

國家電影及視聽文化中心
「2023 年臺灣經典電影數位修復 II」藝文採購案
投標廠商評選須知

Taiwan Film and Audiovisual Institute

Evaluation Instructions to Tenderer,

“Digital Restoration of Taiwanese Classical Movies II in 2023”

Cultural and Arts Procurements

一、本案由本中心依「國家電影及視聽文化中心採購作業實施規章」，並參考文化部「文化藝術採購辦法」，以及行政院公共工程委員會「採購評選委員會組織準則」，成立評選委員會，並參考行政院公共工程委員會「採購評選委員會審議規則」、和準用「最有利標評選辦法」辦理評選。

I. TFAI establishes “Evaluation Committee” in accordance with “Procurement Implementation Regulations of Taiwan Film and Audiovisual Institute”, and refer to “Regulations for Culture and Arts Procurements” promulgated by Ministry of Culture, and “Regulations Governing the Organization of Procurement Evaluation Committee” promulgated by Public Construction Commission, Executive Yuan. And conduct the evaluation refer to “Regulations For Review by Procurement Evaluation Committee”, and Apply Mutatis Mutandis “Regulations for Evaluation of the Most Advantageous Tender” promulgated by Public Construction Commission, Executive Yuan.

二、評選作業：

- (一) 投標文件經資格審查合於招標文件規定者，始得為評選之對象。
- (二) 符合本案招標文件規定之廠商，本中心另行通知簡報。出席簡報順序，依投標文件送達本中心時間先後排序。
- (三) 每一投標廠商至多 3 人參與簡報。廠商應於本中心規定時間以視訊方式進行會議連線，並由計畫主持人或專案經理進行簡報及答詢。若經唱名 3 次仍未到場者，評選委員會改以書面審查進行評分，惟評選項目之「E 簡報答詢」乙項以 0 分計之。
- (四) 廠商簡報詢答，應與評選項目有關。簡報不得更改投標文件內容，廠商於簡報另外提出變更或補充資料者，該資料應不納入評選。

(五)評選會議程序：

1. 由本中心業務單位報告本案辦理情形及評選程序、方式、項目及配分。
2. 由合格投標廠商依投標順序進行會議連線，於20分鐘內完成簡報(第18分鐘響第1次鈴，第20分鐘響第2次鈴；第2次鈴響後，廠商應立即結束簡報)。簡報後採統問統答方式進行，時間以20分鐘為限(不包括評選委員提問時間；第18分鐘響第1次鈴，第20分鐘響第2次鈴；第2次鈴響後，廠商應立即結束答覆)，所有問題答覆完畢後即離線。
3. 簡報及答詢應使用中文，廠商以其他語言進行簡報及答詢者，應自備中文口譯人員，翻譯時間一併計入。
4. 所有合格投標廠商簡報完成後，由評選委員以序位法進行評選。

II. Evaluation Activity

(I) Only those tender documents that meet the requirements of the tender documents after qualification review can become a candidate of evaluation.

(II) Tenderer who meet the requirements of the tender documents will be notified by TFAI for giving a briefing. The order of briefing shall be subject to the time when the tender documents are delivered to TFAI.

(III) A maximum of 3 persons of each tenderer can participate in the briefing. The tenderer should conduct conference connection at the time specified by TFAI. And the project host or project manager should give a briefing and answer questions. If the tender does not appear after 3 roll calls, the Committee will have a written review instead. However, the evaluation item "E Briefing and Answering questions" will be counted by 0 point.

(IV) The tenderer gives a briefing and answers questions should be related to the evaluation items. The briefing shall not change the content of the tender documents. If the tenderer makes changes or supplement materials, those materials will not be considered in the evaluation.

(V) Procedures of Evaluation Meeting

1. The Organizer Department of TFAI will report the details of this project, the evaluation

procedures, methods, scoring items and assignation of scoring.

2. The tenderer conduct conference connection in the order of the submission of tender documents. The briefing by each tender should be completed within 20 minutes (the bell will ring once at the 18th minutes, and ring twice at the 20th minutes. The tenderer should stop the briefing immediately, when the time-limit is up.) Then Q&A will be conducted after briefing, and all the questions will be asked altogether by the members of the Committee, and then answered altogether by the tenderer. Each tenderer has 20 minutes maximum to answer all the questions (not include the time of asking by the members of the Committee. The bell will ring once at the 18th minutes, and ring twice at the 20th minutes. The tenderer should stop the answering immediately, when the time-limit is up.) The tenderer should go offline after answering all questions.
3. **The briefing and answering questions should be in Mandarin. The tenderer who speaks in other language should have its own interpreter for interpreting to Mandarin.** The time of translation should be counted in the time-limit of the briefing and answering questions.
4. After all eligible tenderers have completed their briefing, the members of the Committee will use the ranking method for evaluation.

三、評選標準：

III. Evaluation Standard

| 評選項目 Evaluation Item | 評選子項 Evaluation Sub-item | 各子項配分 Scoring for Each Subitems | 各項目合計配分 Scoring for Each Items |
|---|---|------------------------------------|-----------------------------------|
| A 公司營運及歷 年履約績效 Company Operations & Film Restoration Performance Over the Years | A-1 營運狀況、組織架構、歷年數位 修復實績。 The company operation status, organization, past achievements of film restoration. | 15 | 15 |
| B 專案管理 Project Management | B-1 人力配置及成員經歷，以及工作期程 規劃及風險管理之可行性及專業性。 Feasibility and professional of | 10 | 25 |

| | | | |
|---|--|----|----|
| | allocated manpower and the members' experience, and work schedule planning and risk management. | | |
| | B-2 數位修復軟硬體、各項工作流程及其品管之可行性及專業性。 Feasibility and professional of the software and hardware equipment for film restoration, the operating procedures and quality controls for each work item. | 15 | |
| C 數位修復技術及品質 Digital Restoration Technology and Quality | C-1 各部影片應修復狀況分析、修復策略之可行性及專業性。 Feasibility and professional of the analysis of film condition that should be restored, and the restoration strategy, of each film. | 20 | 35 |
| | C-2 各部影片預期修復成果及案例說明之可行性及專業性。 Feasibility and professional of the expected results and the relevant examples, of each work item for film restoration. | 15 | |
| D 價格 Price | D-1 總標價及其組成之正確性及合理性。 Accuracy and reasonableness of total price and its components. | 20 | 20 |
| E 簡報答詢 Briefing and Answering questions | E-1 廠商簡報答詢說明之合理性及完整性。 Reasonableness and integrity of tenderer's briefing and answering | 5 | 5 |

| | | | |
|--|------------|--|--|
| | questions. | | |
|--|------------|--|--|

四、優勝廠商評定方式：序位法

- (一) 由工作小組提出初審意見，評選委員就初審意見、廠商資料、評選項目逐項討論後，由各評選委員辦理序位評比，就個別廠商各評選項目及子項分別評分後予以加總，並依加總分數高低轉換為序位。個別廠商之平均總評分（計算至小數點以下二位數，小數點以下第三位四捨五入），未達 75 分者不得列為議價對象。若所有廠商平均總評分均未達 75 分時，則優勝廠商從缺並廢標。
- (二) 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，平均總評分在 75 分以上之序位第一（序位合計值最低）廠商，如無待協商項目，且經出席評選委員過半數之決定者為優勝廠商。平均總評分在 75 分以上之第 2 名以後廠商，如無待協商項目，且經出席評選委員過半數之決定者，亦得列為優勝廠商。
- (三) 優勝廠商為 1 家者，以議價方式辦理；優勝廠商在 2 家以上者，依優勝序位以依序議價方式辦理。如有 2 家（含）以上優勝廠商序位合計值相同者，其議價順序為：
參考「文化藝術採購辦法」第 8 條第 2 項規定及準用「最有利標評選辦法」第 15 條之 1 規定，以專業及執行能力相關評選項目：「A 公司營運及過去履約績效」、「B 專案管理」、「C 數位修復技術及品質」等三項之得分合計值較高者優先議價。該等得分合計值仍相同者，擇配分最高項目之評選項目：「C 數位修復技術及品質」之得分較高者優先議價。得分仍相同者，抽籤決定之。
- (四) 評選委員評選評分表及評選總表如附件。

IV. Evaluation of the winner tenderer with ranking method

- (I) The working group that established by the TFAI will draft a preliminary review report. After Committee members discussing the preliminary review report of the working group, the evaluation items, and the tenderer's documents by item-by-item, each Committee

member will make an evaluation with ranking method. Each tenderer is evaluated and awarded a score against each evaluation item and sub-item, and the scores are summed and converted to a ranking. The tenderer shall not be the candidate for price negotiation, if its average overall scores (calculated to two digits below the decimal point, and rounded off from third digits below the decimal point) are lower than 75 scores. If the average overall scores of all tenderer are lower than 75 scores, then the winner tenderer will be absent_and the tender will be abandoned.

(II) After adding up the scores of each evaluation item and sub-item and converting the summed scores to a ranking by Committee members, the ranking will be summed for each tenderer. The tenderer, be ranked the first (with the lowest summed ranking) and the average of total scores are above 75 scores, where there is no items to be negotiated, and has also been determined by the concurrence of the majority of the Committee, shall be the winner tenderer.

(III) Where there is only one winner tenderer, it will be handled with price negotiation; where there are more than two winner tenderers, it will be handled with price negotiation in order. Where there are more than two winner tenderers (inclusive) that be ranked with the same summed ranking, the method of determining the winner tenderer is as follows:

Referring to Paragraph 2 of Article 8 of “Regulations for Cultural and Arts Procurements” ,and Article 15-1 of Apply Mutatis Mutandis “Regulations for Evaluation of the Most Advantageous Tender”, the tenderer that attains higher summed scores of the three evaluation items related to professional and executive ability : “A. Company Operations & Film Restoration Performance Over the Years”, “B. Project Management”, “C. Digital Restoration Technology and Quality”), will has the priority for price negotiation. Where summed scores are still equal, the tenderer that attains higher summed scores of the evaluation item of the highest scoring: “C. Digital Restoration Technology and Quality”, will has the priority for price negotiation. Where the summed scores are still equal, the priority for price negotiation should be determined by drawing lots.

(IV) The attachments are Evaluation Score Sheet for the Committee Member and Summary Sheet for Evaluation.

五、補充說明及規定：

(一) 投標文件澄清：

投標文件如有需投標廠商說明者，本中心得通知投標廠商提出說明，以確認其正確之內容。

(二) 投標廠商於服務建議書不符合招標文件規定之情形，例如無資料、不符合規格等，給予相關評選項目或子項較低之評分。

(三) 評選委員會委員名單保密規定

本案於本中心之資訊網站公開評選委員名單（網址：<https://www.tfai.org.tw/zh/tender/list>）。

本案經本中心衡酌個案特性及實際需要，不予公開評選委員會委員名單，該名單於開始評選前予以保密。廠商不得探詢委員名單。

V. Supplementary Instructions and Regulations

(I) Tender Document Clarification:

Where TFAI finds after reviewing a tender that there is any ambiguity, inconsistency, or typing or clerical error in the tender, TFAI may notify the tenderer to clarify in order to confirm the exact content.

(II) If tenderer's service proposal does not meet the requirements of the tender documents, such as no information, non-compliance with specification, etc., the tenderer will be given a lower score of evaluation item or sub-item.

(III) Confidentiality Policy of the member list of Evaluation Committee:

TFAI will disclose the list of Members of Evaluation Committee for this procurement at TFAI's website (<https://www.tfai.org.tw/zh/tender/list>).

TFAI will not disclose the list of Members of Evaluation Committee for this procurement, after considering the characteristics and actual needs of the procurement. The member list will be kept confidential before the evaluation begins. Tenderers are not allowed to inquire about the member list of Evaluation Committee.

國家電影及視聽文化中心
 「2023 年臺灣經典電影數位修復 II」藝文採購案
 評選委員評選評分表（適用於序位法）

Taiwan Film and Audiovisual Institute
 Evaluation Score Sheet for the Committee Member (Apply to Ranking Method),
 “Digital Restoration of Taiwanese Classical Movies II in 2023”
 Cultural and Arts Procurements

評選委員編號 Numbering of the Committee Member : _____

日期 Date : _____ (年/月/日) (Year/Month/Date)

| 評選項目 Evaluation Items | 配分 Scoring for Each Items | 廠商編號、名稱及得分 Numbering, Name, Scoring of tenderer | | | 評選意見 (優點、缺點) Evaluation Opinion (advantage or defect) |
|--|---|---|---|---|--|
| | | A | B | C | |
| A 公司營運及歷 年履約績效 Company Operations & Film Restoration Performance Over the Years | A-1 營運狀況、組織架 構、歷年數位修復實績。 The company operation status, organization, past achievements of film restoration. | 15 | | | |
| B 專案管理 Project Management | B-1 人力配置及成員經 歷，以及工作期程規劃及 風險管理之可行性及專 業性。(子項配分 10) Feasibility and professional of allocated manpower and the members' experience, and work schedule planning and risk management. (Scoring for Sub-item is 10) | 25 | | | |

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| | <p>B-2 數位修復軟硬體、各項工作流程及其品管之可行性及專業性。(子項配分 15)</p> <p>Feasibility and professional of the software and hardware equipment for film restoration, the operating procedures and quality controls for each work item.</p> <p>(Scoring for Sub-item is 15)</p> | | | | | |
| C 數位修復技術及品質 Digital Restoration Technology and Quality | <p>C-1 各部影片應修復狀況分析、修復策略之可行性及專業性。(子項配分 20)</p> <p>Feasibility and professional of the analysis of film condition that should be restored, and the restoration strategy, of each film.</p> <p>(Scoring for Sub-item is 20)</p> | 35 | | | | |
| | <p>C-2 各部影片預期修復成果及案例說明之可行性及專業性。(子項配分 15)</p> <p>Feasibility and professional of the expected results and the relevant examples, of each work item for film restoration.</p> <p>(Scoring for Sub-item is 15)</p> | | | | | |
| D 價格 Price | <p>D-1 總標價及其組成之正確性及合理性。</p> <p>Accuracy and reasonableness of total price and its components.</p> | 20 | | | | |

| | | | | | | |
|---|---|---|--|--|--|--|
| E 簡報答詢 Briefing and Answering questions | E-1 廠商簡報答詢說明之 合理性及完整性。 Reasonableness and integrity of tenderer's briefing and answering questions. | 5 | | | | |
| 得分合計 Total Score | | | | | | |
| 序位 Ranking | | | | | | |
| 備註：本人知悉、並遵守「採購評選委員會委員須知」之內容。 Remarks: I am aware of and abide by the contents of "Notices for Members of Procurement Evaluation Committee". | | | | | | |

評選委員簽名(簽名後，請將此斜角反折，並自行粘妥)

Signature of the Committee Member (Please reverse this bevel, and self-glue it after signing off.)



國家電影及視聽文化中心
 「2023 年臺灣經典電影數位修復 II」藝文採購案
 評選委員評選總表（適用於序位法）
 Taiwan Film and Audiovisual Institute
 Summary Sheet for Evaluation (Apply to Ranking Method),
 “Digital Restoration of Taiwanese Classical Movies II in 2023”
 Cultural and Arts Procurements

日期 Date：_____（年/月/日）(Year/Month/Date)

| 廠商編號 Numbering of Tenderer | A | | B | | C | |
|--|---------------------|---------------|---------------------|---------------|---------------------|---------------|
| 廠商名稱 Name of tenderer | | | | | | |
| | 得分加總 Total score | 序位 Ranking | 得分加總 Total score | 序位 Ranking | 得分加總 Total score | 序位 Ranking |
| 評選委員編號 Numbering of the Committee Member | | | | | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 廠商標價 Tender Price of tenderer | | | | | | |
| 總評分/平均總評分 Total score / Average of total score | | | | | | |
| 序位和(序位合計) Sum of ranking | | | | | | |
| 序位名次 Ranking order | | | | | | |

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|---|--|--|--|--|--|--|--|
| 全部評選 委員 All Committee members | 姓名 Name | | | | | | |
| | 職業 Profession | | | | | | |
| | 出席或缺席 Attendance or Absence | | | | | | |
| 其他記事 Other notes | <p>1. 評選委員是否先經逐項討論後，再予評分： Do the Committee members discuss the evaluation Items item-by-item first, and then score?</p> <p>2. 不同委員評選結果有無明顯差異情形（如有，其情形及處置）： Are there significant differences in the evaluation results between the Committee members? (if Yes, please write down the situation and the way of process.)</p> <p>3. 評選委員會或個別委員評選結果與工作小組初審意見有無差異情形（如有，其情形及處置）： Do the evaluation result of the Committee or individual Committee member have differences with a preliminary review report of the working group? (if Yes, please write down the situation and the way of process.)</p> <p>3. 評選結果於簽報本中心首長或其授權人員核定後方生效。 The evaluation results will take effect after being approved by the head of TFAI or his/her authorized personnel.</p> | | | | | | |

出席評選委員簽名:

(The Signature of Attending Committee Member)