

**國家電影及視聽文化中心**  
**投標須知**  
**Taiwan Film & Audiovisual Institute**  
**Instructions to Tenderers**

(112.6.30 版) (June 30, 2023 version)

以下各項招標規定內容，由本中心填寫，投標廠商不得填寫或塗改。  
各項內含選項者，由本中心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、本採購適用國家電影及視聽文化中心採購作業實施規章(以下簡稱本中心採購規章)之規定。

This procurement is subject to the provisions of the Taiwan Film and Audiovisual Institute Procurement Operations Implementation Regulations (hereinafter referred to as the Institute's Procurement Regulations).

二、本標案名稱：「2024 年臺灣經典電影數位修復 I」藝文採購案。

Subject of this procurement: "Digital Restoration of Taiwan Classical Films I in 2024" Cultural and Arts Procurements.

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

已參考「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、本採購預算金額：新臺幣 440 萬元整(含稅)。

Budget amount of this procurement: **NTD four million four hundred thousand (4,400,000) (including tax).**

六、依本中心採購規章第 26 條，受理廠商異議之機關名稱、地址及電話：國家電影及視聽文化中心(242 新北市新莊區文藝路 2 號；02-85228000)。

In accordance with the Article 26 of Institute’s Procurement Regulations, the name, address and telephone number of the entity that deals with protest filed by suppliers: Taiwan Film and Audiovisual Institute (2 Wenyi Road, Xinzhuang District, New Taipei City 242; 02-85228000).

七、招標方式為：Tendering procedures

■ (1) 公開招標(依本中心採購規章第 11 條及第 27 條辦理)

Open tendering procedures (In accordance with the Article 11 and 27 of Institute’s Procurement Regulations)

(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 2 家以上廠商投標，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 more than two tenders.

■ (1-2) 綜合評選優勝廠商：依本中心採購規章第 17 條辦理。

Selection of the winning supplier through comprehensive evaluation shall be conducted in accordance with Article 17 of the Institute’s Procurement Regulations.

八、本採購：不適用我國締結之條約或協定，外國廠商：

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

不可參與投標。我國廠商所供應標的（含工程、財物及勞務）之原產地須屬我國者。

Not allowed to participate in the tendering. The country of origin of the items (including construction, property and service) provided by a supplier of this nation shall be this nation.

不可參與投標。但我國廠商所供應標的（含工程、財物及勞務）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 **items (including construction, property and 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：**世界各國**（未列明者即不允許）

Name of the country or territory: **All countries in the world.** (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):

- 參考採購法第 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):

- 參考採購法第 43 條第 2 款之措施：

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

- 參考採購法第 17 條第 2 項處理辦法之措施：

~~如為工程採購，不論是否允許外國廠商參與投標，廠商履約過程中如有使用或供應下列材料或產品，其原產地須屬我國者（可複選）：For construction procurement, whether or not foreign suppliers are allowed to participate in tendering, during the contract performance period, the source of origin of the following product or material used or provided shall be this nation (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~~
- ~~■ 透水性混凝土磚 Permeable concrete paving block~~
- ~~□ 砂石 Sand and gravel~~
- ~~□ 木材、竹材 Wood, bamboo~~
- ~~□ 其他(由本中心敘明): 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(由本中心敘明)：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:~~

九、本採購 This procurement is :

- (1)參考採購法第 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、本採購 This procurement is :

- (1)參考採購法第 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。  
This joint tendering allowed for this procurement pursuant to Article 25 of the Act: (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。  
This joint tendering is not allowed.

十一、廠商對招標文件內容有疑義者，應以書面向本中心請求釋疑之期限：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.

十二、本中心以書面答復前條請求釋疑廠商之期限：投標截止期限前 1 日答復。

The deadline for the Institute to issue a written reply to questions raised by the suppliers as mentioned in the preceding Article shall be: Response must be given no later than one day before the tender submission deadline.

十三、本採購參考採購法第 33 條第 3 項：

According to paragraph 3 of Article 33 of the Act, this procurement:

(1) 允許廠商於開標前補正非契約必要之點之文件。

Allows a tenderer to amend or supplement its tender before tender opening as long as the amendment or supplement does not involve the essential parts of the contract.

(2) 不允許廠商於開標前補正非契約必要之點之文件。

Does not allow a tenderer to amend or supplement its tender before tender opening even the amendment or supplement does not involve the essential parts of the contract.

十四、本採購參考採購法第 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.

十五、投標文件有效期：自投標時起至開標後 60 日止。如本中心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 60 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.

十六、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(由本中心敘明)：Others (prescribed by the Institute)

綜合評選：廠商資格文件 1 式 1 份、服務建議書(含經費詳細表) 1 式 10 份。

Comprehensive Evaluation: 1 set of tenderer qualification

documents, **10** copies of the service proposal (including a detailed budget).

- 最低標：廠商資格文件、本案採購之項目與功能型錄或佐證文件各 1 式 1 份。

Minimum Tender: 1 set of tenderer qualification documents, 1 equipment description catalog or supporting document for this procurement.

十七、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(由本中心敘明)：In other languages (prescribed by the Institute)  
採中文或英文。

(廠商文件審查表正本、「投標廠商聲明書」正本、「投標標單」正本及「服務建議書」得採中文或英文。

但「廠商登記或設立之證明」及「廠商納稅證明或免稅證明」則應為中文，若非中文者，應檢附主管機關原件影本及其經公證或認證之中文譯本。中文字應為正體字。)

**In Chinese or in English.**

**(Original hard copy of “Tenderer’s Document Review Form”, original hard copy of “Statement of the Tenderer”, original hard copy of “Tender Form”, and “Service Proposal” could be in Chinese or in English.**

**But “Proof of Firm Registration or Establishment” and “Tax Payment Certificate or Tax Exemption Certificate” should be in Chinese. If documents are not in Chinese, the tenderer should attach a copy of the competent authority documents and their Chinese translation notarized or attested by a notary. Chinese characters should be in traditional Chinese.)**

十八、公開開標案件之開標時間：民國 113 年 5 月 15 日上午 10 時 30 分。

The tender opening will be held in public on **May 15th, 2024 at am. 10:30.**

十九、公開開標案件之開標地點：本中心 4 樓會議室（新北市新莊區文藝路 2 號）。

The tender opening will be held in public at: Conference Room, 4th Floor, (2 Wenyi Road, Xinzhuang District, New Taipei City).

二十、公開開標案件有權參加開標之每一投標廠商人數： 1 人。

The number of persons of each tenderer to participate in tender opening is: **1 person.**

二十一、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.

二十二、押標金金額(無押標金者免填)：

The amount of tender bond shall be

(1) 一定金額：a fixed amount

(2) 標價之一定比率：\_\_\_\_\_ %

a fixed percentage of tender price

二十三、押標金有效期(無押標金者免填)：

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

二十四、押標金繳納期限：截止投標期限前繳納(無押標金者不適用)  
The time-limit for depositing a tender bond: prior to the closing time for submitting tenders (not applicable where tender bond is not required)

二十五、以現金繳納押標金之繳納處所或金融機構帳號(無押標金者免填)：  
The place or the designated account held by a financial institution for depositing tender bond by cash (not applicable where tender bond is not required):

二十六、無押標金之理由為：

The tender bond is waived under the following circumstances:

■ (1)勞務採購。Procurement of services

□(2)以議價方式辦理之採購。

There is only one supplier invited for tendering.

□(3)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 tender bond by the business practice or the attribute of procurement.

二十七、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 tender bond is served as a performance bond by suppliers.

二十八、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):

二十九、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):

三十、無履約保證金之理由為：

The performance bond is waived under the following circumstances:

(1) 勞務採購。

Procurement of services.

(2) 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.

三十一、保固保證金金額(無者免填)：

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

三十二、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):

三十三、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):

三十四、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):

三十五、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):

三十六、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):

三十六之一、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\_\_%（由本中心於招標時自行填列；未填列者，為25%），於本中心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 Institute) and will be deducted from the payment of total plantation price. The tenderer does not have to pay separately.

三十七、各種保證金之繳納處所或金融機構帳號(無保證金者免填)：

The place or the designated account held by a financial institution for depositing the various types of guarantee bonds (optional):

三十八、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 tender 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 Tender Bond, Guarantee Bond and Other Guarantees.”

三十九、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 tender bond shall not be refunded or returned, and the refunded or returned tender bond shall be recovered. The same shall apply where the tender bond is not deposited in accordance with the tender documentation. (not applicable where tender 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 tender 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 tender bond according to the tender documentation; and for a tender 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.

四十、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)不訂底價，理由為：

Not set under one of the following circumstances:

訂定底價確有困難之特殊或複雜案件 where there are actual difficulties in setting a government estimate for a procurement;

以綜合評選決標之採購；The procurement selected through comprehensive evaluation for award.  採固定金額決標：\_\_\_\_\_

元。Procurement by fixed amount award: \_\_\_\_\_

四十一、決標原則：

The principle of contract awarding is:

□ (1)最低標：The lowest tender

- (1-1) 訂有底價之採購，合於招標文件規定，且在底價以內之最低標為得標廠商；但最低標低於底價 80%者，得限期要求廠商提出說明或提供擔保，如廠商未如期提供合理說明或提供足額擔保者，得不決標予該廠商，並以次低標廠商為最低標廠商。

In cases involving government estimate for the procurement, as defined in the tender documents and where the lowest tender is within the designated government estimate, the lowest tendering supplier shall be awarded the contract. However, if the lowest tender is less than 80% of the government estimate, the tenderer may be requested to provide an explanation or furnish an appropriate guarantee within a stipulated time-limit. Should the tenderer fail to supply a satisfactory explanation or the required guarantee within the specified period, the contract may not be awarded to that tenderer, and the next lowest tenderer will be deemed the lowest tendering supplier.

- (1-2) 未訂底價之採購，合於招標文件規定，標價合理，且在預算金額以內之最低標為得標廠商。

In cases where there is no government estimate for the procurement, and as long as the tender conforms to the requirements outlined in the tender documents, is reasonable, and falls within the budgeted amount, the lowest tender shall be awarded the contract.

■(2)最有利標(評選項目、標準及評定方式如附件)。

The most advantageous tender (refer to the attachment for evaluation items, standards and procedures):

- (2-1) 合於招標文件規定，經綜合評選評定出最有利標為得標廠商，以該最有利標廠商之報價結果為決標價，辦理後續作業。

In accordance with the provisions of the tender documents, the contract shall be awarded to the tenderer who has been determined as the most advantageous through comprehensive evaluation. The tender result of the selected most advantageous tenderer shall be considered as the contract price for further processing.

- (2-2) 合於招標文件規定，經綜合評選評定洽優勝廠商辦理議價(採固定金額或費率給付者)，如廠商於投標文件內自願減價，依自願減價之金額決標，且議價程序仍不得免除，無須議減

價格，可議定其他內容。)

According to the specifications outlined in the tender documents, negotiations will be carried out with the winning tenderer after comprehensive evaluation. In the case of fixed-price or rate-based contracts, if the supplier voluntarily lowers their tender as stipulated in the tender documents, the contract will be awarded based on the reduced tender amount. The procedure of price negotiations are still mandatory, except that price reduction negotiations are not required, and other terms may be subject to negotiation.

(3) 最高標。The highest price tender

#### 四十二、本採購採：

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).

#### 四十三、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(由本中心敘明)：Others (prescribed by the Entity)

四十四、無法決標時是否得參考採購法第 56 條規定採行協商措施：

Where the contract cannot be awarded, may the Entity award the contract through negotiation pursuant to Article 56 of the Act:

(1) 是；採行協商措施得更改之項目（請敘明）：

Yes, the items for negotiation are (prescribed by the Entity):

(2) 否。No.

四十五、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):

四十六、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) 基本資格：Basic Qualifications**

(1-1)依中華民國或他國法令核准設立或登記立案、合法納稅之公司、合夥或獨資之工商行號。

**Entities established or registered in compliance with the laws of the Republic of China or other countries, including, but not limited to, companies, partnerships, sole proprietorships that meet tax compliance requirements.**

(1-2)行業別項目：

~~ZZ99999 除許可業務外，得經營法令非禁止或限制之業務  
Industry specific criteria: ZZ99999 In addition to licensed businesses, they are allowed to engage in activities not prohibited or restricted by law.)~~

**廠商證明文件：Documents of the entities**

1.與提供招標標的有關之基本資格

Relevant Basic Qualifications in Regards to the Tender:

(1-1)設立證明：廠商登記或設立之證明。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。廠商得以列印公開於目的事業主管機關網站之資料代之。

**(1-1) Proof of Establishment:** Proof of Firm Registration or Establishment: Such as company registration or commercial registration documents, proof of legal registration for non-profit legal entities, institutions, or organizations, factory registration documents, licensing registration documents, professional licenses, business operation certificates, establishment certificates, or other documents issued by government agencies or their authorized bodies as evidence that the firm is legally registered or established. Entities may substitute this proof with printed information publicly available on the website of the competent authority for the purpose of the business.

(1-2)納稅證明：其屬營業稅繳稅證明者，為營業稅繳款書收據聯或主管稽徵機關核章之最近一期營業人銷售額與稅額申報書

收執聯。廠商不及提出最近一期證明者，得以前一期之納稅證明代之。新設立且未屆第一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。

營業稅或所得稅之納稅證明，得以與上開最近一期或前一期證明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綜合所得稅者，應繳交核定通知書影本或其他依法免稅之證明文件影本。

**(1-2)Tax Payment Certificate** : For those subject to business tax, the tax payment certificate should be either a receipt from business tax payment or the most recent sales and tax declaration form with the seal of the competent tax collection authority. If the tenderer cannot provide the most recent proof, the previous period's tax certificate may be submitted in its place. Newly established entities that have not reached the first tax payment deadline may provide the approval notice for registration issued by the competent tax collection authority. If the entity is authorized to use uniform invoices, relevant documents for the purchase of uniform invoices should also be attached. Tax payment certificates for business tax or income tax may be substituted with a tax compliance statement from the tax collection authority issued within the same period as the most recent or previous certificate, confirming no violations or outstanding taxes.

Entities exempted from business tax or comprehensive income tax under the law should submit a copy of the exemption notice or other supporting documents verifying their tax-exempt status.

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~~2.與履約能力有關之基本資格 Basic Qualifications Related to Performance Capability:~~

~~信用證明： Proof of Credit:~~

~~(A)票據交換機構或受理查詢之金融機構出具之信用證明文件，並符合下列規定：~~

~~Document of credit provided by a clearinghouse or financial institution that accepts inquiries and complies with the following regulations:~~

~~i.查詢日期，應為截止投標日前半年內。~~

~~The inquiry date should be within the six months prior to the~~

~~tender submission deadline.~~

~~票據交換所或受理查詢之金融機構出具之第1類或第2類票據信用資料查覆單。A Class 1 or Class 2 bill credit data check report issued by a clearing house or a financial institution authorized to carry out inquiries.~~

~~ii.~~

~~iii. 查覆單上應載明之內容如下：~~

~~The content to be included in the check report is as follows:~~

~~●資料來源為票據交換機構。~~

~~Data sourced from a clearing house.~~

~~●非拒絕往來戶。~~

~~—Not a blacklisted account.~~

~~●最近3年內無退票紀錄。(退票但已辦妥清償註記者，視同為無退票紀錄。本中心有證據顯示廠商於截止投標期限前，係拒絕往來戶或有退票紀錄者，依證據處理。)~~

~~No record of bounced checks in the last 3 years. (Bounced checks that have been settled and marked as such are considered as having no bounced check records. The Center will take appropriate actions if there is evidence that a firm is blacklisted or has bounced check records prior to the tender deadline.)~~

~~●資料查詢日期。Date of the credit inquiry.~~

~~●廠商統一編號或名稱。~~

~~Tenderer's Unified Business Number or name.~~

~~或(B)會計師簽證之財務報表；or (B) Financial statements certified by an accountant;~~

~~或(C)金融機構或徵信機構出具之信用證明等。or (C) Credit reports issued by financial institutions or credit reporting agencies.~~

### 3. 其他文件：Other documents

投標廠商聲明書(正本)：聲明書應詳實填寫，投標人欄位應加蓋廠商及負責人印章或簽署。

**Statement of Tenderers (Original):** Please fill in the declaration accurately, and affix the official seal or signature of the tenderer and the responsible person.

※註：非公司負責人參與開標議價等者，須附「委託代理出席授權書」並註明授權代理人資料加蓋公司及負責人印章。(需於開標會場提出)

Note: If a non-company representative participates in the tender

opening or price negotiation, a “Letter of Authorization” must be provided, and affix the seal of the tenderer and the responsible person (To be submitted at the tender opening or negotiation venue.)

4. 「廠商登記或設立之證明」及「廠商納稅證明或免稅證明」則應為中文，若非中文者，應檢附主管機關原件影本及其經公證或認證之中文譯本。中文字應為正體字。

**“Proof of Firm Registration or Establishment” and “Tax Payment Certificate or Tax Exemption Certificate” should be in Chinese. If documents are not in Chinese, the tenderer should attach a copy of competent authority documents and Chinese translation notarized or attested by a notary. Chinese characters should be in traditional Chinese.**

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/>)。

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.)

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。

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.

四十七、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」第6條第\_\_\_款；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)

四十八、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):

四十九、廠商所提出之資格文件影本，本中心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，不予決標於該廠商。

Where necessary, the Entity may notify a tenderer to submit the original qualification documents for checking within a time-limit if the qualification documents are submitted by photocopies. If the photocopies are inconsistent with the original documents after checking and discovered untrue, the contract will not be awarded to that contractor.

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，參考採購法第 50 條第 1 項第 1 款或第 7 款規定之精神辦理。

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.

本中心辦理採購有下列情形之一者，得參考採購法第 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, our Institute 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 tender bonds of different tenderers were deposited or requested for refund by the same person or tenderer.

三、投標標封或通知本中心信函號碼連號，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.

本中心辦理採購有「廠商投標文件所載負責人為同一人」之情形者，得參考採購法第 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.

本中心辦理採購，有 2 家以上合格廠商投標，開標後有 1 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，得參考採購法第 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 two 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 tenderer, 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、押標金未附或不符合規定。

The tender 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合規定。

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.

工程採購案件，其屬營造業法所定營繕工程者，投標之土木包工業須登記於工程所在地區之直轄市、縣(市)或營造業法第 11 條所定毗鄰之直轄市、縣(市)。如有違反，屬投標文件內容不符合招標文件之規定。

For procurement of construction and repair works stipulated by the Construction Industry Act, a tenderer of a civil engineering contractor

shall register at the location of the procuring construction, which is a municipality, county (city), or the neighboring municipality, county (city) pursuant to Article 11 of the Construction Industry Act. Where there is a breach, the tender shall be deemed inconsistent with the tender documentation.

五十、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)：

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

「廠商登記或設立之證明」及「廠商納稅證明或免稅證明」應為中文，若非中文者，應同時檢附主管機關原件影本及其經公證或認證之中文譯本。中文字應為正體字。

**“Proof of Firm Registration or Establishment” and “Tax Payment Certificate or Tax Exemption Certificate” should be in Chinese. If documents are not in Chinese, the tenderer should attach a copy of competent authority documents and their notarized or attested translations in Chinese. Chinese characters should be in traditional Chinese.**

五十一、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(詳如本案需求說明書及契約書稿等招標文件)。

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. (Please refer to the Instruction to Requirements and contract if the tender documents).

五十二、依本中心採購規章第 22 條之規定，本採購標的之下列部分及依其他法規規定應由得標廠商自行履約之部分，不得由其他廠商代為履行(視個案情形於招標時勾選；無者免填)：

Pursuant to Article 22 of the Institute’s Procurement regulations, the following parts which shall be performed by the winning tenderer itself specified in the tender documentation or pursuant to other laws and regulations, shall not be performed by other suppliers (Subject to individual circumstances, optional).

(1) 主要部分為：\_\_\_\_\_。

Major part: \_\_\_\_\_.

(2) 應由得標廠商自行履行之部分為：\_\_\_\_\_。

Shall be performed by the winning tenderer itself: \_\_\_\_\_.

除前項所列者外，屬營造業法第 3 條第 1 款之營繕工程，且得標廠商為營造業者，其主要部分尚包括：工地主任、工地負責人、專任工程人員、安全衛生人員均應為廠商僱用之人員。

Except as set forth in the preceding paragraph, where the procurement is the construction and repair works referred to in subparagraph 1 Article 3 of the Construction Industry Act, and the winning tenderers are construction enterprises, the major part of the winning tenderer, such as field directors, site managers, full-time engineers, and safety and health personnel, shall be employed by the winning tenderer.

五十三、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：(由本中心於招標時擇一勾選；未勾選者，為選項(2))

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: (option (2) shall apply if the Entity did not tick)

(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，依契約規定向本中心提出同等品之廠牌、價格及功能、效益、標準或特性等相關資料，以供審查。

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

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

(1) 送達本中心指定地點(由本中心敘明地點)：

Properties shall be delivered to the indicated place (specified by the Institute):

(2) 於本中心指定地點完工(由本中心敘明地點)：

Works shall be completed at the indicated place (specified by the

Institute):

■ (3)其他(由本中心敘明)：

Others (specified by the Entity):

詳如需求說明書。

**Please refer to Statement of Requirement.**

五十五、投標廠商標價幣別：

The currency of the tender is:

■ (1)新臺幣。

New Taiwan Dollar

□(2)外幣：\_\_\_\_\_ (指定之外幣由本中心敘明外幣種類)。

Foreign currency: \_\_\_\_\_ (specified by the Institute).

□(3)新臺幣或外幣：\_\_\_\_\_ (指定之外幣由本中心敘明外幣種類，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 Institute, 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.)

五十六、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(本中心敘明其期間)：

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 Institute):

□(2)由本中心自行負責。Responsible by the Institute.

□(3)另行招標。Covered by another tender.

五十七、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:

(一)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;

(二)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;

(三)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;

(四)因履行本中心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 Institute, 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;

(五)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 Institute for this procurement.

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，經本中心同意者（本項未勾選者，表示本中心不同意），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，且經本中心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 Institute (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.

五十八、全份招標文件包括：（可複選）

A complete set of the tender documentation includes: (multiple choices may apply)

(1) 招標投標及契約文件。

Documentation for Invitation, Tender and Contract.

(2) 投標須知。

Instructions to Tenderers.

(3) 投標標單

Tender Form.

- (4)投標廠商聲明書。  
Statement of the Tenderer.
- (5)契約條款。  
Terms and conditions of Contract.
- (6)招標規範。  
Specifications of this procurement.
- (7)技術服務或工程採購案，「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 101 年 1 月 13 日工程企字第 10100017900 號函修訂）：  
For technical service or construction work, supplier's statements in relation to "Possible Legal Obligation for Supplier Participating in Public Construction" (amended by the Public Construction Commission by its letter dated January 13, 2012):
  - 切結書 1  
Statement 1
  - 切結書 2（工程技術顧問公司執業技師）  
Statement 2 (for a professional engineer of a professional engineering consulting company)
  - 切結書 3（營造業專任工程人員）  
Statement 3 (for a full-time engineer of a construction company)
  - 切結書 4（營造業工地主任）  
Statement 4 (for a field director of a construction company)
- (8)資訊服務採購案，資訊服務費用估算表。  
Information service procurement, estimation table for information service cost.
- (9)其他(由本中心敘明，無者免填)：  
Others (specified by the Institute, optional)
  - 需求說明書 Statement of Requirement；**
  - 投標廠商評選須知 Evaluation Instructions for Tenderers；**
  - 投標廠商文件審查表 Supplier Document Review Form；**
  - 委託代理授權書 Authorized Agent Authorization；**
  - 外標封 Cover Envelope.**

五十九、投標廠商應依規定填妥（不得使用鉛筆）本招標文件所附~~投標標價清單~~，連同資格文件~~規格文件~~及招標文件所規定之其他文件(投標廠商文件審查表正本、設立證明、納稅證明、投標廠商聲明書正本、投標標單正本、服務建議書(1 式 10 份))，密封後投標。~~惟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 “Price List of the Tender”~~ attached to the tender documentation, together with the qualification, ~~specification~~ and other specific documents required by this tender documentation (Original “Supplier Document Review Form”, “Proof of Establishment of the Supplier”, “Proof of Tax Payment of the Supplier”, Original “Statement of the Tenderer”, Original “Tender Form”, Service Proposal (10 hard copies)), 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.

涉及未得標廠商投標文件著作財產權，本中心如欲使用該等文件，應經該廠商同意無償授權本中心使用，或由本中心給予報酬後，於彼此約定範圍內使用。

Involving the copyright of the unsuccessful tenderer’s tender, the Institute shall receive the authorization from the supplier for free using or give reasonable payment to use within the mutually agreed scope.

六十、投標文件須於 **113 年 5 月 14 日 17 時 00 分前**，以郵遞、專人送達至下列收件地點：新北市新莊區文藝路 2 號(國家電影及視聽文化中心行政事務組收)。

The tenders shall be submitted before **May 14th, 2024 at pm. 5:00** by postal delivery, personal delivery or electronic submission to the following receipt address or website: 2 Wenyi Road, Xinzhuang District, New Taipei City. Administrative Affairs Division of Taiwan Film and Audiovisual Institute.

六十一、本須知未載明之事項，依本中心採購規章規定。

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

六十二、其他須知: (請本中心自行訂定。例如：採共同投標、統包、替代方案、國內廠商標價優惠、綜合評選作業或優先採購環保產品等方式辦理

者，應注意依相關法規，將應於招標文件載明事項納入。)

Other Instructions (to be prescribed in the tendering documentation by the Institute 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.)

(一)投標廠商得於等標期預覽影片狀況(壓縮檔)，請洽本中心承辦單位索取連結網址。承辦單位聯繫方式請參閱本條第(五)項。

The tenderer may preview film condition (compressed file) during tender period. Please contact TFAI's Organizer for the URL link.

Please refer to paragraph (5) of this Article for the contact information of the organizer.

(二)投標廠商應自行負責投標文件之寄送時程，本中心不為投標廠商處理投標文件之清關、關稅繳納及運送作業。國際投標廠商建議採用「文件」方式，取代「貨物/包裹」方式寄送投標文件。

Tenderers should be responsible for their delivery time of tender documents, and TFAI will not handle customs clearance, duty payment, and delivery of tender documents for tenderers. International tenderers are advised to send their tender documents by "documents" method rather than "goods/package" method.

(三)本中心於開標後因故廢標，廠商要求發還投標文件者，本中心將保留其中 1 份，其餘發還(發還服務建議書 9 份)。未得標廠商之投標文件，廠商要求發還投標文件者亦同。請於無法決標公告或決標公告後 1 個月內申請親自取回或自行負擔郵寄費用方式由本中心寄回。When the tendering procedure is nullified after the tender opening, the tenderer can request the return of tendering documents. TFAI will retain one copy of the tender and return the rest (9 copies of the service proposal). The same applies to requests to return unsuccessful tenderer documents. Please apply to pick them up in person or have them returned by TFAI at your own postage expense within 1 month after the announcement of failure to tender award or the tender award.

(四)中英文如有疑義或不一致，以中文為準。

In case of any discrepancies or inconsistencies between Chinese and English text, the Chinese text shall prevail.

(五)本採購案相關問題，請洽本中心數位修復組陳小姐，電話：  
02-26762634 分機 526，EMAIL: [ychen@tfai.org.tw](mailto:ychen@tfai.org.tw)。

For the issues related to this procurement, please contact Ms. Chen,  
Department of Digital Film Restoration, TFAI. Tel:  
+886-2-26762634 ext. 526. EMAIL: [ychen@tfai.org.tw](mailto:ychen@tfai.org.tw).