

## 投標須知

### Instructions to Tenderers

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。

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

各項內含選項者，由機關擇符合本採購案者勾填。

For optional items, the Entity may tick the appropriate ones.

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：法蘭克福代表人辦事處公務車租賃

Subject of this procurement : Business Car Leasing for Bank of Taiwan  
Frankfurt Representative Office

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；☐ 訂製；☐ 兼具兩種以上性質者。

Property; type of this procurement: ☐ purchase; ☒ lease or rent;  
☐ customized made; ☐ two or more of the above.

☐ (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。

Yes.

☒ (2) 非共同供應契約。

No.

六、本採購預算金額：28,260 歐元(折合新台幣 1,031,490 元)

Budget amount of this procurement: 28,260 Euro (Equivalent to NTD 1,031,490)

七、本採購預計金額：28,260 歐元(折合新台幣 1,031,490 元)

The estimated value of this procurement: 28,260 Euro (Equivalent to NTD 1,031,490)

八、上級機關名稱：財政部

The superior entity：The Ministry of Finance

九、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

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

十、本採購為：

This procurement is：

☒ 未分批辦理。

Undivided.

十一、招標方式為：

Tendering procedures：

■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)

十二、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.

十三、本採購：

Is joint tendering allowed for this procurement pursuant to Article 25 of the Act:

■ 不允許廠商共同投標。

No.

十四、廠商得以電子資料傳輸方式於投標截止期限前遞送投標文件，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：Email：yunchiawang@bot-frankfurt.de

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: Email : yunchiawang@bot-frankfurt.de

十五、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.

十六、機關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 Entity to issue a written reply to questions raised by the suppliers as mentioned in the preceding Article shall be: one day

before the deadline for submission of tenders.

十七、本採購依採購法第 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.

十八、投標文件有效期：自投標時起至開標後 30 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 30 days after tender opening. In the event that this procurement can not 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.

十九、廠商應遞送投標文件份數：

The number of copies of the tender to be submitted：

■1 式 1 份(in one complete set)。

二十、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、英文或德文

In other languages (prescribed by the Entity): English or German

二十一、公開開標案件之開標時間：民國 114 年 7 月 21 日 17 時 30 分(歐洲中部時間)。

The tender opening will be held openly on 17:30 CET 21th of July, 2025.

二十二、公開開標案件之開標地點：臺灣銀行法蘭克福代表人辦事處會議室

The tender opening will be held openly at Conference Room of the Bank

of Taiwan Frankfurt Representative Office.

二十三、本採購開標採：

The tender opening of this procurement shall be:

■ 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 document of the tender shall be sealed in one envelope. It is not required to seal the document in separate envelopes based on different attributes.

二十四、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.

二十五、本採購 The government estimate for this procurement is：

■ 訂底價，但不公告底價。

Set, but not announced in the notice.

二十六、決標原則：

The principle of contract awarding is:

■ 最低標(the lowest tender)：

■ 非依採購法施行細則第 64 條之 2 辦理。

Not pursuant to Article 64-2 of the Enforcement Rules of the Act.

二十七、本採購採：

This procurement is：

■ 非複數決標。

Not a multiple award.

二十八、本採購：

This procurement:

決標方式為：

Shall be awarded by:

■總價決標。

Total price.

二十九、無法決標時是否得依採購法第 55 條或第 56 條規定採行協商措施：  
(依此 2 條規定辦理者均須先報上級機關核准)

Where the contract cannot be awarded, may the Entity award the contract through negotiation pursuant to Article 55 or 56 of the Act (the application of these two articles shall be approved by a superior entity in advance):

■否。

No.

三十、本採購適用採購法：

The Act applies to this procurement:

■無例外情形。

Without any exception.

三十一、投標廠商之基本資格及應附具之證明文件如下：

- (1)招標、投標及簽約三用表格
- (2)投標廠商資格證明文件
- (3)書面報價二份

The basic qualification of a tenderer and the supporting qualification documents that shall be attached are as follows:

- (1) Invitation, Tender And Contract Form
- (2) Tenderer's qualification documentation
- (3) Service proposal in two copies

三十二、廠商所提出之資格文件影本，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，係偽造或變造者，依採購法第 50 條規定辦理。

Where necessary, the Entity may notify a tenderer to submit the original qualification documents for checking within a time-limit if the qualification document is submitted by photocopies. In the event of non-conformity with the original document after checking due to forging or altering, Article 50 of the Act shall apply.

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：

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:

■(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, to 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.

三十三、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：

1. 為公務車定期維修之便，廠商所屬之汽車維修廠應距臺灣銀行法蘭克福代表人辦事處 20 公里以內。
2. 租賃期間：36 個月
3. 排氣量 2,000cc 以下
4. 自排車
5. 使用燃料：汽油或柴油
6. 年度定期保養維修
7. 租賃期間總里程數至少 30,000 公里
8. 車輛必須投保車體全險(Vollkasko)及半險 (Teilkasko)。

The function, performance, specification, criterion, quantity or place of the subject of the tender and the contractual responsibilities of the awarded tenderer:

1. In order to maintain conveniently, the distance between the vehicle maintenance center of the tenderer and the Bank of Taiwan Frankfurt Representative Office should be less than 20 Km.
2. Contract term: 36 Months
3. Engine Size: Max. 2L
4. Automatic transmission car



5. Fuel type: Petrol or Diesel fuel
6. Regular maintenance
7. Mileage: Min. 30,000 Km
8. The vehicle must be covered by comprehensive insurance (Vollkasko) and partial comprehensive insurance (Teilkasko).

三十四、投標廠商之標價條件：

The terms of price of a tender is:

■送達招標機關指定地點：臺灣銀行法蘭克福代表人辦事處

Properties shall be delivered to the indicated place: Bank of Taiwan  
Frankfurt Representative Office

三十五、投標廠商標價幣別 The currency of the tender is：

■外幣：歐元

Foreign currency: Euro

三十六、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):

■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)：自交車日起三年

Responsible by the awarded tenderer within a certain period, and the expenses shall be included in the total price of the tender: starting on the first day of vehicle delivery until 3 years

三十七、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 be benefited in 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 Entity 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.

三十八、全份招標文件包括：（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）

(1)招標、投標及簽約三用表格

(2)投標須知

A complete set of the tender documentation includes: (The tender notice published on the Government e-procurement system is part of the tender documents, not attached respectively)

(1)Invitation, Tender And Contract Form

(2)Instructions to Tenderers

三十九、投標廠商應依規定填妥（不得使用鉛筆）本招標文件所附招標投標及契約文件、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，密封後投標。

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 documentation required by this tender documentation, by sealing up all documentation in an envelop.

四十、投標文件須於民國 114 年 7 月 21 日 17 時 00 分前(歐洲中部時間)，以郵遞、專人送達或電子投標方式送達至下列收件地點或網站：

Bank of Taiwan Frankfurt Representative Office

4. OG, Bockenheimer Landstr. 51-53 60325 Frankfurt am Main

或 Email: yunchiawang@bot-frankfurt.de

The tenders shall be submitted before 17:00 CET 21th of July, 2025 by postal delivery, personal delivery or electronic submission to the following receipt address or website：

Bank of Taiwan Frankfurt Representative Office

4. OG, Bockenheimer Landstr. 51-53 60325 Frankfurt am Main

Or Email: yunchiawang@bot-frankfurt.de

四十一、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 the relevant regulations.

四十二、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：

部會署-財政部採購稽核小組

電話：(02)2356-8620

傳真：(02)2356-8763

地址：臺北市文山區羅斯福路六段 142 巷 1 號 12 樓

法務部調查局

電話：(02)2917-7777

傳真：(02)2918-8888

地址：新北市新店區中華路 74 號

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:

Ministry of Finance- Procurement Supervision Units

Telephone number: (02)2356-8620

Facsimile number: (02)2356-8763

Address: 12F., No. 1, Ln. 142, Sec. 6, Roosevelt Rd., Wenshan Dist., Taipei City, Taiwan (R.O.C.)

Ministry of Justice Investigation Bureau

Telephone number: (02)2917-7777

Facsimile number: (02)2918-8888

Address: No. 74, Zhonghua Rd., Xindian Dist., New Taipei City, Taiwan (R.O.C.)

四十三、法務部廉政署受理檢舉電話：0800-286-586；檢舉信箱：台北郵政 14-153 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：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: Taipei PO Box 14-153

Facsimile number:(02)2381-1234

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

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