投標須知
Instructions to Tenderers (Tender Description)

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：「**116 年度員工團體牙齒及視力保險採購案**」

Subject of this procurement：**2027 Employee Benefits Dental and Vision Insurance**

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。（請勾選）

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

■(3)勞務。

Service.

四、本採購屬：

Value of this procurement：

☐(1)公告金額十分之一以下之採購。

Not more than one tenth of the threshold for publication.

■(2)逾公告金額十分之一未達公告金額之採購。

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

☐ (3)公告金額以上未達查核金額之採購。

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

☐(4)查核金額以上未達巨額之採購。

Reaching the threshold for supervision but not reaching the

threshold for large procurement.

☐(5)巨額採購。

Reaching the threshold for large procurement.

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

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

五、本採購：

Is this procurement an inter-entity supply contract：

☐(1)為共同供應契約。

Yes.

■(2)非共同供應契約。

No.

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

Budget amount of this procurement: NA

(optional; however, where this procurement is conducted pursuant to paragraph 3 of Article 5 of the "Standards for Qualifications of Tenderers and Determination of Special or Large Procurement", or where the value of this procurement reaching the threshold for publication and the procurement is conducted by open tendering, selective tendering, or limited tendering with open selection, the Entity shall disclose the budget amount, except for any of the following circumstances: where this procurement is for resale, or resale after producing or processing ; where the budget amount involves trade secrets; or where the Entity deems that the disclosure is not appropriate.)

七、本採購預計金額(不公告者免填)

The estimated value of this procurement (optional): **NA**

八、上級機關名稱：中華民國財政部

The superior entity：Ministry of Finance, R.O.C.

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

The name and address of the granting entity in accordance with Article 4 of the

Act (optional): **NA**

十、依採購法第 5 條由法人或團體代辦採購者，委託機關名稱及地址(非屬此等採購者免填)

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

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

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

十二、依採購法第 75 條，受理廠商異議之機關名稱、地址及電話

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

十三、依採購法第 76 條及第 85 條之 1，受理廠商申訴(未達公告金額之採購不適用申訴制度) 或履約爭議調解(無金額限制)之採購申訴審議委員會名稱、地址及電話：行政院公共工程委員會採購申訴審議委員會（地址：臺北市信義區松仁路 3 號 9 樓、電話：02-87897530、傳真：02-87897514）。

In accordance with Articles 76 and 85-1 of the Act, the name, address and telephone number of the Complaint Review Board of Government Procurement(CRBGP) that deals with complaint (only for procurement with a value reaching the threshold for publication) and mediation of contract disputes filed by suppliers: Appealing Deliberation Committee, Procurement and Public Construction Commission, Executive Yuan. Address:9F, No.3, Sung-Ren Road, Shin-Yi District. Taipei, Taiwan, R. O. C. Tel：+61-2-8789-7530 Fax：+61-2-8789-7514.

十四、本採購為：

This procurement is

■(1)未分批辦理。

Undivided.

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

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

十五、招標方式為：

Tendering procedures：

☐ (1)公開招標

Open tendering procedures.

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

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

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

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

☐（2-1）為特定個案辦理，於廠商資格審查後，邀請所有符合資格廠商投標。

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

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

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

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

限制性招標。

Limited tendering procedures: This procurement is in conformity with the requirements set forth in subparagraph_____of paragraph 1 of Article 22 of the Act as evaluated by the requesting, using or procuring unit, and has been reported to and approved by the head of the Entity or his/her authorized personnel.

☐（3-1）公開評選、公開勘選優勝廠商：

Open selection of the winning tenderer:

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

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

☐（3-1-2）依採購法第 22 條第 1 項第 10 款辦理。

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

☐（3-1-3）依採購法第 22 條第 1 項第 11 款辦理。

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

☐（3-2）比價：

Price competition：

☐經前次公告招標結果，無廠商投標或無合格標，且符合採購法施行細則第 22 條第 1 項規定無廠商異議或申訴在處理中者，依採購法第 22 條第 1 項第 1 款規定，不另公告招標，並依採購法施行細則第 23 條之 1 第 1 項規定，邀請過去表現優良之 2 家以上廠商以比價方式辦理;

Where there is no tender in response or in conformity with the requirements set forth in the tender documentation after a public notice, and no protest or complaint in process according to paragraph 1 of Article 22 of the Enforcement Rules of the Act, the Entity may apply limited tendering procedures according to subparagraph 1 of paragraph 1 of Article 22 of the Act. The entity to invite two or more suppliers with outstanding performance to participate in price competition, pursuant to paragraph 1 of Article 23-1 of the Enforcement Rules of the Act.

☐符合採購法第 22 條第 1 項第___款（請列明款次，第 16 款之

情形須併填主管機關核准文號）；

Pursuant to subparagraph ____ of paragraph 1 of Article 22 of the Act; (Please indicate the number of subparagraph. If it is subject to subparagraph 16, the number of the approval letter from the responsible entity is required along with.)

☐符合採購法第 104 條第 1 項但書第___款（請列明款次及相關機關核准文號）；

Pursuant to subparagraph _____ of paragraph 1 of Article 104 of the Act; (Please indicate the number of subparagraph and the number of the approval letter from the competent entity.)

☐符合採購法第 105 條第 1 項第___款(請列明款次及相關機關核准文號)；

Pursuant to subparagraph _____ of paragraph 1 of Article 105 of the Act; (Please indicate the number of subparagraph and the number of the approval letter from the competent entity.)

☐符合中央機關未達公告金額採購招標辦法第___條第___項第___款規定；

Pursuant to subparagraph ___ of paragraph ___ of Article of the "Tendering Regulations of Central Government Entities for Procurement of a Value Not Reaching the Threshold for Publication";

☐符合地方政府依採購法第 23 條所定未達公告金額採購招標辦法第___條第___項第___款規定。

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

☐（3-3）議價

Price negotiation by single tendering:

☐符合採購法第 22 條第 1 項第___款（請列明款次，其未得以比價方式辦理之原因：_____；第 16 款之情形須併填主管機關核准文號）；

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

☐符合採購法第 104 條第 1 項第___款（請列明款次及相關機

關核准文號，非填第 4 款者，其未得以比價方式辦理之原因：_____）；

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

☐符合採購法第 105 條第 1 項第___款(請列明款次及相關機關核准文號，填第 1 款或第 2 款者，其未得以比價方式辦理之原因：_____)；

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

☐符合中央機關未達公告金額採購招標辦法第___條第___項第___款規定（其未得以比價方式辦理之原因：_____）；

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

☐符合地方政府依採購法第 23 條所定未達公告金額採購招標辦法第___條第___項第___款規定。

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

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

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

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

Pursuant to Article 49 of the Act with a view to obtaining offers

or proposals in writing openly. (for procurement of a value not reaching the threshold for publication)

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

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

十六、本採購：

This procurement:

不適用我國締結之條約或協定，外國廠商：

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

■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：美國(未列明者即不允許)

Name of the country or territory: United States of America (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 China 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.

十七、本採購：

This procurement is:

☐(1)依採購法第 24 條規定以統包辦理招標。

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

■(2)非以統包辦理招標。

Not on a turn-key (design-build) basis.

十八、本採購：

Is joint tendering allowed for this procurement pursuant to Article 25

of the Act:

☐(1)依採購法第 25 條規定允許廠商共同投標(招標文件已附共同投標協議書範本)；廠商家數上限為☐2 家；☐3 家；☐4 家；☐5 家。
Yes (the model agreement of joint tendering is provided in tender documentation), the maximum number of suppliers is: ☐2 suppliers；☐3 suppliers；☐4 suppliers；☐5 suppliers。

■(2)不允許廠商共同投標。
No.

十九、廠商投標文件遞送方式：
Method of Submission of Tender Documents:

■(1)以書面方式投標。
Submission in Written Form.

☐(2)以電子資料傳輸方式投標：
Submission by Electronic Data Transmission

☐(2-1)廠商無法以電子投標，應以書面投標項目(無者免填)：
Items to be submitted in written form if the vendor is unable to submit its tender electronically (optional):

☐(2-2)廠商以電子資料傳輸之內容，應另以書面提供予機關之項目(如有不符者，以電子傳輸資料為準)：
Items submitted by the vendor through electronic data transmission that must also be provided to the procuring entity in written form (in the event of any discrepancy, the electronically transmitted data shall prevail):

二十、投標廠商對招標文件內容有疑義者，應以書面方式向招標機關請求釋疑，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，即美西時間 **2026 年 11 月 19 日止**。
The questions and dissent for bidder to submit should be in writing (other format is not acceptable), and time limit for receiving by the procuring entity is: One quarter of the period for tendering from the date of tender invitation, i.e. **11/19/2026,** Pacific Standard Time. The round-up method is applied when calculating the date limit.

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

of the Enforcement Rules of the Act. (The number of days counted from the date following the date of the entity's last reply through the deadline for submission of tenders or the deadline for receipt of qualification evaluation documents shall be at least a quarter of the original time-limit for tendering, and a segment of less than one day shall be counted as one day. Where the aforementioned number of days is insufficient, the entity shall make up for the lacking days by extending the time-limit for tendering.

二十二、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.

二十三、本採購依採購法第 35 條：

According to Article 35 of the Act, this procurement :

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

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

■(2)不允許提出替代方案。

Does not allow a supplier to submit alternatives.

二十四、投標文件有效期：自投標時起至開標後 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 .

二十五、廠商應遞送投標文件份數：

The number of copies of the tender to be submitted：

■(1)1 式 1 份(in one complete set)。

☐(2)1 式 2 份(in two complete sets)。

☐(3)1 式 3 份(in three complete sets)。

☐(4)1 式 4 份(in four complete sets)。

☐(5)1 式 5 份(in five complete sets)。

☐(6)其他(由招標機關敘明) others (prescribed by the Entity):

二十六、投標文件使用文字：以中文（正楷）或英語。

The language of tender shall be：**In Traditional Chinese or in English.**

二十七、公開開標案件之開標時間(依採購法不公開者免填)

開標時間為美西時間 2026 年 11 月 24 日。

The tender opening will be held openly on 11/24, 2026(PST).

二十八、公開開標案件之開標地點：臺灣銀行洛杉磯分行會議室。

The tender opening will be held openly at **the Bank of Taiwan, Los Angeles Branch Conference Room.**

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

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

三十　、依採購法不公開開標之依據：

The tender opening is not conducted openly pursuant to one of the following circumstances: **NA**

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

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

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

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

☐(3)依採購法第 57 條第 1 款規定。

Pursuant to subparagraph 1 of Article 57 of the Act;

☐(4)依採購法第 104 條第 1 項第 2 款規定。

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

☐(5)其他經主管機關認定者：_____（請載明核准文號）：

Other circumstances as prescribed by the responsible entity (the number of approval letter shall be specified).

三十一、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 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.

☐(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 document in different envelops separately for each step of tender opening, and each envelop shall be marked with tenders of qualification, specification, or price.

☐公開招標，資格、規格與價格一次投標分段開標。

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

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

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

☐選擇性招標，邀請廠商就資格、與規格、價格分次投標、分段開標。

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

☐選擇性招標，邀請符合資格之廠商就規格與價格一次投標、分段開標。

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

三十二、押標金金額(無押標金者免填，有押標金者不得逾新臺幣 5 千萬元)：

The amount of bid bond shall be (not applicable where bid bond is not required. However, where bid bond is required, its amount shall not exceed 50 million New Taiwan Dollars)：**NA**

☐(1)一定金額(a fixed amount)：

☐(2)標價之一定比率(a fixed percentage of tender price)：_____%

三十三、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.

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

The amount of performance bond (not applicable where performance bond is not required): ☐a fixed amount：_____；☐a fixed percentage of the contract price：_____% **NA**

☐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 Enity may accept it after reviewing the bank's credit and records of past performance in fulfilling its liability on performance bond. The above shall also apply where a bid bond is served as a performance bond by suppliers.

三十五、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)未達公告金額之工程、財物採購。

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

☐ (3)依市場交易慣例或採購案特性，無收取履約保證金之必要或可能者。

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

三十六、保固保證金金額(無者免填)

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

三十七、預付款還款保證金額(無者免填)

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

三十八、本採購 The government estimate for this procurement is：

■(1)訂底價，但不公告底價。

Set, but not announced in the notice.

☐(2)訂底價，並公告底價。底價為：_____元。

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

☐(3)不訂底價，理由為：☐訂定底價確有困難之特殊或複雜案件；☐以最有利標決標之採購；☐小額採購。

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

三十九、決標原則：

The principle of contract awarding is:

■最低標(the lowest tender)：

■(1)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.

☐(2)依採購法施行細則第 64 條之 2 採評分及格最低標(審查項目、標準及審查方式如附件)。

Pursuant to Article 64-2 of the Enforcement Rules of the Act, for the lowest tender with its score above a certain threshold (refer to the attachment for evaluation items, standards and procedures).

■(3)合於招標文件規定之投標廠商之最低標價超過底價時，得洽該最低標廠商減價一次；減價結果仍超過底價時，得由所有合於招標文件規定之投標廠商重新比減價格，比減價格不得逾三次。

Where the lowest tender which meets the requirements set forth in the tender documentation exceeds the government estimate, the entity may request the tenderer to reduce the price once. If the reduced price still exceeds the government estimate, the entity may request all tenderers whose tenders meet the requirements set forth in the tender documentation to reduce their prices and then make a comparison. Such price reduction and comparison shall not be more than three

times.

四十 、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).

四十一、本採購：

This procurement:

☐(1)預算未完成立法程序前，得先辦理保留決標，俟預算通過後始決標生效。

May be awarded with reservation in the event that the budget of procurement has not been appropriated by a legislative body. The awarding of contract shall come into effect after the budget is appropriated.

(2)決標方式為：

Shall be awarded by:

■(2-1)總價決標。

Total price.

☐(2-2)分項決標。

Item.

☐(2-3)分組決標。

Group.

☐(2-4)依數量決標。

Quantity.

☐(2-5)單價決標（以單價乘以預估數量之和決定得標廠商）。

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

☐(2-6)其他(由招標機關敘明)：

Others (prescribed by the Entity):

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

Labor dispatch (means the action by assigning the workers from the Dispatch Business to this Authority for rendering labor services and accepting the guidance, supervision and management of the respective Entity). Fixed amount method shall be adopted for paying the salary and wages (including the deductible amount of labor insurance, national health insurance and employment insurance premiums to be assumed by the labor by the law), together with the labor insurance, national health insurance, employment insurance related expenses to be assumed by the tenderer as well as the withholding fees for arrear wage offsetting fund and labor retirement pension, and the above shall not be included in the quotation. The tenderer shall offer the price for the overheads only (including profit, relevant taxes and all of expenses required by the management). After being awarded, the quotation offered by the tenderer shall be combined with the aforesaid fixed amount for serving as the total contract amount, as per the attached Quality List. (Note: The attachment is the sample copy of Quotation List. When offering the tender, the Entity shall make adjustment by referring to the nature of the case and then included in the

Instructions to Tenderer. The overtime and the travel expenses required for the dispatched workers shall not be included in the contract price. If the said expenses are required, then they shall be calculated and paid according to the regulations specified in the applicable labor act.)

四十二、無法決標時是否得依採購法第 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.

四十三、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): NA

四十四、本採購適用採購法：

The Act applies to this procurement:

■(1)無例外情形。

Without any exception.

☐(2)本機關係軍事機關而有採購法第 104 條第 1 項但書之例外情形。With the exception of circumstances of paragraph 1 of Article 104 of the Act, because the Entity is a military entity.

☐(3)有採購法第 105 條第 1 項之例外情形。

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

☐ (4)有採購法第 106 條第 1 項之例外情形。

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

四十五、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)

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):

設立或登記之證明、繳稅證明、投標廠商聲明書。

參加資格開放給符合加州州法及聯邦法律所規定，並具有提供加州保險資格的認證保險公司或經紀人。投標時需提交相關資格文件。

W-9 表格(美國國稅局稅務表格)，用於確認納稅人的姓名、地址和識別號碼(TIN)。

Certificate of Establishment or Registration, Tax Payment Certificate, Statement of Tenderer.

Participation is open to Certified Insurance Companies or Brokers which are qualified by California State and Federal Laws to provide the subject insurance in the state of California. Qualification documents should be presented when submitting the tender.

A W-9 form, which is an Internal Revenue Service (IRS) tax form that is used to confirm a taxpayer's name, address, and identification number (TIN).

☐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 the Mainland China 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 China 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。（註：適用條約或協定之採購案，如勾選本項者，請依 GPA 第 3 條規定，妥適考量本須知第 16 點之勾選）

四十六、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：(預算或底價未公告者免填)

Where the price of a tender is in any of the following situations, the tender doesn't comply with the requirements of the tender documentation: (this is optional if the budget or government estimate of a procurement is not published).

■(1)高於公告之預算者。

Higher than the budget amount disclosed in the tender notice.

□(2)高於公告之底價者。

Higher than the government estimate disclosed in the tender documentation.

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

In case of any of the following circumstances, the Entity may, base on the facts and "the contents of the tender documents submitted by different tenderers show a substantial and unusual connection" of subparagraph 5 of paragraph 1 of Article 50 of the Act, 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.

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

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

一、押標金未附或不符合規定。

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

二、投標文件為空白文件、無關文件或標封內空無一物。
The tender is blank, irrelevant, or there is nothing in the tender envelope or container.

三、資格、規格或價格文件未附或不符合規定。
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.

四十七、 招標標的之功能、效益、規格、標準、數量或場所等說明及得標廠商應履行之契約責任：由招標機關另備如附件。
The function, performance, specification, criterion, 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.

四十八、投標廠商標價幣別 The currency of the tender is：

☐(1)新臺幣。
New Taiwan Dollar.

■(2)外幣：美金(指定之外幣由招標機關敘明外幣種類)
Foreign currency: **USD** (specified by the Entity)

☐(3)新臺幣或外幣:_____(指定之外幣由招標機關敘明外幣種類，該外幣並以決標前一辦公日臺灣銀行外匯交易收盤即期賣出匯率折算總價)
New Taiwan Dollar or foreign currency: _____ (The kind(s) of foreign currency shall be specified by the Entity, and the total price in New Taiwan Dollar in equivalence of the foreign currency shall be calculated by the closing rate of spot foreign exchange selling by Bank of Taiwan on the first working day prior to the date of award.)

四十九、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.

五十　、本採購決標後簽約方式：
Method of Contract Execution Following Contract Award:

☐以電子投標文件簽約。
Execution of the contract using electronically submitted tender documents.

■以書面文件簽約。
Execution of the contract using written documents.

五十一、全份招標文件包括（可複選；刊登於政府電子採購網之本案招標公告為招標文件之一部分，不另檢附）
A complete set of the tender documentation includes: (multiple choices may apply；The tender notice published on the Government e-procurement system is part of the tender documents, not attached respectively)
■(1)招標投標及契約文件。
Documentation for Invitation, Bid and Contract.
■(2)投標須知。
Instructions to Tenderers.
■(3)投標標價清單。
Price List of the Tender.
■(4)投標廠商聲明書。
Statement of the Tenderer.
■(5)契約條款。
Insurance Service Contract
■採購契約範本附記條款特別聲明。
Special Provisions Attached to the Model Procurement 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 tatement in relation to "Possible Legal Obligation for Supplier Participating in Public Construction" (amended by the Public Construction Commission by its later 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(由招標機關敘明，無者免填)
Others (specified by the Entity, optional)

五十二、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。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 “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. Provided that the tender document is submitted in one-step but opened in multi-steps, the tender document in each step shall be sealed up with a separate envelop, then put all envelops into one large envelop to submit. All inside and outside envelops 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 documentation of tender, contract and contract performance.

五十三、投標文件須於美西時間 **2026 年 11 月 24 日 17 時 00 分**前，以郵遞或專人送達方式送達至下列收件地點：**601 S. Figueroa St, Suite 4525, LA, CA90017**。
The tenders shall be submitted before **5:00PM, 11/24/2026 (PST)** by postal delivery or personal delivery to the following receipt address：**601 S. Figueroa St, Suite 4525, LA, CA90017.**

五十四、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.

五十五、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

行政院公共工程委員會中央採購稽核小組（地址：臺北市松仁路 3 號 9 樓、電話：02-87897548、傳真：02-87897554）
法務部調查局（信箱：新店郵政 60000 號信箱、電話：02-29177777、傳真：02-29188888）
The telephone number, facsimile number and address of the Procurement Control Unit for receiving accusation of this procurement:
Public Construction Commission Executive Yuan
Director of Complaint Review Board for Government Procurement
Address: 9F, No. 3 Songren Road, Xinyi District, Taipei City,11010
Tel (02) 8789-7548, Fax 02-8789-7554
The telephone number and mailbox of the Bureau of Investigation of Ministry of Justice and the sub-ordinate Investigation Units:
Ministry of Justice Investigation Bureau
Tel(02) 2917-7777, Fax: (02) 2918-8888,
Mailbox : Xindian Po box 60000.

五十六、法務部廉政署受理檢舉電話：0800-286-586；檢舉信箱：10099 國史館郵局第 153 號信箱；傳真檢舉專線：02-2381-1234；電子郵件檢舉信箱：gechief-p@mail.moj.gov.tw；24 小時檢舉中心地址：10048 臺北市中正區博愛路 166 號。
The contact point of Agency the Against Corruption of Ministry of Justice for receiving accusation of this procurement:

Telephone number:0800-286-586
Mailbox: P.O.BOX 153 Academia Historical Taipei City 100914 Taiwan
Facsimile number:(02)2381-1234
E-mail address:gechief-p@mail.moj.gov.tw
Address: No. 166, BoAi Rd ., Zhongzheng Dist., Taipei, Taiwan