於機關相關文件上簽收即發還。得標廠商之不可撤銷擔保信用狀、空白匯票及匯票承兌申請書。俟履約保證金繳納後，由機關將不可撤銷擔保信用狀發還廠商。

Return: the irrevocable standby letter of credit, blank money order, and money order acceptance application of unsuccessful bidders may be collected by the supplier holding receipt and identification documents from the Entity's cashier. Where the above were part of the bid document, they may be returned immediately after signing the relevant documents of the Entity. Successful bidder may not revoke the letter of credit, blank money order and the money order acceptance application. Upon the performance bond is deposited, the Entity shall return the

irrevocable standby letter of credit to the supplier.

(10-3)未經我國政府認許並在我國境內登記營業之外國銀行所開發並由在我國設立登記且於境內營業之銀行（含其分行）保兌之不可撤銷擔保信用狀：

An irrevocable standby letter of credit issued by a foreign bank not approved by this nation's government and not registered for business within this nation, and confirmed by a bank (branches inclusive) registered for business within this nation:

a.繳納：應以機關為受益人，投標廠商應自行負責及確保開狀銀行及保兌銀行間之程序完備，且保兌銀行應將該不可撤銷擔保信用狀在截止收件期限前寄（送）達機關（郵件內、外應載明標案名稱、投標廠商名稱、押標金金額、開狀銀行及保兌銀行名稱）。

Deposit: Entity shall be named as the beneficiary. Bidders shall assume all responsibility and to ensure all the processes between the issuing bank and the confirming bank are complete, also the confirming bank shall post (deliver) the irrevocable standby letter of credit to the Entity before the deadline (inside and outside of the parcel shall clearly state the tender project's name, the bidder's name, amount of bid bond, the name of the issuing bank and the name of the confirming bank).

b.發還：未得標廠商應由機關依程序將不可撤銷擔保信用狀發還保兌銀行。得標廠商之不可撤銷擔保信用狀。俟繳納履約保證金後，由機關依程序將不可撤銷擔保信用狀發還保兌銀行。

Return: in accordance to the procedure unsuccessful bidders shall return the irrevocable standby letter of credit to the confirming bank. The irrevocable standby letter of credit of the successful bidder shall be returned to the confirming bank by the Entity in accordance to the procedure after the performance bond has been deposited.

(10-4)銀行書面連帶保證書：

Bank's written joint and several guarantee

a.繳納：投標廠商自行向銀行申請辦理押標金連帶保證書，該保證書應由銀行負責人或代表人簽署，並加蓋銀行印信或經理職章後附於投標文件內寄（送）達機關。

Deposit: Bidders shall apply with bank to arrange for a

written joint and several guarantee. Such a guarantee shall be signed by the bank's person-in-charge or a representative, stamped with the bank's seal or the manager's title chop, then be part of the bid document post (deliver) to the Entity.

b.發還：未得標廠商之押標金連帶保證書，由機關發函發還廠商，並通知銀行解除保證責任。得標廠商之押標金連帶保證書，俟繳納履約保證金後，再將連帶保證書發還廠商，並通知銀行解除保證責任。

Return: The Entity shall return the written joint and several guarantee of unsuccessful bidders', and notify the bank to terminate its responsibility of guarantee. The written joint and several guarantee of successful bidder shall be returned to the supplier after the performance bond has been deposited, also to notify the bank to terminate its responsibility of guarantee.

(10-5)保險公司之連帶保證保險單：

Insurance policy under which the insurer shares the liability:

a.繳納：投標廠商與保險公司簽訂連帶保證保險單後，將該保險單附於投標文件內寄（送）達機關。

Deposit: After bidders enter an insurance policy under which the insurer shares the liability with the tenderer, said insurance policy shall be part of the bid document post (deliver) to the Entity.

b.發還：未得標廠商之連帶保證保險單，由機關發函發還廠商，並通知保險公司解除保證責任。得標廠商之連帶保證保險單，俟繳納履約保證金後，再將連帶保證保險單發還廠商，並通知保險公司解除保證責任。

Return: The Entity shall return the insurance policy under which the insurer shares the liability with the tenderer to unsuccessful bidders', and notify the insurance institution to terminate its responsibility of liability. The insurance policy under which the insurer shares the liability with the tenderer of the successful bidder shall be returned to the supplier after the performance bond has been deposited, also to notify the insurance institution to terminate its responsibility of liability.

三十八、採電子投標之廠商，押標金予以減收金額（無者免填）：

For suppliers submitting tenders electronically, the amount of the bid bond may be reduced by (optional):

三十九、為押標金保證金暨其他擔保作業辦法第 33 條之 5 第 2 項所稱優良廠商者（公開於政府電子採購網 <https://web.pcc.gov.tw/> 常用查詢/優良廠商名單/有效名單列表），押標金予以減收金額：
押標金予以減收金額：

For outstanding suppliers referred to in paragraph 2 of Article 33-5 of Regulations for Bid Bond, Guarantee Bond and Other Guarantees (a valid list is published on the Government e-Procurement System: <https://web.pcc.gov.tw/> 常用查詢/優良廠商名單/有效名單列表), the amount of the bid bond may be reduced by:

行政院公共工程委員會公共工程金質獎之得獎廠商，減收原應繳額度之 50%。

For award winners of the Golden Quality Awards for Public Construction by the Public Construction Commission, the bid bond may be reduced by 50% of the total amount that has to be deposited originally.

其他獎項（由招標機關敘明獎項名稱及減收額度，其減收總額度不逾原定應繳總額之 50%）：

Other awards (Award name and reducing amount shall be specified by the Entity. The maximum amount of reduction shall be limited to 50% of the total amount that has to be deposited originally):

為押標金保證金暨其他擔保作業辦法第 33 條之 6 所稱全球化廠商者，押標金予以減收之金額（無者免填）：

For globalized suppliers referred to in Article 33-6 of the Regulations for Bid Bond, Guarantee Bond and Other Guarantees, the amount of the bid bond may be reduced by (optional):

為營造業法第 51 條所稱優良營造業，參與案件屬營造業法所稱營繕工程之工程採購者，押標金予以減收金額，其減收金額不併入前 2 項減收總額度計算（無者免填，惟押標金、工程保證金或工程保留款應至少擇一項給予獎勵）：

Where a good construction company referred to in Article 51 of the Construction Industry Act participates in the construction and repair works prescribed by the Construction Industry Act, the bid bond may be reduced by the following amount, and the amount of reduction is exclusive of the total reduction amount referred to in the preceding two paragraphs (Optional, but at least one of the following shall be reduced bid bond, guarantee bond and retention amount):

四十、為押標金保證金暨其他擔保作業辦法第 33 條之 6 所稱全球化廠商者，押標金予以減收之金額（無者免填）：

For globalized suppliers referred to in Article 33-6 of the Regulations for Bid Bond, Guarantee Bond and Other Guarantees, the amount of the bid

bond may be reduced by (optional):

- (1)非條約協定採購，全球化廠商應繳納之押標金，得予減收，其額度以不逾各原定應繳總額之百分之三十為限，不併入優良廠商減收額度計算，繳納後方為全球化廠商者，不溯及適用減收規定；減收後獎勵期間屆滿者，免補繳減收之金額。

When conducting a procurement not covered by a treaty or agreement, for global suppliers, the amount of bid bond to be deposited by such suppliers may be reduced. The maximum amount of reduction shall be limited to 30% of the total amount that has to be deposited originally. This does not count towards the reduction amount for outstanding suppliers. This provision shall not be retroactive to any supplier that attains the aforesaid status after depositing the bonds. Where the incentive period ends before the expiry of a bond, the reduced amount needs not be deposited.

- (2)前項全球化廠商，指我國廠商得標我國以外之政府採購標案累計決標金額達世界貿易組織政府採購協定我國中央機關門檻金額以上，於決標後 1 年內經相關中央目的事業主管機關審定登錄於主管機關指定之資料庫公告，且在獎勵期間內者。獎勵期間自資料庫公告日起 1 年。

The globalized supplier referred to in the preceding paragraph means any local supplier whose overseas contract value accumulated is not less than the threshold for the central government entities of this nation under the Agreement on Government Procurement (GPA) of the World Trade Organization (WTO), and the contract value has been ratified by the relevant central competent authorities and published in a database designated by the responsible entity in one year after the award of contract, and that the incentive period is still valid. The incentive period shall be one year commencing from the publishing date of the information to which the supplier is listed in the database as a globalized supplier.

- 四十一、押標金繳納期限：於截止投標期限前，以投標廠商名義繳納押標金，並以其正本投標（無押標金者不適用）。

Payment deadline for bid bond: Prior to the deadline for submission of tender, paid by the bidder with original payment certificate (not applicable if bid bond is not required)

- 四十二、無押標金之理由為：

The bid bond is waived under the following circumstances:

- (1)勞務採購。

Procurement of services.

- (2)未達公告金額之工程、財物採購。

Procurement of construction work/property not reaching the threshold for publication.

(3) 以議價方式辦理之採購。

There is only one supplier invited for tendering.

(4) 依市場交易慣例或採購案特性，無收取押標金之必要或可能者。

There is no need or possibility to require a bid bond by the business practice or the attribute of procurement.

四十三、投標廠商或採購案有下列情形之一者，押標金應予發還，合併繳納押標金者，得依所投標之項目分別發還之：

Where one of the following circumstances occurs on tenderer or procurement, the bid bond deposited by relevant suppliers shall be released. Where the deposit of bid bonds is made jointly, the amount shall be the sum of the respective bid bonds for each tendering item.

(1) 未得標之廠商。

An unsuccessful supplier.

(2) 因投標廠商家數未滿 3 家而流標。

Where tender opening cannot proceed due to less than three participating tenderers.

(3) 機關宣布廢標或因故不予開標、決標。

Where the entity declares to nullify procurement, or to cancel tender opening and awarding of contract for a certain reason.

(4) 廠商投標文件已確定為不合於招標規定或無得標機會，經廠商要求先予發還。

Where a supplier's tender has been determined as not meeting the tendering requirements or bearing no possibility of being awarded a contract, and the bid bond is released ahead of time upon the request of the supplier.

(5) 廠商報價有效期已屆，且拒絕延長者。

Where the validity period of the supplier's price offer has expired and that an extension has been refused.

(6) 廠商逾期繳納押標金或繳納後未參加投標或逾期投標。

Where a supplier fails to deposit the bid bond in time, or does not submit a tender after depositing the bid bond, or fails to submit a tender in time.

(7) 已決標之採購，得標廠商已依規定繳納保證金。

For procurement in which contract has been awarded and the successful supplier has deposited a guarantee bond as required.

四十四、履約保證金金額（無者免填）： 一定金額：； 契約金額之一定比率：%。

The amount of performance bond (not applicable where performance

bond is not required): a fixed amount : _____ ; a fixed percentage of the contract price : _____ %.

廠商如以銀行之書面連帶保證或開發或保兌之不可撤銷擔保信用狀繳納履約保證金者，機關得視該銀行之債信、過去履行連帶保證之紀錄等，經機關審核後始予接受。廠商以押標金轉換為履約保證金時，亦同。

Where a tenderer deposits a performance bond in the form of a bank's written joint and several guarantee or an irrevocable standby letter of credit issued or confirmed by a bank, the Entity may accept it after reviewing the bank's credit and records of past performance in fulfilling its liability on performance bond. The above shall also apply where a bid bond is served as a performance bond by suppliers.

四十五、得標廠商提出其他廠商之履約及賠償連帶保證者，履約保證金予以減收之金額（無者免填）：

Where the awarded tenderer submits a joint and several guarantee for performance and compensation provided by another supplier, the amount of performance bond may be reduced by (optional):

四十六、得標廠商為押標金保證金暨其他擔保作業辦法第 33 條之 5 第 2 項所稱優良廠商者（公開於政府電子採購網 <https://web.pcc.gov.tw/> 常用查詢/優良廠商名單/有效名單列表），履約保證金予以減收金額：

Where the awarded tenderer is an outstanding supplier referred to in paragraph 2 of Article 33-5 of Regulations for Bid Bond, Guarantee Bond and Other Guarantees (a valid list is published on the Government e-Procurement System: <https://web.pcc.gov.tw/> 常用查詢/優良廠商名單/有效名單列表), the amount of the performance bond may be reduced by:
 行政院公共工程委員會公共工程金質獎之得獎廠商，減收原應繳額度之 50%。

For award winners of the Golden Quality Awards for Public Construction by the Public Construction Commission, the performance bond may be reduced by 50% of the total amount that has to be deposited originally.

其他獎項（由招標機關敘明獎項名稱及減收額度，其減收總額度不逾原定應繳總額之 50%）：

Other awards (Award name and reducing amount shall be specified by the Entity. The maximum amount of reduction shall be limited to 50% of the total amount that has to be deposited originally.):

得標廠商為押標金保證金暨其他擔保作業辦法第 33 條之 6 所稱全球化廠商者，履約保證金予以減收之金額（無者免填）：

Where the awarded tenderer is a globalized supplier referred to in Article 33-6 of the Regulations for Bid Bond, Guarantee Bond and Other

Guarantees, the amount of the performance bond may be reduced by (optional):

得標廠商為營造業法第 51 條所稱優良營造業，且得標案件屬營造業法所稱營繕工程之工程採購者，履約保證金予以減收金額，其減收金額不併入前 2 項減收總額度計算（無者免填，惟押標金、工程保證金或工程保留款應至少擇一項給予獎勵）：

Where the awarded tenderer is a good construction company referred to in Article 51 of the Construction Industry Act, and the subject matter of contract is the construction and repair works prescribed by the Construction Industry Act, the performance bond may be reduced by the following amount, and the amount of reduction is exclusive of the total reduction amount referred to in the preceding two paragraphs. (Optional, but at least one of the following shall be reduced bid bond, guarantee bond and retention amount):

四十七、履約保證金有效期（無履約保證金者免填）：

The validity of performance bond (not applicable where performance bond is not required):

(1)履約保證金以金融機構票據、郵政匯票繳納者，應為即期。

Where the guarantee bond is paid by bidders in the form of a negotiable instrument issued by a financial institution, or a postal money order, such instrument shall be payable on demand

(2)廠商以銀行開發或保兌之不可撤銷擔保信用狀、銀行之書面連帶保證或保險公司之連帶保證保險單繳納履約保證金者，除另有規定外，其有效期應較契約規定之最後履約（施工、供應或安裝）期限長 90 日曆天。

Where the guarantee bond is paid by bidders in the form of irrevocable stand-by letter of credit issued or confirmed by a bank, or financial institution guarantee or insurance policy under which the financial institution or insurer shares the liability with the tenderer, excluding otherwise stipulated, the validity period of such instrument shall be 90 calendar days longer than the performance time-limit prescribed in the contract.

(3)廠商未能依契約規定期限履約或因可歸責於廠商之事由致無法於前項有效期內完成驗收者，履約保證金之有效期應按遲延期間延長之。廠商未依本署之通知辦理展延者，本署將於有效期屆滿前扣收該履約保證金並暫予保管。扣收該履約保證金所發生之費用由廠商負擔，俟本署通知發還時，於扣收必要之賠償金及費用後，將該履約保證金之餘款無息發還廠商。

Where a supplier fails to perform the contract within the time-limit prescribed in the contract, or that inspection and acceptance may not

be accomplished within the validity period referred to in the preceding paragraph due to causes attributable to the supplier, the validity of the refund bond for advance payment shall be extended according to the duration of such delay. Where a supplier does not arrange for extension as prescribed by this Entity's notice, this Entity shall receive and keep said performance bond prior to the expiration of validity period temporarily. Fees incurred from said performance bond are the responsibility of the supplier. Upon this Entity's notification, after deducting necessary damage compensation and feeds, the remainder of said performance bond shall be released to the supplier.

四十八、履約保證金繳納期限（無履約保證金者免填）：

The time-limit for depositing a performance bond (not applicable where performance bond is not required):

- (1)廠商應於本署決標通知書發文日之次日起 10 天（查核金額以上 15 日）內繳納。

Time-limit for bidders to make payment is within 10 days after tender award letter (15 days for procurement over the threshold).

- (2)屬暫停履約者，於暫停原因消滅後應重新繳納履約保證金，並應於本署通知開工書發文日之次日起 10 天（查核金額以上 15 日）內繳納。

Where the contract is being suspended, a performance bond shall be deposited again when the cause for the suspension has been eliminated. Time-limit for payment is within 10 days after commencement letter from this Entity (15 days for procurement over the threshold).

四十九、無履約保證金之理由為：

- (1)勞務採購。Procurement of services.

- (2)未達公告金額之工程、財物採購。

Procurement of construction work/property not reaching the threshold for publication.

- (3)依市場交易慣例或採購案特性，無收取履約保證金之必要或可能者。

There is no need or possibility to require a performance bond by the business practice or the attribute of procurement.

五十、保固保證金金額（無者免填）：

The amount of warranty bond (not applicable where warranty bond is not required):

五十一、保固保證金有效期（無保固保證金者免填）：

The validity of warranty bond (not applicable where warranty bond is not required):

(1) 保證金以金融機構票據、郵政匯票繳納者，應為即期。

Where the guarantee bond is paid by bidders in the form of a negotiable instrument issued by a financial institution, or a postal money order, such instrument shall be payable on demand.

(2) 廠商以銀行開發或保兌之不可撤銷擔保信用狀、金融機構之書面連帶保證或保險公司之連帶保證保險單繳納保固保證金者，除另有規定外，其有效期應較契約規定之保固期限長 90 日曆天。

Where the guarantee bond is paid by bidders in the form of irrevocable stand-by letter of credit issued or confirmed by a bank, or financial institution guarantee or insurance policy under which the financial institution or insurer shares the liability with the tenderer, excluding otherwise stipulated, the validity period of such instrument shall be 90 calendar days longer than the performance time-limit prescribed in the contract.

五十二、保固保證金繳納期限（無保固保證金者免填）：

The time-limit for depositing a warranty bond (not applicable where warranty bond is not required):

依招標文件規定應繳納保固保證金者，廠商應於履約標的完成驗收付款前繳納保固保證金。其屬分段起算保固期者，並得分段繳納。

Bidders prescribe in the tender documentation to deposit a warranty bond, before being paid for the subject matter of the contract being performed upon passing the inspection and acceptance. Where the warranty period is commenced in stages, the bond may also be deposited in stages.

五十三、得標廠商提出其他廠商之履約及賠償連帶保證者，保固保證金予以減收之金額（無者免填）：

Where the awarded tenderer submits a joint and several guarantee for performance and compensation provided by another supplier, the amount of warranty bond may be reduced by (optional):

五十四、得標廠商為押標金保證金暨其他擔保作業辦法第 33 條之 5 第 2 項所稱優良廠商者（公開於政府電子採購網 <https://web.pcc.gov.tw/> 常用查詢/優良廠商名單/有效名單列表），保固保證金予以減收金額：

Where the awarded tenderer is an outstanding suppliers referred to in paragraph 2 of Article 33-5 of Regulations for Bid Bond, Guarantee Bond and Other Guarantees (a valid list is published on the Government e-Procurement System: <https://web.pcc.gov.tw/> 常用查詢/優良廠商名單/有效名單列表), the amount of the warranty bond may be reduced by:

行政院公共工程委員會公共工程金質獎之得獎廠商，減收原應繳額度之 50%。

For award winners of the Golden Quality Awards for Public

Construction by the Public Construction Commission, the warranty bond may be reduced by 50% of the total amount that has to be deposited originally.

- 其他獎項（由招標機關敘明獎項名稱及減收額度，其減收總額不逾原定應繳總額之 50%）：

Other awards (Award name and reducing amount shall be specified by the Entity. The maximum amount of reduction shall be limited to 50% of the total amount that has to be deposited originally.):

得標廠商為押標金保證金暨其他擔保作業辦法第 33 條之 6 所稱全球化廠商者，保固保證金予以減收之金額（無者免填）：

Where the awarded tenderer is a globalized supplier referred to in Article 33-6 of the Regulations for Bid Bond, Guarantee Bond and Other Guarantees, the amount of the warranty bond may be reduced by (optional):

得標廠商為營造業法第 51 條所稱優良營造業，且得標案件屬營造業法所稱營繕工程之工程採購者，保固保證金予以減收金額，其減收金額不併入前 2 項減收總額度計算（無者免填，惟押標金、工程保證金或工程保留款應至少擇一項給予獎勵）：

Where the awarded tenderer is a good construction company referred to in Article 51 of the Construction Industry Act, and the subject matter of contract is the construction and repair works prescribed by the Construction Industry Act, the warranty bond may be reduced by the following amount, and the amount of reduction is exclusive of the total reduction amount referred to in the preceding two paragraphs. (Optional, but at least one of the following shall be reduced bid bond, guarantee bond and retention amount):

- 五十五、押標金及保證金應由廠商以現金、金融機構簽發之本票或支票、保付支票、郵政匯票、政府公債、設定質權之金融機構定期存款單、銀行開發或保兌之不可撤銷擔保信用狀繳納，或取具銀行之書面連帶保證、保險公司之連帶保證保險單繳納，並應符合押標金保證金暨其他擔保作業辦法規定之格式。

The bid bond and guarantee bond shall be deposited by tenderers in the form of cash, promissory note, check or certified check issued by a financial institution, postal money order, government bond, certificate of deposit pledged to the Entity, irrevocable stand-by letter of credit issued or confirmed by a bank, or bank guarantee or insurance policy under which the bank or insurer shares the liability with the tenderer jointly and severally, in accordance with the formats prescribed by the “Regulations for Bid Bond, Guarantee Bond and Other Guarantees.”

- 五十六、廠商有下列情形之一者，其所繳納之押標金，不予發還；其未依招

標文件規定繳納或已發還者，並予追繳：（無需押標金之案件免列）

Where the tenderer is involved in one of the following situations, such tenderer's bid bond shall not be refunded or returned, and the refunded or returned bid bond shall be recovered. The same shall apply where the bid bond is not deposited in accordance with the tender documentation. (not applicable where bid bond is not required):

(一)以虛偽不實之文件投標。

The tenderer used false or untrue documents to tender;

(二)借用他人名義或證件投標，或容許他人借用本人名義或證件參加投標。

The tenderer borrowed the name or certificate of another to tender, or allowed any others to borrow its name or certificate to participate in a tender;

(三)冒用他人名義或證件投標。

The tenderer assumed the name or certificate of another to submit tender;

(四)得標後拒不簽約。

After being awarded, the tenderer refused to execute a contract;

(五)得標後未於規定期限內，繳足履約保證金或提供擔保。

After being awarded, the tenderer failed to deposit sufficient guarantee bond or to provide other guarantees sufficiently within a prescribed time-limit;

(六)對採購有關人員行求、期約或交付不正利益。

The tenderer offered, promised, or delivered improper benefit to the personnel in relation to procurement;

(七)其他經主管機關認定有影響採購公正之違反法令行為者。

The responsible entity found that there is a violation of laws or regulations which impair the fairness of the procurement.

前項追繳押標金之情形，屬廠商未依招標文件規定繳納者，追繳金額依招標文件中規定之額度定之；其為標價之一定比率而無標價可供計算者，以預算金額代之。

Of the circumstances of recovery of bid bond referred to in the preceding paragraph, the amount of recovery shall be determined by the amount specified in the tender documentation when the tenderer fails to deposit the bid bond according to the tender documentation; and for a bid bond determined by a fixed proportion of the tender price and there is no tender price for calculation, the tender price shall be substituted by the budget amount.

五十七、預付款還款保證金額（無者免填）：

The amount of refund bond for an advance payment (not applicable where refund bond is not required):

五十八、預付款還款保證有效期（無預付款還款保證者免填）：

The validity of refund bond for an advance payment (not applicable where refund bond is not required):

(1) 保證金以金融機構票據、郵政匯票繳納者，應為即期。

Where the guarantee bond is paid by bidders in the form of a negotiable instrument issued by a financial institution, or a postal money order, such instrument shall be payable on demand.

(2) 廠商以銀行開發或保兌之不可撤銷擔保信用狀、金融機構之書面連帶保證或保險公司之連帶保證保險單繳納預付款還款保證者，除另有規定外，其有效期應較契約規定之履約期限長 90 日曆天。

Where the guarantee bond is paid by bidders in the form of irrevocable stand-by letter of credit issued or confirmed by a bank, or financial institution guarantee or insurance policy under which the financial institution or insurer shares the liability with the tenderer, excluding otherwise stipulated, the validity period of such instrument shall be 90 calendar days longer than the performance time-limit prescribed in the contract.

(3) 廠商未能依契約規定期限履約或因可歸責於廠商之事由致無法於前項有效期內完成驗收者，預付款還款保證之有效期應按遲延期間延長之。

Where a supplier fails to perform the contract within the time-limit prescribed in the contract, or that inspection and acceptance may not be accomplished within the validity period referred to in the preceding paragraph due to causes attributable to the supplier, the validity of the refund bond for advance payment shall be extended according to the duration of such delay。

五十九、預付款還款保證繳納期限（無預付款還款保證者免填）：

The time-limit for depositing refund bond for an advance payment (not applicable where refund bond is not required):

五十九之一、植栽工程養護期保證金（僅適用於植栽工程驗收合格後給付全部植栽價金之情形）額度為全部植栽價金之___%（由機關於招標時自行填列；未填列者，為 25%），於機關給付全部植栽費用時扣回，作為廠商植栽養護植之擔保，無須另行繳納。

The guarantee bond for planting maintenance (applicable only to the plant works that the total price of plantation shall be paid by satisfactory inspection and acceptance) is ___% of the total plantation price (25% shall apply if not specified by the Entity) and will be deducted from the payment of total plantation price. The tenderer does not have to pay

separately.

- 六十、各種保證金之繳納處所或金融機構帳號：逕向機關出納單位繳納（臺北市大安區忠孝東路 4 段 290 號 9 樓），或電匯至臺灣土地銀行忠孝分行觀光發展基金-觀光署 418 專戶、帳號 058056000036。

The place or the designated account held by a financial institution for depositing the various types of guarantee bonds (optional): Proceed to Entity's cashier to pay the deposit (9F, 290 Zhongxiao East Road Section 4, Daan District, Taipei City) or TT to Land Bank of Taiwan-Chunghsiao Branch, Tourism Development Fund, Taiwan Tourism Administration, 418 designated account, A/C# 058056000036.

- 六十一、廠商依「押標金保證金暨其他擔保作業辦法」規定減收押標金，其有不發還押標金之情形者，應就不發還金額中屬減收之金額補繳之。其經主管機關或相關中央目的事業主管機關取消優良廠商資格或全球化廠商資格，或經各機關依採購法第 102 條第 3 項規定刊登政府採購公報，且尚在採購法第 103 條第 1 項所定期限內者，亦同。

As regards the circumstances of bid bond reduction, pursuant to the "Regulations for Bid Bond, Guarantee Bond and Other Guarantee," where there is a circumstance that a bid bond shall not be released, the supplier shall make a supplemental deposit that equals the reduced portion of the unreleased amount. The same shall apply to a supplier whose outstanding supplier status or globalized supplier status has been revoked by the responsible entity or the relevant central competent authorities in target enterprises, or to a supplier who has been published by any entity on the Government Procurement Gazette pursuant to paragraph 3 of Article 102 of the Act, and is still under the effect of the period prescribed in paragraph 1 of Article 103 of the Act.

- 六十二、本採購：

The government estimate for this procurement is

- (1) 訂底價，但不公告底價。

Set, but not disclosed in the notice.

- (2) 訂底價，並公告底價。底價為：_____元。

Set and disclosed in the notice. The government estimate is: _____.

- (3) 不訂底價，理由為： 訂定底價確有困難之特殊或複雜案件；
 最有利標決標之採購； 專業服務、技術服務、資訊服務、社會福利服務或文化創意服務者，以不訂底價之最有利標；
 小額採購。

Not set under one of the following circumstances: where there are actual difficulties in setting a government estimate for a procurement; where the contract is to be awarded to the most advantageous tender; where the subject of procurement is

professional service, technical service, information service, social welfare services, or cultural and creative services, so that the contract is to be awarded to the most advantageous tender without setting a government estimate; where it is a small procurement.

六十三、決標原則及相關規定：

The principle of awarding contract and related requirements is:

最低標（非依採購法施行細則第 64 條之 2 辦理者）

The lowest tender (Not pursuant to Article 64-2 of the Enforcement Rules of the Act.)

(1)除招標文件另有規定者外，標價以標價單上中文數目字填寫之總價為準，經審查以合於招標文件規定且在底價以內之最低標價廠商，且無採購法第 58 條「總標價或部分標價偏低，顯不合理，有降低品質，不能誠信履約之虞或其他特殊情形」者，為得標廠商。

Except other regulations on tender documents, the total price in European numerals on the Price List shall prevail as the bidding price. Where after evaluation the lowest tenderer within the government estimate that matches the requirements in accordance to the bid document, and without the “if the total or a part of the offered price is so low that it evidently appears to be unreasonable, and the quality of performance is likely to be impaired or the contract is not likely to be performed in good faith, or there is any other extraordinary situations” as prescribed in Article 58 of the Act, shall be the successful bidder.

(2)合於招標文件規定之廠商標價均超過底價時，除廠商在減價或比減價前有第 33 點視同放棄之情形外，機關得洽最低標廠商減價一次；減價結果仍超過底價時，得由所有合於招標文件規定之投標廠商比減價格；比減價格不得逾 3 次。經減價或比減價格結果在核定底價以內時，除有最低標廠商之標價偏低，顯不合理之情形外，應即宣布決標予最低標廠商。

Where all the tenders which meet the requirements set forth in the tender document, exceed the government estimate, with except for the suppliers who were deemed waiving their rights in accordance to No. 33 prior to price reduction or price competition, the Entity may request the lowest bidder for price reduction once; If the reduced price still exceeds the government estimate, the entity may request all tenderers whose tenders meet the requirements set forth in the tender document to reduce their prices and then make a comparison. Such price reduction and comparison shall not be more than three times. Where after price reduction or price competition the result is

still within the set government estimate, with except to the lowest bidder's offered price so low that it evidently appears to be unreasonable, the lowest bidder shall be awarded the contract immediately.

- (3)最低標廠商優先減價時，應書明減價金額，如逕以書面表示減至底價時，其優先減價應視同無效，續由所有合於招標文件規定之廠商（包括最低標廠商）進行比減價格。比減價格時，若有 2 家以上繼續比減，應書明減價金額，其有逕以書面表示減至底價時，視同放棄當次減價權利，該廠商當次減價應視同無效。

Where the lowest bidder has priority to reduce price, the amount reduced shall be in writing. Where the price is expressed in writing to be reduced to the government estimate, the priority price reduction shall be deemed invalid, and all the tenders which meet the requirements set forth in the tender document (including the lowest bidder) shall reduce their prices and then make a comparison. During price reduction, should there be two or more tenderers continue to compete, the reduced amounts shall be in writing. Where the price is expressed in writing to be the government estimate, this shall be deemed as waiving the right to said price reduction, and the price reduced by said tenderer shall be deemed invalid.

- (4)比減價格時，僅餘 1 家廠商繼續減價者，該廠商以書面表示減至底價之金額，或照底價之金額再減若干數額者，機關應予接受並決標予該廠商。

Where only one tenderer remains continue reducing price during price reduction, said tenderer expresses in writing the amount reduced is at the government estimate, or is a sum reduced to below the government estimate, the Entity shall accept and award the contract to said tenderer.

- (5)合於招標文件規定之廠商僅有 1 家或議價方式辦理，其標價超過底價，經洽該廠商減價，洽減結果廠商書面表示減至底價，或照底價再減若干數額者，機關應予接受，並決標予該廠商。

When only one bidder has met the requirements set forth in the tender document, or is under negotiation, should the tender price exceeded the government estimate, then said tenderer may be requested to further reduce the price. Where the tenderer requested to reduce price reduced the price to the government estimate in writing, or reduced the price to below the government estimate, the Entity shall accept and award the contract to said tenderer.

- (6)最低標價廠商如有 2 家以上之標價相同，而比減價格次數未達 3 次，且在底價以內均得為決標對象時，應由該等廠商再比減 1 次，以低價者決標。比減價後之標價仍相同，由開標主持人按廠商投標書編號順序代為抽籤決定得標廠商。

When a contract is to be awarded to the lowest bidder and the tender prices of more than 2 bidders are the same, and all are eligible to be awarded the contract, and price reduction and comparison has not been performed for more than three times, then another round of price reduction shall be requested, and award the contract to the lowest bidder. If the prices remain the same after such price reduction, then the contract award will be made by the emcee drawing the bid documents' serial numbers.

- (7)除有本點第 4 款及第 5 款表示減至底價或照底價再減若干數額之情形外，投標廠商應以中文數目字書面表示減價後之標價金額。

Excluding the situation as in (4) and (5) of this clause, where the price has been reduced to the government estimate or below, bidders shall put the reduced tender prices in writing in Chinese numerals.

- (8)開標主持人於第 1 次比減價格前，應宣布最低標價廠商減價結果，第 2 次或第 3 次比減價格前，應宣布前一次比減價格之最低標價。參加比減價格之廠商未能減至低於開標主持人所宣布之前一次減價或比減價之最低標價，或有第 34 點視同放棄之情形者，機關不通知其參加下一次之比減價格。

Emcee shall make known the price reduction outcome of the lowest bidder before the first price competition, and make known the lowest price in the previous competition, before starting the 2nd or 3rd price competition. Bidders participating in the price competition who are unable to reduce their prices to below the lowest price of the previous reduction or competition, which was made known by the emcee, or are in the situation as in No.34 and deemed to be waiving the rights, they shall not notified by the Entity to participate in the next price competition.

- (9)超底價決標：

訂有底價之採購，經比減價格結果，擬決標之最低標價超過核定底價但不逾預算數額，機關確有緊急情事需決標時，其辦理程序分述如下：

Where the procurement has a government estimate, if, after price competition and comparison, the lowest tender still exceeds the government estimate but not over the budget amount, and the entity needs to award the contract for emergency, then the award of

contract shall follow the procedure below:

(9-1)逾底價之 8%：機關應即宣布廢標。

Exceed the government estimate by 8%: Entity shall immediately declare to nullify the procurement

(9-2)不逾底價之 8%：得取其最低標價當場予以保留決標，並經原底價核定人或其授權人員核准後予以決標。

Does not exceed government estimate by 8%: may be awarded with reservation to the lowest bid on-site. The contract may be awarded subject to the approval of person who has approved the government estimate or the authorized personnel of such person.

(9-3)查核金額以上之採購，最低標價超過核定底價，機關應即宣布廢標。

For procurement over the threshold for supervision, if the lowest bid exceeds the set government estimate, the Entity shall immediately declare to nullify the procurement.

(10)標價偏低且顯不合理之處置：（依政府採購法第 58 條處理總標價低於底價 80% 案件之執行程序處理）

Handling when offered price is so low and it evidently appears to be unreasonable: (in accordance to Article 58 of the Act, where the total bid price is less than 80% of the government estimate case procedure)

(10-1)標價偏低之認定，依採購法施行細則第 79 條及第 80 條規定辦理。

Definition of low offered price is handled in accordance to the Articles 79 and 80 of the enforcement rules of the Act.

(10-2)開標審查結果，僅有 1 家廠商得為決標對象，其總標價偏低且顯不合理，依採購法第 58 條規定辦理。

Where the outcome of tender opening evaluation shows only 1 bidder is eligible to be awarded the contract, and said bidder's total offered price is so low and it appears to be unreasonable, it shall be handled in accordance to Article 58 of the Act.

(10-3)最低標之總標價低於底價之 80%，機關依採購法主管機關訂頒之「依政府採購法第 58 條處理總標價低於底價 80% 案件之執行程序」規定辦理。

Where the total bid price is less than 80% of the government estimate, the Entity shall follow the “Settlement of the Low Tenders in Article 58 of The Government Procurement Act” regulations set by the responsible entity.

(11)機關依本程序不決標予最低標廠商後，視情形為下列之處理：

Where the Entity declares not to award the contract to the lowest bidder in accordance to this procedure, it shall be handled as below depending on the situation:

(11-1)次低標廠商標價未超過底價者：以次低標廠商為最低標廠商，其仍有標價偏低情形者，適用本款之作業程序規定。
Tenderer with the second lowest price that does not exceed the government estimate: the second lowest bidder becomes the lowest bidder. If said offered price is still so low, then the procedure in this clause will be followed.

(11-2)次低標廠商標價超過底價者：機關得以合於招標文件規定之廠商依採購法第 53 條之規定辦理減價、比減價格，或重行辦理招標。

Where the tender price offered by the second lowest bidder exceeds the government estimate: the Entity may handle in accordance to the regulations of Article 53 of the Act meeting the requirements set forth in the tender document, and request for price reduction, price competition or re-start bidding process.

■ (準用) 最有利標 (依採購法第 22 條第 1 項第 9 款、第 10 款或第 11 款或第 14 款)。

• (Apply mutatis mutandis) Most advantageous tender (Pursuant to Article 22, Paragraph 1, sub-paragraphs 9, 10, 11 or 14 of the Act).

(1)依採購法第 22 條第 1 項第 9 款、第 10 款及第 11 款或第 14 款以公開評選優勝廠商之限制性招標，資格經審查合格之廠商，由機關通知參加評選。

Pursuant to Article 22, Paragraph 1, sub-paragraphs 9, 10 and 11 of the Act, the open selection of winning tenderer by selective tendering procedures, and limited tendering procedures, suppliers are invited for tendering by the Entity.

(2)評選會議日期、時間及地點，機關將於完成資格審查後通知得參與評選之廠商。如遇招標機關所在地停止上班，則另以電話、傳真或書面通知。另如評選會議當日出席委員未達評選委員會總人數之過半者，或出席委員有應迴避致使評選委員會未達總人數之過半者；或評選委員會開議前（時）因天災、地變或遇有其他不可抗力等因素，導致評選委員會無法開議或廠商無法參與者，則由召集人或主席當場決議停止評選委員會會議之進行，並另訂評選日期、時間及地點。

After conducting qualification evaluations, the Entity will notify invited and selected suppliers of the procurement evaluation

meeting's date, time and location. Notices will be send by telephone, facsimile or in writing should businesses are closed where the Entity is located. If on the day of evaluation meeting, the attendance number of Procurement Evaluation Committee members less than half of the total members, or those in attendance need to rescue themselves causing the attendance number to be less than half; or for reasons of natural disaster, catastrophe, or other forces majeure before (during) the evaluation meeting, which cause the evaluation meeting to be suspended or suppliers unable to attend, the convener or chairman shall adjourn the procurement evaluation meeting on-site, and select another date, time and location for evaluation.

- (3)本採購將由機關依「採購評選委員會組織準則」成立採購評選委員會，並依「採購評選委員會審議規則」、「機關委託專業服務廠商評選及計費辦法」、「機關委託技術服務廠商評選及計費辦法」、「機關委託資訊服務廠商評選及計費辦法」、「機關辦理設計競賽廠商評選及計費辦法」、「機關指定地區採購房地產作業辦法」及準用「最有利標評選辦法」辦理評選。

This procurement shall set up a procurement evaluation committee in accordance to the “Regulations Governing the Organization of Procurement Evaluation Committee”, and proceed the evaluation pursuant to the “Regulations for Review by Procurement Evaluation Committee”, “Regulations for Selection and Fee Calculation of Professional Services Providers Entrusted by Entities”, “Regulations for Selection and Fee Calculation of Technical Services Providers Entrusted by Entities”, “Regulations for Selection and Fee Calculation in Relation to Design Contest Held by Entities”, “Regulations for Procurement of Real Property in Designated Areas by Entities”, and the Apply mutatis mutandis “Regulations for Evaluation of the Most Advantageous Tender”

- (4)投標廠商提送服務建議書及其附件內容，應依本案招標文件規定之服務範圍及項目研擬，決標後並列為契約附件之一。

The Service Recommendation Plan and the included contents shall meet the service scope and proposed items set forth in the bid document regulations of this procurement, and shall become contract attachments after the contract is awarded.

- (5)服務建議書份數不足時，由機關以黑白影印本補足，如因影印品質而影響評選委員評分，應由投標廠商自行負責。服務建議書封面請標示本採購之案名、廠商名稱、聯絡人姓名及電話。倘投標廠商未標示前揭事項，機關得洽廠商澄清更正。

Where the copies of Service Recommendation Plans are insufficient,

the Entity may use black-and-white photocopies to make up needed copies. Tenderers take full responsibility for the scores they receive from the evaluation members, should they be affected by the quality of the photocopies. The cover of the Service Recommendation Plan shall include the tender name of this procurement, name of the tenderer, name of the contact person and telephone. Where the bidder did not disclose the aforementioned items, the Entity may contact the supplier for clarification or amendment.

- (6)服務建議書以橫書直式編排，紙張大小採 A4 規格紙張，雙面印刷為原則，圖樣得採 A3 規格紙張（請摺頁為 A4 規格），以連續編列頁碼方式不得超過 頁（未載明者為服務建議書不限頁數），採 A4 直式左側裝訂，並於首頁繕列各章節及附件之目錄與頁次。廠商另得提供服務建議書及其附件之電子檔，檔案格式宜為.doc 或.docx 或.PDF 格式，以利機關審視。

The layout of the Service Recommendation Plan shall be horizontal, from top down. A4 paper size, double printed in principle. Drawings shall be in A3 paper size (insert folds shall be in A4), not to exceed pages in sequential page numbers (unlimited pages of Service Recommendation Plan if not otherwise specified). A4 vertical left bind, with the first page listing the table of contents and pages of each chapters and attachments. Suppliers must also provide electronic copies of their Service Recommendation Plan, formats. doc or .docx. or PDF are suggested, so as to facilitate the Entity to review.

- (7)服務建議書之格式不符規定者，工作小組將不符情形載明於初審意見，評選委員得視不符情形酌予扣減「簡報及答詢」項目分數，惟扣減分數不得逾「簡報及答詢」項目之總分。

Where the Service Recommendation Plan does not conform to regulation, the Working Group shall detail the non-conformity in its preliminary review. The evaluation committee members may deduct scores from “Presentation and Q&A” depending on the non-conformity, however deductions may not exceed the total score “Presentation and Q&A” received.

- (8)以標單送達機關順序決定簡報次序，簡報必須由本採購案之執行團隊為之，每家廠商參與簡報人員以 人為限（未載明者為不限人數）。廠商簡報前如唱名 3 次未到者（包括遲到者），視同放棄簡報及答詢權利，其列為評選項目者，則該廠商「簡報及答詢」項目以零分計算。

The order of presentation shall be determined by the order the tender document is received. The presentation must be conducted by

the implementation team of this procurement, with [] presenters from the supplier to participate (unlimited number if not otherwise specified). If the tenderer who is supposed to conduct a presentation at scheduled time fails to attend after three roll calls by the Entity, (including those who are late), it is deemed to have waived the rights to present and Q&A. The tenderer shall receive zero points for the item of “Presentation and Q&A” in the scoring form.

- (9)簡報時間不得超過20分鐘（未載明者為 10 分鐘），逾時將強制停止簡報，機關工作人員於第18分鐘（未載明者為 8 分鐘）按鈴提示，第20分鐘（未載明者為 10 分鐘）按鈴結束簡報；本案採統問統答，評選委員全部 1 次提問完畢後，投標廠商綜合回答所有提問，時間不得超過10分鐘（未載明者為 10 分鐘），機關工作人員於第8分鐘（未載明者為 8 分鐘）按鈴提示，第10分鐘（未載明者為 10 分鐘）按鈴結束答覆。

The presentation is limited to 20 minutes (unlimited time if not otherwise specified), and will be forced to stop if the allotted time is over. Workers from the Entity will press a buzzer at minute 18 as warning (minute 8 if not otherwise specified), and press the buzzer at minute 20 to terminate the presentation (minute 10 if not otherwise specified). This procurement applies a round of question-asking and a round of answer-giving, where the evaluation committee members will ask all the questions they have in 1 round and the bidder to answer all the questions in turn. The time allowed for this is no more than 10 minutes (10 minutes if not otherwise specified). Workers from the Entity will press a buzzer at minute 8 as warning (minute 8 if not otherwise specified), and press the buzzer at minute 10 to terminate the Q&A (minute 10 if not otherwise specified).

- (10)投標廠商依招標文件規定進行簡報時，應以投標文件之內容為限，不得利用簡報變更或補充投標文件內容。廠商答覆委員詢問事項，亦應與評選項目有關。

Where bidders proceed in accordance to the bid document regulations, they should limit their presentation to the content of their bid documents, and may not use the presentation to amend or supplement the content of their bid documents. When answering to the queries by committee members, the response shall be pertinent to the item of evaluation.

- (11)各廠商簡報時其他廠商應退席，廠商簡報及答詢完畢後即應離席，評選委員會討論及決議時所有廠商一律退席。

All other bidders shall leave the presentation room when another

bidder is making a presentation. The presenting bidder shall leave the presentation room immediately after completing the Q&A. All suppliers shall leave the presentation room when the evaluation committee is discussing and making its decision.

- (12)本採購以「序位法」評定優勝廠商，價格納入評比，評選委員於各評選項目及子項之評分加總轉換為序位後，彙整合計各廠商之序位，以出席委員過半數評分高於 75 分（含）以上且序位合計值最低廠商為序位第一，無待協商項目，且經出席評選委員過半數之決定，並簽報機關首長或其授權人核定後為優勝廠商。出席委員過半數評分高於 75 分（含）以上之序位第二以後廠商，無待協商項目，且經出席評選委員過半數之決定，並簽報機關首長或其授權人核定後，亦得列為優勝廠商。

This procurement uses “tender ranking” to select the top tenderer, with pricing incorporated into the evaluation. After the evaluation committee members add up the total score points of judging criteria and sub-criteria and convert into ranking, they will compile the tenderers into rankings. The tenderer awarded higher than 75 scores (inclusive) and the lowest sum of ranking point from more than half of the evaluation committee members in attendance, will be ranked number 1. If said offered price is reasonable and without any signs of wasting the public money, nor any items to be negotiated, then after all the evaluation committee members in attendance have decided, and submitted to the responsible entity head or their authorized representative for approval, shall be named as the successful bidder.

- (13)評選結果優勝廠商有 2 家以上同序位時，以標價低者優先議價；如標價又相同時，以擇 『獲得評選委員評定序位第一較多者』或 『配分最高之評選項目之得分合計值較高者』優先議價（請勾選），若再相同者，則由廠商推派代表抽籤決定之，若廠商未推派代表，則由會議主席代為抽籤決定之。評選結果非優勝廠商有 2 家以上同序位時，將列為同等序位。

If the evaluation result produced more than 2 tenderers whose tenders shall meet the requirement to negotiate, with the same lowest ranking point total, the bidder with the lowest offer shall have priority to negotiate the price. Where the offered prices are the same, than the bidder who received the most in the Ranking Point column or awarded the highest total score, will be awarded with priority to negotiate. If these remain to be the same again, then the tenderer will choose a representative to draw lots. If the tenderer does not chose a representative, then the committee

chairman will draw the lot to decide the awarded ranking. Where the evaluation result produced more than two non-winning tenderers with the same ranking, then they shall be placed as the same ranking.

- (14)不同委員之評選結果有明顯差異時，召集人應提交本委員會議決或依本委員會決議辦理複評。複評結果仍有明顯差異時，由本委員會決議之。本委員會依上開規定，得作成下列議決或決議：

Where the selection result is noticeably different by various committee members, the convener shall submit the results for this committee to decide or for this committee to arrange for re-evaluation. Should significant differences still exist after re-evaluation, then the decision shall be made by this committee. This committee shall decide or resolute in accordance to the above regulations:

- (14-1)維持原評選結果。

Uphold the original selection result.

- (14-2)除去個別委員評選結果，重計評選結果。

Eliminate the individual committee member's selection result, and re-evaluate the result.

- (14-3)廢棄原評選結果，重行提出評選結果。

Discard the original selection result, and re-propose results of evaluation.

- (14-4)無法評定優勝廠商。

Unable to select a winning supplier.

- (15)投標廠商應保證投標文件內之所有文件、設計、技術等均未違法使用第三者之智慧財產權。若有侵害第三者之智慧財產權時，投標廠商應負擔所有之賠償費用及一切法律責任，與機關無涉。

Tenderers shall guarantee that all the documents, designs, technologies in the bid documents do not infringe on the intellectual property rights of a third party. Where the intellectual property rights of a third party is infringed, the tenderer shall exclude the Entity, and take full responsibility and bear all legal liabilities.

- (16)機關提供單槍投影機及螢幕，廠商應自行準備簡報所需其他相關設備。

The Entity will provide a single-lens projector and screen. Tenderer shall be responsible for other equipment it needs to make the presentation.

- (17) 公開評選之優勝廠商，依優勝序位於完成議價後決標，採固定費用（或費率）者，其議價程序仍不得免除，無須議減價格，可議定其他內容，且不得降低招標文件之要求及評選時廠商所承諾之事項。

The contract will be awarded after the top tenders selected by the open evaluation have completed price negotiation in accordance to their ranking. Bidders with fixed prices (or fees), still must go through the negotiation process, without the need to reduce the price but can negotiate other contents. However, they must not lower the requirements set forth in the bid document, or the commitments they promised to undertake during the evaluation.

- (18) 未得標廠商之服務建議書，除機關保留 1 本外，其餘服務建議書廠商得申請歸還。

The Service Recommendation Plans of unsuccessful bidders, excluding the 1 copy the Entity shall keep, may be returned if said tenderer applies to do so.

- (19) 所有參與評選所需之書面資料或樣品等，除招標文件另有規定外，投標廠商應併同投標文件送達機關，評選會議前、會議現場及會議結束後，均不得變更或補充。廠商另行提出變更或補充資料者，該資料將不納入評選。

All the written documents or samples, etc, required to participate in the evaluation, with except to other regulations on tender documents, shall be delivered to the Entity along with bid documents. No amendments or supplements are allowed prior to the evaluation meeting, during the meeting or after the meeting. Where suppliers propose amendments or supplements, those documents shall not be incorporated into the evaluation.

- (20) 依採購法第 22 條第 1 項第 9 款辦理，達一定分數或序位之未得標廠商，發給一定金額之獎勵金（由機關敘明一定分數或序位及其相對應之獎勵金）

Tenderer who fail to win the bid with a certain score or ranking will be given a certain amount of reward. (the Entity shall specify a certain score or ranking and the corresponding reward) in the case of contracts for professional services, technical services or information services awarded to the winner selected publicly and objectively; in accordance with subparagraph 9 of paragraph 1 of Article 22 of the Act:

分數 Score（序位 Rank）：_____；

獎勵金 Reward：新臺幣 NTD\$_____元

分數 Score (序位 Rank) : _____ ;

獎勵金 Reward : 新臺幣 NTD\$ _____ 元

分數 Score (序位 Rank) : _____ ;

獎勵金 Reward : 新臺幣 NTD\$ _____ 元

□ 未達公告金額之採購參考最有利標精神擇符合需要者辦理議價。

In conducting the procurement of a value not reaching the threshold for publication, following the spirit of the most advantageous tender with a view to select appropriate supplier(s) for single tendering.

(1) 依採購法第 49 條及中央機關未達公告金額採購招標辦法第 2 條第 1 項第 3 款以公開徵求廠商提供企劃書，資格經審查合格之廠商，由機關通知參加評審。

Pursuant to Article 49 of the Act and subparagraph 3, paragraph 1, of Article 2 of the Regulations of Central Government Entities for Procurement of a Value Not Reaching the Threshold for Publication, the open selection of winning tenderer by selective tendering procedures, and limited tendering procedures, suppliers are invited for tendering by the Entity

(2) 評審會議日期、時間及地點，機關將於完成資格審查後通知得參與評審之廠商。如遇招標機關所在地停止上班，則另以電話、傳真或書面通知。另如評審會議當日出席委員未達評審小組總人數之過半者，或出席委員有應迴避致使評審小組未達總人數之過半者；或評審會議開議前（時）因天災、地變或遇有其他不可抗力等因素，導致評審小組無法開議或廠商無法參與者，則由機關另訂評審日期、時間及地點。

After conducting qualification evaluations, the Entity will notify invited and selected suppliers of the procurement evaluation meeting's date, time and location. Notices will be send by telephone, facsimile or in writing should businesses are closed where the Entity is located. If on the day of evaluation meeting, the attendance number of Procurement Evaluation Committee members less than half of the total members, or those in attendance need to rescue themselves causing the attendance number to be less than half; or for reasons of natural disaster, catastrophe, or other forces majeure before (during) the evaluation meeting, which cause the evaluation meeting to be suspended or suppliers unable to attend, the convener or chairman shall adjourn the procurement evaluation meeting on-site, and select another date, time and location for evaluation.

(3) 投標廠商提送企劃書及其附件內容，應依本案招標文件規定之服務範圍及項目研擬，決標後並列為契約附件之一。

The Service Recommendation Plan and the included contents shall

meet the service scope and proposed items set forth in the bid document regulations of this procurement, and shall become contract attachments after the contract is awarded.

- (4)企劃書份數不足時，由機關以黑白影印本補足，如因影印品質而影響評審委員評分，應由投標廠商自行負責。企劃書封面請標示本採購之案名、廠商名稱、聯絡人姓名及電話。倘投標廠商未標示前揭事項，機關得洽廠商澄清更正。

Where the copies of Service Recommendation Plans are insufficient, the Entity may use black-and-white photocopies to make up needed copies. Tenderers take full responsibility for the scores they receive from the evaluation members, should they be affected by the quality of the photocopies. The cover of the Service Recommendation Plan shall include the tender name of this procurement, name of the tenderer, name of the contact person and telephone. Where the bidder did not disclose the aforementioned items, the Entity may contact the supplier for clarification or amendment.

- (5)企劃書以橫書直式編排，紙張大小採 A4 規格紙張，雙面印刷為原則，圖樣得採 A3 規格紙張（請摺頁為 A4 規格），以連續編列頁碼方式不得超過___頁（未載明者為服務建議書不限頁數），採 A4 直式左側裝訂，並於首頁繕列各章節及附件之目錄與頁次。廠商另得提供服務建議書及其附件之電子檔，檔案格式宜為.doc 或.docx 或.PDF 格式，以利機關審視。

The layout of the Service Recommendation Plan shall be horizontal, from top down. A4 paper size, double printed in principle. Drawings shall be in A3 paper size (insert folds shall be in A4), not to exceed ___pages in sequential page numbers (unlimited pages of Service Recommendation Plan if not otherwise specified). A4 vertical left bind, with the first page listing the table of contents and pages of each chapters and attachments. Suppliers must also provide electronic copies of their Service Recommendation Plan, formats.doc or .docx. or PDF are suggested, so as to facilitate the Entity to review.

- (6)企劃書之格式不符規定者，評審委員得視不符情形酌予扣減「簡報及答詢」項目分數，惟扣減分數不得逾「簡報及答詢」項目之總分。

Where the Service Recommendation Plan does not conform to regulation, the Working Group shall detail the non-conformity in its preliminary review. The evaluation committee members may deduct scores from “Presentation and Q&A” depending on the non-conformity, however deductions may not exceed the total score

“Presentation and Q&A” received.

- (7)以標單送達機關順序決定簡報次序，簡報必須由本採購案之執行團隊為之，每家廠商參與簡報人員以 人為限（未載明者為不限人數）。廠商簡報前如唱名 3 次未到者（包括遲到者），視同放棄簡報及答詢權利，其列為評選項目者，則該廠商「簡報及答詢」項目以零分計算。

The order of presentation shall be determined by the order the tender document is received. The presentation must be conducted by the implementation team of this procurement, with ___ presenters from the supplier to participate (unlimited number if not otherwise specified). If the tenderer who is supposed to conduct a presentation at scheduled time fails to attend after three roll calls by the Entity, (including those who are late), it is deemed to have waived the rights to present and Q&A. The tenderer shall receive zero points for the item of “Presentation and Q&A” in the scoring form.

- (8)簡報時間不得超過___分鐘（未載明者為 10 分鐘），逾時將強制停止簡報，機關工作人員於第___分鐘（未載明者為 8 分鐘）按鈴提示，第___分鐘（未載明者為 10 分鐘）按鈴結束簡報；本案採統問統答，評審委員全部 1 次提問完畢後，投標廠商綜合回答所有提問，時間不得超過___分鐘（未載明者為 10 分鐘），機關工作人員於第___分鐘（未載明者為 8 分鐘）按鈴提示，第___分鐘（未載明者為 10 分鐘）按鈴結束答覆。

The presentation is limited to ___ minutes (unlimited time if not otherwise specified), and will be forced to stop if the allotted time is over. Workers from the Entity will press a buzzer at minute 18 as warning (minute 8 if not otherwise specified), and press the buzzer at minute ___ to terminate the presentation (minute 10 if not otherwise specified). This procurement applies a round of question-asking and a round of answer-giving, where the evaluation committee members will ask all the questions they have in 1 round and the bidder to answer all the questions in turn. The time allowed for this is no more than ___ minutes (10 minutes if not otherwise specified). Workers from the Entity will press a buzzer at minute ___ as warning (minute 8 if not otherwise specified), and press the buzzer at minute ___ to terminate the Q&A (minute 10 if not otherwise specified).

- (9)投標廠商依招標文件規定進行簡報時，應以投標文件之內容為限，不得利用簡報變更或補充投標文件內容。廠商答覆委員詢問事項，亦應與評審項目有關。

Where bidders proceed in accordance to the bid document

regulations, they should limit their presentation to the content of their bid documents, and may not use the presentation to amend or supplement the content of their bid documents. When answering to the queries by committee members, the response shall be pertinent to the item of evaluation.

- (10)各廠商簡報時其他廠商應退席，廠商簡報及答詢完畢後即應離席，評審小組討論及決議時所有廠商一律退席。

All other bidders shall leave the presentation room when another bidder is making a presentation. The presenting bidder shall leave the presentation room immediately after completing the Q&A. All suppliers shall leave the presentation room when the evaluation committee is discussing and making its decision.

- (11)本採購取用（參考）最有利標精神，以「序位法」評定符合需要廠商，價格納入評比，評審委員於各評審項目及子項之評分加總轉換為序位後，彙整合計各廠商之序位，以出席委員過半數評分高於 75 分（含）以上且序位合計值最低廠商為序位第一，無待協商項目，且經出席評審委員過半數之決定，並簽報機關首長或其授權人核定後為符合需要廠商。出席委員過半數評分高於 75 分（含）以上之序位第二以後廠商，無待協商項目，且經出席評審委員過半數之決定，並簽報機關首長或其授權人核定後，亦得列為符合需要廠商。

This procurement (references) the spirit of the most advantageous tender, uses “tender ranking” to select tenderers whose tenders shall meet the requirements to negotiate, with pricing incorporated into the evaluation. After the evaluation committee members add up the total score points of judging criteria and sub-criteria and convert into ranking, they will compile the tenderers into rankings. The tenderer awarded higher than 75 scores (inclusive) and the lowest sum of ranking point from more than half of the evaluation committee members in attendance, will be determined as tenderers whose tenders shall meet the requirements to negotiate. If said offered price is reasonable and without any signs of wasting the public money, nor any items to be negotiated, then after all the evaluation committee members in attendance have decided, and submitted to the responsible entity supervisor or his authorized representative for approval, shall also be listed as tenderers whose tenders shall meet the requirement to negotiate.

- (12)評審結果符合需要廠商有 2 家以上同序位時，以標價低者優先議價；如標價又相同時，以擇『獲得評選委員評定序位第一較多者』或『配分最高之評選項目之得分合計值較高者』

優先議價（請勾選），若再相同者，則由廠商推派代表抽籤決定之，若廠商未推派代表，則由會議主席代為抽籤決定之。評選結果非優勝廠商有 2 家以上同序位時，將列為同等序位。

If the evaluation result produced more than 2 tenderers whose tenders shall meet the requirement to negotiate, with the same lowest ranking point total, the bidder with the lowest offer shall have priority to negotiate the price. Where the offered prices are the same, than the bidder who received the most in the Ranking Point column or awarded the highest total score, will be awarded with priority to negotiate. If these remain to be the same again, then the tenderer will choose a representative to draw lots. If the tenderer does not chose a representative, then the committee chairman will draw the lot to decide the awarded ranking. Where the evaluation result produced more than two non-winning tenderers with the same ranking, then they shall be placed as the same ranking

- (13) 投標廠商應保證投標文件內之所有文件、設計、技術等均未違法使用第三者之智慧財產權。若有侵害第三者之智慧財產權時，投標廠商應負擔所有之賠償費用及一切法律責任，與機關無涉。

Tenderers shall guarantee that all the documents, designs, technologies in the bid documents do not infringe on the intellectual property rights of a third party. Where the intellectual property rights of a third party is infringed, the tenderer shall exclude the Entity, and take full responsibility and bear all legal liabilities.

- (14) 機關提供單槍投影機及螢幕，廠商應自行準備簡報所需其他相關設備。

The Entity will provide a single-lens projector and screen. Tenderer shall be responsible for other equipment it needs to make the presentation.

- (15) 公開徵求之符合需求廠商，依優勝序位於完成議價後決標，採固定費用（或費率）者，其議價程序仍不得免除，無須議減價格，可議定其他內容，且不得降低招標文件之要求及評審時廠商所承諾之事項。

The contract will be awarded after tenderers whose tenders shall meet the requirements to negotiate, selected by the open evaluation have completed price negotiation in accordance to their ranking. Bidders with fixed prices (or fees), still must go through the negotiation process, without the need to reduce the price but can

negotiate other contents. However, they must not lower the requirements set forth in the bid document, or the commitments they promised to undertake during the evaluation.

- (16)未得標廠商之企劃書，除機關保留 1 本外，其餘企劃書廠商得申請歸還。

The Service Recommendation Plans of unsuccessful bidders, excluding the 1 copy the Entity shall keep, may be returned if said tenderer applies to do so.

- (17)所有參與評審所需之書面資料或樣品等，除招標文件另有規定外，投標廠商應併同投標文件送達機關，評審小組會議前、會議現場及會議結束後，均不得變更或補充。廠商另行提出變更或補充資料者，該資料將不納入評審。

All the written documents or samples, etc, required to participate in the evaluation, with except to other regulations on tender documents, shall be delivered to the Entity along with bid documents. No amendments or supplements are allowed prior to the evaluation meeting, during the meeting or after the meeting. Where suppliers propose amendments or supplements, those documents shall not be incorporated into the evaluation.

六十四、本採購 This procurement is :

(1)非複數決標。Not a multiple award

(2)複數決標，保留採購項目或數量選擇之組合權利（項目或數量選擇之組合方式如附件。例如得由廠商分項報價之項目，或依不同數量報價之項目及數量之上、下限；投標廠商得標項目或數量之限制、開標順序、願比照得標廠商之價格者得併列為得標廠商、決標廠商家數上限等）。

A multiple award that contracts may be awarded to different tenderers by different items or different quantities (the measures of contract awarding to different tenderers by different items or different quantities are as attached. For instance, the items permitted for tendering separately, the items permitted for tendering by different quantity and the minimum and maximum of such quantity range, the limits of items or quantities awarded to a supplier, the sequence of tender opening, tenderers may be also awarded at the same price as that of the awarded tenderer, or the maximum number of the suppliers awarded).

六十五、本採購 This procurement :

(1)預算未完成立法程序前，得先辦理保留決標，俟預算通過後始決標生效。

May be awarded with reservation in the event that the budget of

procurement has not been appropriated by a legislative body. The awarding of contract shall come into effect after the budget is appropriated.

(2) 決標方式為 Shall be awarded by :

(2-1) 總價決標。Total price.

(2-2) 分項決標。Item.

(2-3) 分組決標。Group.

(2-4) 依數量決標。Quantity.

(2-5) 單價決標（以單價乘以預估數量之和決定得標廠商）。

Unit price (The contract awarded shall be determined by the sum of the unit price times the estimated quantity of each item).

(2-6) 其他（由招標機關敘明）：

Others (prescribed by the Entity):

(3) 屬勞動派遣（指派遣事業單位指派所僱用之勞工至機關提供勞務，接受各該機關指揮監督管理之行為）：派遣勞工（指受派遣事業單位僱用，並向各機關提供勞務者）之薪資（內含勞工依法自行負擔之勞保、健保、就業保險費用）與廠商應負擔之勞保、健保、就業保險費用、積欠工資墊償基金提繳費及勞工退休金等費用，採固定金額支付，不列入報價範圍。廠商僅需就管理費用（含利潤、相關稅捐及管理所需一切費用等）報價。決標後，廠商報價與前述固定金額合計為契約總價，詳如附件報價明細表【註：報價明細表範例如附件，機關於招標時依案件性質參酌調整後附於投標須知。派遣勞工之加班費及差旅費，不含於契約價金，如發生此等費用，其計算方式依勞動法令規定另行支付】。

Is labor dispatch (means a dispatch entity assigns its workers to the Entity to render labor services and accept the guidance, supervision and management of the Entity): Fixed amount method shall be adopted for paying the salary and wages (including the legal deductible amount of labor insurance, national health insurance and employment insurance premiums to be assumed by the labor), together with the labor insurance, national health insurance, employment insurance expenses to be assumed by the employer as well as the payment of the Arrear Wage Payment Fund and labor pension, and the above shall not be included in the quotation. The tenderer shall offer the price for the overheads only (including profit, relevant taxes and

all expenses of management). After being awarded, the quotation offered by the tenderer combined with the aforesaid fixed amount shall be the total contract amount, as per the attached Quotation List. (Note: The attachment is the sample of Quotation List. When offering the tender, the Entity shall make adjustment to the sample referring to the nature of the case and include it in the Instructions to Tenderer. The overtime and travel expenses for dispatched workers shall not be included in the contract price. Such expenses, when required, shall be calculated and paid according to labor laws and regulations.)

六十六、無法決標時不得依採購法第 55 條或第 56 條規定採行協商措施。

Whether consultations should not be conducted in accordance with Article 55 or Article 56 of the Act if the tender cannot be awarded.

六十七、本採購保留未來向得標廠商增購之權利，擬增購之項目及內容（請載明擴充之金額、數量或期間上限，並應將預估選購或擴充項目所需金額計入採購金額。未保留增購權利者免填）：

The Entity reserves the right for further procurement with the awarded tenderer. The item and contents for such further procurement are as follows (please specify the maximum limit of the value, quantity or period to be expanded, and the estimate value of such expanded procurement shall be added to the value of the original procurement, if applicable):

六十八、本採購適用採購法 The Act applies to this procurement：

(1) 無例外情形。Without any exception.

(2) 機關係軍事機關而有採購法第 104 條第 1 項但書之例外情形。

With the exception of circumstances of paragraph 1 of Article 104 of the Act, because the Entity is a military entity.

(3) 有採購法第 105 條第 1 項之例外情形。

With the exception of circumstances of paragraph 1 of Article 105 of the Act.

(4) 有採購法第 106 條第 1 項之例外情形。

With the exception of circumstances of paragraph 1 of Article 106 of the Act.

六十九、投標廠商之基本資格及應附具之證明文件如下（如允許依法令免申請核發本項基本資格證明文件之廠商參與投標，一併載明該等廠商免繳驗之證明文件；另如允許合作社為投標廠商，且投標廠商為合作社者，應依合作社法之規定，並附具合作社章程，且章程業務項目需涵蓋本採購委託工作項目）：

The basic qualification of a tenderer and the supporting qualification

documents that shall be attached are as follows (if a tenderer is allowed to tender without providing any of the supporting documents for such basic qualification because the tenderer is not required to apply for such documents pursuant to the related laws or regulations, please specify such supporting documents which may be waived; where a cooperative is permitted to submit a tender, pursuant to the Cooperatives Act, the tenderer of a cooperative shall provide the articles of association as supporting documents and the type of business operations listed on the articles of association shall cover the subject of this procurement.):

■(1)公司、合夥或獨資之工商行號及其他得提供履約標的之法人、機構或團體，並檢附廠商登記或設立證明文件，如公司登記或商業登記證明文件、非屬營利事業之法人、機構或團體依法須辦理設立登記之證明文件、工廠登記證明文件、許可登記證明文件、執業執照、開業證明、立案證明或其他由政府機關或其授權機構核發該廠商係合法登記或設立之證明文件。（廠商得列印公開於目的事業主管機關網站，如全國商工行政服務入口網之登記資料代之；已公告廢止之「營利事業登記證」，不得作為廠商登記或設立之證明文件。）

依政府機關組織法律組成之非公司組織事業機構，依法令免申請核發許可登記證明文件、公司登記或商業登記證明文件、承攬或營業手冊、繳稅證明文件或加入商業團體者，參加投標時，得免繳驗該等證明文件。

A company, partnership or sole proprietorship engaged in industry or commerce, or a natural person, legal person, institution or organization that can provide proof of registration or establishment of the supplier, such as certificate of company registration or commercial registration, certificate of registration required by law for a non-profit-making juristic person, institution or organization, certificate of factory registration, approval certificate for registration, practicing license, practicing certificate, accreditation certificate, or other certificates issued by government entities or institutions authorized by government entities certifying that the supplier is lawfully established or registered. (Suppliers may submit the printout of data that are open to the public at the website of competent entities, in lieu of the certificates. The “certificate of registration for a profit-making company” that’s been revoked publicly may not be used as proof of registration or establishment of the supplier.)

Where non-corporate enterprises, established pursuant to the laws that govern the organization of government entities and exempted

by laws from application for issuance of approval certificate for registration, certificates of company registration or commercial registration, contracting or business handbooks, proof of tax payment or proof of membership to commercial organizations, participate in tendering, such documents may be waived.

■(2)廠商納稅證明：廠商就下列證明文件擇一檢附。

Suppliers' Certificate of Tax Payment: The supplier shall attach one of the following supporting documents.

(2-1)營業稅繳稅證明：為營業稅繳款書收據聯或主管稽徵機關核章之最近 1 期營業人銷售額與稅額申報書收執聯。廠商不及提出最近 1 期證明者，得以前 1 期之納稅證明代之。新設立且未屆第 1 期營業稅繳納期限者，得以營業稅主管稽徵機關核發之核准設立登記公函代之；經核定使用統一發票者，應一併檢附申領統一發票購票證相關文件。（本項適用於依營業稅法須報繳營業稅者之情形）

Proof of tax payments: where the certificate of tax payment referred to in subparagraph 2 of paragraph 1 is a certificate of business tax payment, it shall be a business tax payment receipt or the latest sales revenue and tax report approved and affixed with an official seal by the responsible tax-assessing authority. If the supplier is unable to provide the most recent certifying documents in time, the tax payment receipt of the immediate preceding period may be used in replacement. Where unified invoice system is mandatory to the supplier, the relevant documents in relation to the purchase of unified invoice shall also be submitted. (This applies to those who must pay business tax in accordance to the Business Tax Act)

(2-2)所得稅證明：最近 1 年所得稅納稅證明或所得稅結算申報繳費收執聯。廠商不及提出最近 1 年證明文件者，得以前 1 年之納稅證明文件代之。

Proof of income tax: income tax payment receipt or income tax return of the most recent year. If the supplier is unable to provide the most recent certifying documents on time, the tax payment receipt of the immediately preceding year may be used in replacement.

以上營業稅或所得稅之納稅證明，得以相同期間內主管稽徵機關核發之無違章欠稅之查復表代之。依法免繳納營業稅或所得稅者，應繳交核定通知書影本或其他依法免稅之證明文件影本。公立學校免附。

Certificate of no outstanding taxes issued by the responsible tax-

assessing authority within the same period specified above, may be used as a replacement of certificate of tax payment of business tax or income tax. Those exempted to pay business tax or income tax pursuant to the law should submit photocopies of approval notices or copies of other documents of proof for exemption pursuant to the law. Such documents may be waived for public schools.

■(3)投標廠商聲明書。

Statement of the Tenderer

■(4)其他基本資格：依法設立之公關或旅遊行銷顧問公司。

Other basic qualification: Public relations agencies or tourism marketing consulting company established in accordance with the law.

- 本採購屬經濟部投資審議委員會公告「具敏感性或國安（含資安）疑慮之業務範疇」之資訊服務採購，廠商不得為大陸地區廠商、第三地區含陸資成分廠商及經濟部投資審議委員會公告之陸資資訊服務業者。（上開業務範疇及陸資資訊服務業清單公開於經濟部投資審議委員會網站 <http://www.moeaic.gov.tw/>）。（註：適用條約或協定之採購案，如勾選本項者，請依 GPA 第 3 條規定，妥適考量本須知第 16 點之勾選）

Since this procurement is an information service procurement under the scope of business with concerns of sensitivity or national security (including information security) announced by the Investment Commission, MOEA, the supplier shall not be a Mainland Area supplier, a Mainland-funded supplier from a third area, and a Mainland-funded information service provider announced by the Investment Commission, MOEA. (Please refer to the website of the Investment Commission, MOEA, <http://www.moeaic.gov.tw>, for the above-mentioned scope of business and the list of Mainland-funded information service suppliers.) (P.S.: For procurement cases covered by treaties or agreements, if this item is ticked, please tick items in point 16 of this Notice carefully in accordance with Article 3 of GPA.)

- 本採購內容涉及國家安全，不允許大陸地區廠商、第三地區含陸資成分廠商及在臺陸資廠商參與。（註：適用條約或協定之採購案，如勾選本項者，請依 GPA 第 3 條規定，妥適考量本須知第 16 點之勾選）

This procurement concerns national security, and Mainland Area suppliers, Mainland-funded suppliers from a third area, and Mainland-funded suppliers at Taiwan are not allowed to participate. (Note: For procurement cases covered by treaties or agreements, if this item is ticked, please tick items in point 16 of this Notice carefully in

accordance with Article 3 of GPA.)

- 七十、本採購屬特殊採購；符合「投標廠商資格與特殊或巨額採購認定標準」 (工程採購)第 6 條第 款； (財物或勞務採購) 第 7 條第 款 (請註明款次)。(非特殊採購者免填)

This procurement is a special procurement in accordance with one of the following circumstances of the “Standards for Qualifications of Tenderers and Determination of Special or Large Procurement”:
 Subparagraph ___ of Article 6; Subparagraph ___ of Article 7.
(optional)

- 七十一、投標廠商之特定資格及應附具之證明文件如下 (限特殊或巨額之採購方可規定特定資格條件)：

The specific qualification of a tenderer and the supporting qualification documents that shall be attached are as the follows (Such qualification shall be set only for a special or large procurement):

- 七十二、廠商所提出之資格文件影本，機關於必要時得通知廠商限期提出正本供查驗，查驗結果如與正本不符，係不實之文件者，依採購法第 50 條規定辦理。前揭影本之尺寸與正本不一致，或未載明與正本相符、未加蓋廠商印章或簽署等情事，而不影響辨識其內容或真偽者，不影響其有效性。

The Entity may require the supplier to provide the originals of the qualification document photocopies submitted by the supplier for verification within a specified time. Non-conformity with the originals due to forgery or tampering will be handled in accordance with Article 50 of the Act. If the size of the pre-released copy is inconsistent with the original, or it does not indicate that it is consistent with the original, and is not stamped with the manufacturer's seal or signature, it does not affect the identification of its content or authenticity, and does not affect its validity.

不同投標廠商參與投標，不得由同一廠商之人員代表出席開標、評審、評選、決標等會議，如有由同一廠商之人員代表出席情形，依採購法第 50 條第 1 項第 1 款或第 7 款規定辦理。

Where different tenderers participate in a procurement, each of them shall not assign a person working in the same tenderer to attend the meetings of tender opening, evaluation of suppliers, selection of suppliers and contract awarding. Otherwise, subparagraphs 1 or 7 of paragraph 1 of Article 50 of the Act shall apply.

投標廠商之標價有下列情形之一為投標文件內容不符合招標文件之規定：(預算或底價未公告者免填)

Where the price of a tender is in any of the following situations, the tender doesn't comply with the requirements of the tender

documentation: (this is optional if the budget or government estimate of a procurement is not published).

■(1)高於公告之預算者。

Higher than the budget amount disclosed in the tender notice.

□(2)高於公告之底價者。

Higher than the government estimate disclosed in the tender documentation.

機關辦理採購有下列情形之一者，得依採購法第 50 條第 1 項第 5 款「不同投標廠商間之投標文件內容有重大異常關聯者」之規定及行為事實，判斷認定是否有該款情形後處理：

In case of any of the following circumstances, the Entity may, base on the facts and “the contents of the tender documents submitted by different tenderers show a substantial and unusual connection” of subparagraph 5 of paragraph 1 of Article 50 of the Act, determine whether to apply this subparagraph or not:

一、投標文件內容由同一人或同一廠商繕寫或備具者。

The contents of different tender documents were written or prepared by the same person or tenderer.

二、押標金由同一人或同一廠商繳納或申請退還者。

The bid bonds of different tenderers were deposited or requested for refund by the same person or tenderer.

三、投標標封或通知機關信函號碼連號，顯係同一人或同一廠商所為者。

The serial numbers of tender envelopes, containers, or letters to the Entity are consecutive, which apparently were done by the same person or tenderer.

四、廠商地址、電話號碼、傳真機號碼、聯絡人或電子郵件網址相同者。

The addresses, phone numbers, fax numbers, contact persons or email addresses of different tenderers are the same.

五、其他顯係同一人或同一廠商所為之情形者。

Any other circumstances that tenders were apparently prepared by the same person or tenderer.

機關辦理採購有「廠商投標文件所載負責人為同一人」之情形者，得依採購法第 50 條第 1 項第 5 款「不同投標廠商間之投標文件內容有重大異常關聯者」處理。

In the case that “the representatives set out in the tender documents are the same person,” subparagraph 5 of paragraph 1 of Article 50 of the Act, i.e. “the contents of the tender documents submitted by different tenderers show a substantial and unusual connection” may apply.

機關辦理採購，有 3 家以上合格廠商投標，開標後有 2 家以上廠商有下列情形之一，致僅餘 1 家廠商符合招標文件規定者，得依採購法第 48 條第 1 項第 2 款「發現有足以影響採購公正之違法或不當行為者」或第 50 條第 1 項第 7 款「其他影響採購公正之違反法令行為」之規定及行為事實，判斷認定是否有各該款情形後處理：

Where there are three or more qualified suppliers submitting tenders and only one tender remains consistent with the requirements of the tender documentation, with the event that any of the following circumstances occurs to the other two or more tenderers, subparagraph 2 of paragraph 1 of Article 48 of the Act “where illegal or improper activities that may impair the fairness of the procurement are found”, or subparagraph 7 of paragraph 1 of Article 50 of the Act “the tenderer is engaged in any other activities in breach of laws or regulations which impair the fairness of the procurement” may apply:

一、押標金未附或不符規定。

The bid bond is not deposited or is inconsistent with the requirements of the tender documentation.

二、投標文件為空白文件、無關文件或標封內空無一物。

The tender is blank, irrelevant, or there is nothing in the tender envelope or container.

三、資格、規格或價格文件未附或不符規定。

The qualification, specification, or price document of a tender is not provided or is inconsistent with the requirements of the tender documentation.

四、標價高於公告之預算或公告之底價。

The tender price is higher than the budget amount disclosed in the tender notice, or the government estimate disclosed in the tender notice.

五、其他疑似刻意造成不合格標之情形。

Any other circumstances gives rise to a tender being inconsistent with the requirements of the tender documentation by deliberate action taken likely.

工程採購案件，其屬營造業法所定營繕工程者，投標廠商屬營造業，可為決標對象，但決標金額高於營造業法所規定之承攬造價限額時，不決標予該廠商。

For procurement of construction and repair works stipulated by the Construction Industry Act, a tenderer of a construction enterprise may be awarded. However, where the awarding amount is higher than the limit of construction cost stipulated by the Construction Industry Act, the tenderer shall not be awarded.

七十三、外國廠商之投標資格及應提出之資格文件，附經公證或認證之中文譯本（不允許外國廠商投標者免填）：是

The qualification and the supporting qualification documents together with notarized or certified Chinese translation of such documents that shall be submitted by foreign suppliers are (not applicable if the procurement is not open to foreign suppliers): Yes

七十四、以選擇性招標方式辦理者，其限制投標廠商資格之理由及其必要性（非選擇性招標者免填）：

For selective tendering procedures, the reasons of and the necessity for qualification requirements are as follows (not applicable for non-selective tendering procedures):

七十五、招標標的之功能、效益、規格、標準、數量或場所等說明及得標廠商應履行之契約責任：由招標機關另備如附件。

The function, performance, specification, standard, quantity or place of the subject of the tender and the contractual responsibilities of the awarded tenderer: details as per attachment prepared by the Entity.

七十六、依採購法第 65 條之規定，本採購標的之主要部分為（無者免填）：

Pursuant to Article 65 of the Act, the main parts of this procurement are (optional):

七十七、招標文件如有要求或提及特定之商標或商名、專利、設計或型式、特定來源地、生產者或供應者之情形，允許投標廠商提出同等品，其提出同等品之時機為：

Where the tender documentation requires or states a particular trademark or trade name, patent, design or type, specific source of origin, producer or supplier, it is allowed to offer an “equivalent”. The timing of offering the “equivalent” is:

(1) 應於投標文件內預先提出者，廠商應於投標文件內敘明同等品之廠牌、價格及功能、效益、標準或特性等相關資料，以供審查。

Where the tenderer shall offer an equivalent in its tender, the tenderer shall provide in its tender for the Entity's evaluation the brand, price, function, performance, standard, characteristics or other data related thereto of the equivalent.

(2) 得標廠商得於使用同等品前，依契約規定向機關提出同等品之廠牌、價格及功能、效益、標準或特性等相關資料，以供審查。

Where a Supplier may offer an equivalent according to the contract, the Supplier shall submit the following data to the Entity for evaluation before putting it into use: brand, price, function, performance, standard, characteristics or other data related thereto.

七十八、投標廠商之標價條件 The terms of price of a tender is：

- (1)送達招標機關指定地點（由招標機關敘明地點）：台灣觀光協會吉隆坡辦事處

Properties shall be delivered to the indicated place (specified by the Entity): Taiwan Visitors Association KL Office

- (2)於招標機關指定地點完工（由招標機關敘明地點）：印尼

Works shall be completed at the indicated place (specified by the Entity):

- (3)其他（由招標機關敘明）：

Others (specified by the Entity):

七十九、投標廠商標價幣別 The currency of the tender is :

- (1)新臺幣。New Taiwan Dollar.

- (2)外幣：美金（指定之外幣由招標機關敘明外幣種類）。

Foreign currency: USD (specified by the Entity).

- (3)新臺幣或外幣： （指定之外幣由招標機關敘明外幣種類，該外幣並以決標前一辦公日臺灣銀行外匯交易收盤即期賣出匯率折算總價）

New Taiwan Dollar or foreign currency: (The kind(s) of foreign currency shall be specified by the Entity, and the total price in New Taiwan Dollar in equivalence of the foreign currency shall be calculated by the closing rate of spot foreign exchange selling by Bank of Taiwan on the first working day prior to the date of award.)

八十、採購標的之維護修理（不需維護修理者免填）：

The maintenance and repair for the subject of the tender shall be (optional):

- (1)由得標廠商負責一定期間，費用計入標價決標（招標機關敘明其期間）：契約期間

Responsible by the awarded tenderer within a certain period, and the expenses shall be included in the total price of the tender (the period shall be specified by the Entity): During the contract

- (2)由機關自行負責。Responsible by the Entity.

- (3)另行招標。Covered by another tender.

八十一、廠商有下列情形之一者，不得參加投標、作為決標對象或分包廠商或協助投標廠商：

A supplier is prohibited from participating in tendering, being awarded or sub-contracting, or assisting tenderers in this procurement in case that any of the following circumstances occurs to the supplier:

- (1)提供規劃、設計服務之廠商，於依該規劃、設計結果辦理之採購。

Where the supplier has provided planning or design services to the Entity, and this procurement is resulted from such planning or design;

(2)代擬招標文件之廠商，於依該招標文件辦理之採購。

Where the tender documentation of this procurement has been prepared by the supplier for the Entity;

(3)提供審標服務之廠商，於該服務有關之採購。

Where the supplier provides tender evaluation service to the Entity for this procurement;

(4)因履行機關契約而知悉其他廠商無法知悉或應秘密之資訊之廠商，於使用該等資訊有利於該廠商得標之採購。

Where the supplier knows, by fulfilling a contract with the Entity, a certain information which is unknown to other suppliers or should be kept secret, and the supplier can benefit from winning the award by taking advantage of the information;

(5)提供專案管理服務之廠商，於該服務有關之採購。

Where the supplier also provides professional management service to the Entity for this procurement.

(6)經依採購法第 103 條刊登於政府採購公報，且在不得參加投標之期限內者。

Where the supplier is not allowed to participate the tender within certain period in accordance with the Article 103 of the Act published on Government Procurement Bulletin.

(7)政黨及與其具關係企業關係之廠商。

Where the supplier is in business relationship with political party.

(8)廠商或其負責人，與機關首長或補助機關首長或受補助之法人或團體負責人，或委託機關首長或受託法人或團體負責人，或洽辦機關首長，涉及本人、配偶、三親等以內之血親或姻親，或同財共居親屬之利益者。

Where the supplier or its person-in charge is the beneficiary of the followings: head of entity, subsidy entity, subsidized legal group or its owner, authorized entity, legal authorized group or its owner, contact agency, spouse, blood relative or in-laws within third degree of kinship, or relatives living and sharing property together.

前項第 1 款及第 2 款之情形，於無利益衝突或無不公平競爭之虞，經機關同意者（本項未勾選者，表示機關不同意），得不適用於後續辦理之採購。上述無利益衝突或無不公平競爭之虞之情形，於第 1 款指前階段規劃或設計服務之成果一併於招標文件公開，且經機關認為參與前階段作業之廠商無競爭優勢者。

Where there is no conflict of interest or concern of unfair competition, the circumstances referred to in subparagraphs 1 and 2 of the preceding paragraph may not be applicable to the subsequent procurements after approval of the Entity (not applicable where this paragraph is not

ticked). With regard to the aforementioned circumstance in subparagraph 1, it shall be subject to the conditions that the accomplishments of the previous stage of planning or design are publicized together with the tender documentation of the procurement, and that the Entity determines that there is no competitive advantage of such supplier(s) participating in the previous stage.

八十二、全份招標文件包括：（可複選；刊登於政府電子採購網之本案招標公告為招標文件之一部分，不另檢附）

A complete set of the tender documentation includes: (multiple choices may apply; the tender notice published on the Government e-procurement system is part of the tender documentation, not attached respectively)

(1) 投標須知。

Instructions to Tenderers.

(2) 需求說明書。

Requirement manual

(3) 標價單。

Price List of the Tender.

(4) 投標廠商聲明書。

Statement of the Tenderer.

(5) 契約條款 Terms and conditions of Contract

交通部觀光署契約廠商廉政相關規定告知書。

Notice on Integrity Regulations for Contracted Suppliers by the Tourism Administration of M.O.T.C

交通部觀光署廠商資通安全管理約定書。

Tourism Administration, Ministry of Transportation and Communications Cyber Security Management Agreement for Contracted Suppliers

(6) 外標封。

Cover Envelope

(7) 「廠商參與公共工程可能涉及之法律責任」及廠商切結書（行政院公共工程委員會 113 年 3 月 20 日工程企字第 11301000171 號函修訂）：

“Possible Legal Liabilities Involvement by Supplier Participating in Public Projects” and Supplier’s Affidavit (revised by the Public Construction Commission, Executive Yuan on March 20, 2024, Project Enterprise No. 11301000171):

切結書 1

Affidavit 1

切結書 2（受聘於工程技術顧問公司）

Affidavit 2 (for a professional engineer of a professional engineering consulting company)

切結書 3 (營造業專任工程人員)

Affidavit 3 (for a full-time engineer of a construction company)

切結書 4 (營造業工地主任)

Affidavit 4 (for a field director of a construction company)

(8) 退還押標金申請書、授權書。

Application of bid bond refund or return and Power of Attorney.

(9) 其他：招標規範及授權書。

Others: Tender Specifications and Power of Attorney

八十三、投標廠商應依規定填妥下列投標文件（不得使用鉛筆），再置於外標封內密封後投標。屬一次投標分段開標者，各階段之投標文件應分別密封後，再以大封套合併裝封。所有內外封套外部皆須書明投標廠商名稱、地址及採購案號或招標標的。廠商所提供之投標、契約及履約文件，建議採雙面列印，以節省紙張，愛惜資源。

Tenderers shall, in accordance with the requirements, fill out (do not use a pencil) and submit the “Documentation for Invitation, Tendering and Contract”, “Price List of the Tender” attached to the tender documentation, together with the qualification, specification and other specific documents required by this tender documentation, by sealing up all documents in an envelope. Provided that the tender is submitted in one-step but opened in multi-steps, the tender documents in each step shall be sealed up with separate envelopes, then put all envelopes into one large envelope to submit. All inside and outside envelopes shall be marked with the name of tenderer, address, and number of the procurement or subject of the tender. In order to conserve resources, it is suggested to use double-sided printing for documents of tender, contract and contract performance.

(1) 廠商登記或設立之證明文件。

Documents of the supplier’s business registration or establishment.

(2) 廠商納稅之證明文件。

Documents of the supplier’s tax payments.

(3) 標價單。

Price List of the Tender.

(4) 投標廠商聲明書。

Statement of the Tenderer.

(5) 切結書。

Affidavit

(6) 服務建議書（企劃書）。

Service Recommendation (Proposal).

(7) 押標金繳納證明。

Proof of bid bond deposit

(8) 其他：

Others:

八十四、投標文件須於截止投標期限 2024 年 7 月 17 日 17 時前，以郵遞、專人送達方式送達至下列收件地點：台灣觀光協會吉隆坡辦事處 (Suite 25-01, Level 25, Wisma Goldhill, 67 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia) (以送達收件地點時間為準，非郵戳時間)。

The tenders shall be submitted before 1700, 17 July 2024 by postal delivery, personal or delivery submission to the following receipt address: Taiwan Visitors Association KL Office (Suite 25-01, Level 25, Wisma Goldhill, 67 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia.) (Based on the time of service, not time indicated by postmark).

八十五、電子領標廠商之投標封附上該標案之領標電子憑據書面明細，或於開標後依機關通知再行提出。

For suppliers downloading the tender documentation electronically, the tender shall be submitted with an evidence of receiving the tender documentation electronically. It is also allowed to submit such evidence requested by the Entity after tender opening.

八十六、投標廠商應詳閱招標文件之各項規定，並詳為估算其標價，以不易塗改之書寫工具，依規定格式填寫或鍵入相關投標文件。除招標文件另有規定者外，廠商不得擅改機關原訂內容或附加任何條件（附有條件者，該條件無效）。

Tender shall read through the various regulations of the bid document in detail, and estimate their bid prices carefully and use a writing tool that is difficult to make amendments to fill out or key-in related bidding documents. Except other regulations on tender documents, suppliers may not alter any original contents set by the Entity or add-on any terms or conditions. (The add-on terms or conditions shall be treated as invalid).

八十七、截止投標日或開標日為辦公日，而該日因故停止辦公，除招標文件另有規定或機關另有公告者外，依政府電子採購網（網址：<http://web.pcc.gov.tw/>）下載專區/颱風天等標期/公布之「因應颱風等災變部分地區停止上班，各機關招標公告之截止收件日或開標日是否延期處理原則」辦理。

In the event that the closing date for receipt of tenders or bid opening date falls on a business day and that for some reason the office closes on that day, except other regulations on tender documents or the Entity made a public notice, the announcement from the website of Government e-

Procurement System (Website: <http://web.pcc.gov.tw/>) “whether deadline of tender receipt or bid opening date be postponed due to business closed for typhoon or any severe weather conditions” under the sections of “Download Zone,” “Typhoon,” “Bulletin.” shall prevail.

- 八十八、除招標文件另有規定者外，簽訂契約時詳細價目表、單價分析表或其他相關書表所列各項目之單價，得依機關原列預算單價，以決標總價與預算總價比例調整為原則；然有特殊情形或得標廠商認為某項目單價不合理時，得於訂約時由機關與得標廠商協議調整之。

Except other regulations on tender documents, upon signing the contract, the itemized price list, unit price analysis, or other related unit prices of various items listed in writing, shall comply with the unit price of the Entity’s budget set originally, and be adjusted in accordance to the total price the contract is awarded, with the total budget in principle. Where under special circumstances or the successful bidder finds the unit price of a particular item is unreasonable, the Entity and the successful bidder shall discuss and come to an agreement at the time of signing.

- 八十九、除招標文件另有規定者外，得標廠商應於決標次日起 15 日內，按照機關所規定之格式及所需文件，與機關簽訂契約。契約書之製作裝訂由機關為之。

Except other regulations on tender documents, the successful bidder shall sign contract with the Entity within 15 days after the day the contract was awarded, in accordance to the required form and necessary documents. The Entity is responsible for making and binding the contract.

- 九十、投標所需費用，由投標廠商自行負擔，除招標文件另有規定外，不得以任何理由請求機關支付該項費用。

Except other regulations on tender documents, the bidder shall be responsible for the cost of tendering and may not request the Entity to pay for such a cost for any reason.

- 九十一、本須知未載明之事項，依政府採購相關法令。

For matters not provided for herein shall be governed by the Act and relevant regulations.

- 九十二、招標文件或契約未明定契約生效需經雙方簽署方為有效者，以決標日為契約成立日。

Where the tender document or the contract did not specify contract effectiveness requires signatures of both parties, the date the contract is awarded shall be the contractual date.

- 九十三、其他須知（例如：採共同投標、統包、替代方案、國內廠商標價優惠或優先採購環保產品。無者免填）：(1)詳見招標規範 (2)本採購案有關之疑義、異議，請洽承辦人：台灣觀光協會吉隆坡辦事處陳曉曼小姐，聯絡電話：+603-2070-6789 分機 303。(3)無論

得標與否，投標廠商所花費之一切費用應自行負擔。(4)本案決標後廠商擇以新臺幣或美金為支付價金幣別（新臺幣支付時依辦理決標前一辦公日臺灣銀行外匯交易收盤即期賣出匯率折算之）

Other Instructions (to be prescribed in the tendering documentation by the Entity itself, pursuant to related laws and regulations. For instance: joint tendering, turn-key contract, alternative proposal, awarded by price preference to a local supplier, the evaluation procedures for the most advantageous tender, or rules for the procurement of environmental protection products by preference.): (1) Kindly refer to Tender Specifications. (2) For any question or protest related to this procurement, kindly contact Ms. Kelly Chan (Telephone: +60-3-2070-6789 Ext 103) of Taiwan Visitors Association, Kuala Lumpur Office. (3) Any expenses incurred by the tenderer shall be borne by the tenderer independently, irrelevant of whether the contract is awarded. (4) After the bidding is awarded, the supplier may choose to be paid in either New Taiwan Dollars (NT\$) or US Dollars (USD). (When paid in New Taiwan Dollars, the payment amount shall be converted based on the closing spot selling exchange rate of the Bank of Taiwan's foreign exchange transaction on the business day before the award of the bid.)

九十四、受理廠商檢舉之採購稽核小組連絡電話、傳真及地址與法務部調查局及機關所在地之調查站處（站、組）檢舉電話及信箱：

The telephone number, facsimile number and address of the Procurement Control Unit for receiving accusation of this procurement:

The telephone number and mailbox of the Bureau of Investigation of Ministry of Justice and the sub-ordinate Investigation Units:

(1)法務部調查局：23149 新北市新店區中華路 74 號；新店郵政 60000 號信箱，電話：02-29177777，傳真：02-29188888。

Criminal Investigation Bureau of the Ministry of Justice (Address: No. 74, Zhonghua Rd., Xindian Dist., New Taipei City. Mailbox: Xindian P.O. Box 60000. Telephone: 02-29188888, Fax: 02-29188888).

(2)交通部觀光署政風室：10694 臺北市大安區忠孝東路 4 段 290 號 9 樓，電話：02-23491741，傳真：02-27818753。

Civil Service Ethics Office of Taiwan Tourism Administration (Address: 9F No. 290 Sec. 4 Zhongxiao E. Rd. Taipei City. Telephone: 02-23491740, Fax: 02-27818753).

(3)交通部採購稽核小組：54045 南投縣南投市省府路 6 號，電話：049-2370030，傳真：049-2391517。

Procurement Audit Section, Ministry of Transportation and Communications (Address: No. 6 Shenfu Rd. Zhongxing new Village,

Nantou City. Telephone: 049-2370030, Fax: 049-2391517)

(4)中央採購稽核小組：11010 臺北市信義區松仁路 3 號 9 樓，電話：02-87897548，傳真：02-87897554。

Public Construction Commission (Address: 9F No. 3 Song-jen Rd. Xinyi Dist. Taipei City. Telephone: 02-87897548, Fax: 02-87897554).

(5)臺北市調查處：10675 臺北市大安區基隆路 2 段 176 號，臺北市郵政 60000 號信箱，電話：02-27328888。

Taipei City Field Office (CIB) (Address: No. 176 Sec. 2 Keelung Rd. Da-an Dist. Taipei City 106. Mailbox: Taipei P.O. Box 60000. Telephone: 02-2732888).

九十五、法務部廉政署受理檢舉電話：0800-286-586；檢舉信箱：10099 國史館郵局第 153 號信箱；傳真檢舉專線：02-2381-1234；電子郵件檢舉信箱：gechief-p@mail.moj.gov.tw；24 小時檢舉中心地址：10048 臺北市中正區博愛路 166 號。

The contact point of Agency the Against Corruption of Ministry of Justice for receiving accusation of this procurement:

Telephone number: 0800-286-586;

Mailbox: P.O. Box 153 Academia Historica, Taipei City 10099, Taiwan.

Facsimile number: 02-2381-1234

E-mail address: gechief-p@mail.moj.gov.tw

Address: No. 166, BoAi Rd., Zhongzheng Dist., Taipei, 10048, Taiwan

備註：中英文如有疑義或不一致，以中文為準。

Note: In case of any discrepancies or inconsistencies between the Mandarin and English text, the Mandarin version shall prevail.