

國家電影及視聽文化中心
「2024年臺灣經典電影數位修復 I」藝文採購案(案號 2024-CR019)
投標廠商評選須知

Taiwan Film and Audiovisual Institute
“Digital Restoration of Taiwan Classical Films I in 2024” Cultural and Arts
Procurements (Procurement No: 2024-CR019)
Evaluation Instructions for Tenderers

一、本案將由本中心依「國家電影及視聽文化中心採購作業實施規章」成立採購評選委員會（下稱評選委員會），並參考「採購評選委員會組織準則」、「採購評選委員會審議規則」及「最有利標評選辦法」辦理評選。
This procurement will be handled by establishing a Procurement Evaluation Committee (hereinafter referred to as the Evaluation Committee) in accordance with the “Taiwan Film and Audiovisual Institute Procurement Operations Implementation Regulations.” The evaluation will be conducted with reference to the “Guidelines for Organizing Procurement Evaluation Committees,” “Review Rules for Procurement Evaluation Committee”, and “Most Advantageous Tender Evaluation Method.”

二、評選作業：

Evaluation Process：

（一）投標文件經審查合於招標文件規定者，始得為評選之對象。

Only tender documents that pass the document review and comply with the tender document requirements will be eligible for evaluation.

（二）資格審查通過之廠商其評選日期、地點為本中心另行通知。以視訊會議連線方式出席簡報，報告次序依服務建議書送達本中心時間先後排列。

For qualified tenderers, the evaluation date and location will be notified separately by the Institute.

Attendance via video conferencing for presentation and reporting will be arranged based on the time of submission of the service

proposal to the Institute.

- (三) 簡報及答詢出席人員，每一廠商至多 5 人為限(含翻譯人員)，主要簡報者並須為本案之工作團隊成員，委員聽取廠商簡報後，依評選作業說明評定優勝廠商。

The number of attendees for presentation and questioning per tenderer is limited to a maximum of 5 persons (translators included). The primary presenter must be a member of the working team for this project. After listening to the tenderer's presentation, the committee will assess and select the winning tenderer according to the evaluation process.

- (四) 輪到該廠商簡報時，若經 3 次唱名仍未到場進行簡報者，視同放棄「簡報與答詢」，該項目以「0」分計，評選委員則依所提服務建議書內容評分。每一投標廠商之簡報時間以 24 分鐘為限，22 分鐘到鈴響一聲提醒，24 分鐘到鈴響兩聲，廠商立即停止簡報；答詢時間以 24 分鐘為限(採統問統答)，委員發言時間不計入答詢時間，22 分鐘到鈴響一聲提醒，24 分鐘到鈴響兩聲，廠商應立即停止說明。各廠商簡報時其他廠商須退席，委員會評選時所有廠商一律退席。

If a tenderer fails to appear for presentation after being called three times, it will be considered a waiver of the “presentation and questioning” session, resulting in a score of “0” for that item. Evaluation committee members will then score based on the content of the submitted service proposal. Each tenderer's presentation is limited to 24 minutes, with a reminder at 22 minutes and an immediate stop when the bell rings twice at 24 minutes. Questioning time is limited to 24 minutes (all questions will be asked altogether by committee members, and then answered altogether by the tenderer), with a reminder at 22 minutes and an immediate stop when the bell rings twice at 24 minutes. The speaking time of the committee members will not be counted as part of the questioning time. Other tenderer must leave the room during each tenderer's presentation, and

all tenderers must leave during the committee's evaluation.

(五)簡報方式得以口頭、平面或多媒體展示方式呈現。廠商就所提建議書之內容、特性、功能等作簡要說明，並接受評選委員之詢答。簡報答詢現場不得另發放計畫更新或補充之資料。

The presentation can be conducted orally, using visual aids, or through multimedia presentations. Tenderers should provide a brief explanation of the content, characteristics, and functions proposed in their service proposal and respond to questions from the evaluation committee. No additional data or updates to the proposals will be distributed during the presentation and questioning session.

(六)廠商簡報及答詢應使用中文或自備中文口譯人員，口譯人員翻譯時間一併計入本須知第二條第(四)項所規定之簡報及答詢時間範圍內。

Tenderers' briefing and answering questions should be in Mandarin or provide their own Chinese interpreters. The interpretation time of the interpreters will also be included in the time limit for briefings and inquiries stipulated in Paragraph (4) of Article 2 of this Instructions.

三、評選標準 Evaluation Criteria

評選項目 Evaluation Criteria	評選子項 Evaluation sub-criteria	各子項配分 Weight for Each Sub-criteria	各項目合計配分 Weight for each Criteria
A.公司營運及歷年數位修復實績 Company operations & digital restoration achievements over the years	營運狀況、組織架構、歷年數位修復實績。 Company operating conditions, organization structure, and previous restoration projects and achievements.	10	10

B.專案管理 Project management	B-1 (1)人力配置及成員經歷；(2)影片修復相關軟硬體設備；(3)工作期程規劃之可行性及專業性。 Feasibility and expertise of (1) Manpower allocation and important experience of each member; (2) Software and hardware equipment related to film restoration; (3) Plan of project schedule.	15	30
	B-2 (4)專案風險分析及管理；(5)數位資產安全管理(包括網路傳輸)之可行性及專業性。 Feasibility and expertise of (4)Project risk analysis and management ; (5)Digital asset security management(Including network transmission).	15	
C 數位修復技術及品質 Digital restoration technology and quality	C-1 (1)影像修復、聲音修復、調光之作業流程及其品質管理之可行性及專業性。 Feasibility and expertise of (1) Operating procedures and quality controls of image restoration, sound restoration, color grading, and film output.	15	35
	C-2 (2)各部影片應修復狀況分析及修復策略；(3)修復後之預期效果及案例之可行性及專業性。 Feasibility and expertise of (2)Analysis of the condition of each film and its restoration strategy;	20	

	(3)Expected effects after restoration and presenting examples.		
D 價格 Price	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	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	5

四、優勝廠商評定方式：

Method of Determining the Winning Tenderer:

■序位法 Ranking Method

- (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。

The working group will present preliminary opinions. After thorough discussions among the evaluation committee members on the initial opinions, tenderer information, and evaluation criteria, each committee member will conduct a ranking comparison. They will individually score each tenderer on various evaluation criteria and sub-criteria, summing up the scores. The summed scores will be converted into rankings based on their high or low values. The individual tenderer's average total score (calculated to two decimal places, with rounding to the third decimal place) must not fall below 75 points to be eligible for price negotiation. If none of the tenderers achieves an average total score of 75 points, the winning tenderer position will remain vacant, and the tender will be declared void.

- (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，以平均總評分在 75 分以上之序位合計值最低廠商為第 1 名，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，且經出席評選委員過半數之決定者，亦得列為優勝廠商。

After the evaluation committee members convert the scores for each evaluation criterion and sub-criterion into rankings, they will aggregate and calculate the rankings for each tenderer. The tenderer with the lowest sum of rankings for average total scores above 75 points will be ranked first. If there are no negotiation items and the

decision is approved by over half of the attending evaluation committee members, the vendor will be declared the winning tenderer. Tenderers ranked second and below, with average total scores above 75 points, can also be considered winning tenderers if approved by over half of the attending evaluation committee members, and there is no negotiation items.

- (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：

If there is a single winning tenderer, negotiations will be conducted through negotiation. In the case of multiple winning tenderers (two or more), negotiations will be conducted sequentially based on their winning rankings. If there are two or more winning tenderers with the same total ranking, the negotiation order will be determined as follows:

1. 招標文件未訂明固定服務費用或費率者，以標價低者優先議價。該等廠商報價仍相同者，參考「最有利標評選辦法」第 15 條之 1 規定，辦理方式如下（擇一勾選；未勾選者，為選項〈1〉）：

If the tender documents do not prescribe fixed service fees or rates, preference will be given to the tenderer with the lowest quoted price. In the event that multiple tenderers submit identical quotes, the procedure will adhere to the stipulations of Article 15-1 of the “Most Advantageous Tender Evaluation Method,” as outlined below (choose one; if left unselected, it defaults to option (1)):

- (1) 對序位合計值相同廠商再行綜合評選一次，以序位合計值最低者優先議價。綜合評選後之序位合計值仍相同者，抽籤決定之。

If the total rankings are the same for multiple tenderers, a subsequent comprehensive evaluation will be carried out, prioritizing the tenderer with the lowest overall ranking. Should the total rank values still be equal after the

reevaluation, a random draw will be employed to establish priority.

- (2) □ 擇配分最高之評選項目之得分合計值較高者優先議價。得分仍相同者，抽籤決定之。

Choose the tenderer with a higher total score in the most heavily weighted evaluation criterion for negotiation priority. If scores remain identical, a random draw will determine the priority.

- (3) □ 擇獲得評選委員評定序位第一較多者優先議價；仍相同者，抽籤決定之。

Choose the tenderer with the highest number of first-place rankings as assessed by the evaluation committee for negotiation priority. In the event of continued parity, a random draw will be conducted to decide priority.

- (4) ■ 參依「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。得分仍相同者，抽籤決定之。

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”, choose the tenderer with 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 have the priority for price negotiation. If the summed scores are still equal, a random draw will determine the priority.

(四) 評選委員評選評分表及評選總表如附件。

Evaluation committee scoring forms and overall evaluation table are attached in the appendix.

五、補充說明及規定：

Supplementary Explanation and Regulations:

(一) 投標文件澄清：投標文件如有需投標廠商說明者，將參考政府採購法第 51 條及其施行細則第 60 條辦理。

Tender Document Clarifications: Any necessary clarifications to the tender documents will be addressed by referring the procedures outlined in Article 51 of the Government Procurement Act and Article 60 of its implementing regulations.

(二) 評選委員會委員名單保密規定（擇一勾選）

Confidentiality of Evaluation Committee Members (Select one):

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/tender/list>）。

The committee member list will be publicly disclosed on the designated website of the Institute (URL: <https://www.tfai.org.tw/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。

Taking into consideration the unique characteristics and specific requirements of this case, the list of evaluation committee members will remain confidential until the commencement of the evaluation process. Tenderers are prohibited from seeking information regarding the committee members.

(三) 本中心保留本案於無法評定優勝廠商時，得參考政府採購法第 56 條及第 57 條規定，就所有評選項目採行協商措施之權利。

The Institution retains the right to refer to the provisions of Articles 56 and 57 of the Government Procurement Act, allowing negotiation measures on all evaluation criteria if it is unable to determine a winning tenderer.

■本案不採協商措施，經評選而無法評定優勝廠商者，即廢標。 Negotiation measures will not be employed in this case. If, after evaluation, the Institute cannot identify a winning tenderer, the procurement process will be terminated.

(四) 參考「採購評選委員會審議規則」第 14 條之 1 規定，採購評選委員自接獲評選有關資料之時起，不得就該採購案參加投標、作為投標廠商之分包廠商或擔任工作成員。其違反者，本中心應不決標予該廠商。

Referring to Article 14-1 of the “Review Rules for Procurement Evaluation Committee,” procurement evaluation committee members are prohibited from participating in tendering for the specific procurement, acting as subcontractors for tenderer, or serving as team members from the moment they receive relevant evaluation information. Violations of this rule will result in the Institute not awarding the contract to the offending tenderer.

(五) 本案決標後，採購評選委員不得擔任得標廠商該案之履約工作成員，或協助履約。得標廠商不得委任或聘任本採購案評選委員為前項之工作；其有違反者，本中心得終止或解除本案採購契約。 After the contract is awarded in this case, members of the procurement evaluation committee are prohibited from assuming roles as performance team members or assisting in the performance of the winning tenderer for this procurement. The winning tenderer is not allowed to appoint or hire members of the procurement evaluation committee for the mentioned roles. Any violation of this provision may result in the termination or cancellation of the procurement contract for this case by the Institute.

(六) 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。

In cases where tenderers do not comply with the tender document requirements in the service proposal, such as lacking data or not meeting specifications, relevant evaluation criteria or sub-criteria may receive lower scores.

國家電影及視聽文化中心
「2024 年臺灣經典電影數位修復」藝文採購案(案號 2024-CR019)
評選委員評選評分表 (適用於序位法)
Taiwan Film and Audiovisual Institute
“Digital Restoration of Taiwan Classical Films in 2024” Cultural and Arts
Procurements (Procurement No: 2024-CR019)
Evaluation Form for Evaluation Committee Members
(Applicable to Rank Method)

評選委員編號：Number of Evaluation Committee _____

日期： 年 月 日 Date: [Month][Day], [Year]

評選項目 Evaluation Criterion	評選子項 Evaluation sub-criteria	配分 Weight	廠商編號及得分 Number of the Tenderer and Score			評選意見 (優點、缺點) Comments (Advantages, Disadvantages)
			甲 A	乙 B	丙 C	
A.公司營運及 歷年數位修復 實績 Company operations & digital restoration achievements over the years	營運狀況、組織架構、歷 年數位修復實績。(配分 10) Company operating conditions, organization structure, and previous restoration projects and achievements. (Scoring is 10)	10				

<p>B 專案管理 Project management</p>	<p>B-1 (1)人力配置及成員經歷；(2)影片修復相關軟體設備；(3)工作期程規劃之可行性及專業性。(子項配分 15) Feasibility and expertise of (1) Manpower allocation and important experience of each member; (2) Software and hardware equipment related to film restoration; (3) Work schedule planning. (Scoring for sub-criteria is 15)</p>	<p>15</p>				
	<p>B-2 (4)專案風險分析及管理；(5)數位資產安全管理(包括網路傳輸)之可行性及專業性。(子項配分 15) Feasibility and expertise of (4)Project risk analysis and management ; (5)Digital asset security management (Including network transmission). (Scoring for sub-criteria is 15)</p>	<p>15</p>				
<p>C 數位修復技術及品質 Digital restoration technology and quality</p>	<p>C-1 (1)影像修復、聲音修復、調光之作業流程及其品質管理之可行性及專業性。(子項配分 15) Feasibility and expertise of (1) Operating procedures and quality controls of image restoration, sound restoration, color grading, and film output.(Scoring for sub-criteria is 15)</p>	<p>15</p>				

	C-2 (2)各部影片應修復狀況分析及修復策略；(3)修復後之預期效果及案例之可行性及專業性。(子項配分 20) Feasibility and expertise of of (2) Analysis and restoration strategy of each film that should be restored; (3) Expected effects and cases after restoration. (Scoring for sub-criteria is 20)	20				
D 價格 Price	總標價及其組成之正確性及合理性(配分 20)。 Accuracy and reasonableness of total price and its components. (Scoring is 20)	20				
E 簡報答詢 Briefing and Answering questions	廠商簡報答詢說明之合理性及完整性(配分 5)。 Reasonableness and integrity of tenderer's briefing and answering questions. (Scoring is 5)	5				
得分合計 Total Score		100				
備註：本人知悉、並遵守「國家電影及視聽文化中心採購評選委員會委員須知」之內容。 Note: I am aware of and will adhere to the content of the “Instructions for Members of the Procurement Evaluation Committee, Taiwan Film and Audiovisual Institute.”						

評選委員簽名：

Signature of Evaluation Committee Member:

國家電影及視聽文化中心
評選委員評選總表（適用於序位法）

Taiwan Film and Audiovisual Institute

Total Scores of the Evaluation for Committee Members

(Applicable to Rank Method)

採購案：「2024 年臺灣經典電影數位修復」藝文採購案(案號 2024-CR019)

Procurement: “Digital Restoration of Taiwan Classical Films in 2024” Cultural and Arts Procurements (Procurement No: 2024-CR019)

日期： 年 月 日

Date: [Day][Month], [Year]

廠商編號 Number of Tenderers	甲 A		乙 B		丙 C	
廠商名稱 Tenderer 評選委員 Evaluation Committee Members						
	得分加總 Total Score	序位 Rank	得分加總 Total Score	序位 Rank	得分加總 Total Score	序位 Rank
1						
2						
3						
4						
5						
6						
7						
廠商標價 Bid Price						
總評分/平均總評分 Total Score/Average Total Score						

序位和(序位合計)Rank and (Total Rank)								
序位名次 Ranking								
全部評選委員 All the Evaluation Committee Members	姓名 Name							
	職業 Occupation							
	出席或缺席 Attendance or Absence							
其他記事 Other Notes:		<p>1.. 評選委員是否先就各評選項目、受評廠商資料及工作小組初審意見，經逐項討論後，再予評分： Were the evaluation committee members first engaged in a thorough discussion on each evaluation criterion, the information about the assessed tenderer, and the preliminary opinions of the working group before assigning scores?</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 noticeable discrepancies in the evaluation results among different committee members? If so, please elaborate on the circumstances and the corresponding actions taken.</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）： Whether there are differences between the evaluation results of the evaluation committee or individual committee members and the preliminary opinions of the working group (if any, specify the circumstances and the actions taken).</p> <p>4. 評選結果於簽報機關首長或其授權人員核定後方生效。 The evaluation results become effective following approval by the head of the reporting agency or their authorized personnel.</p>						

出席評選委員簽名：

Signature of Evaluation Committee Members: