

# Procurement, Maintenance and Repair Regulations of Shih Chien University

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Article 1: In order to strengthen administrative management, improve the procurement, repair and maintenance system, eliminate waste, and make the economic and effective use of property, this school has formulated the regulations.

Article 2: The amount stipulated in the regulations shall be in New Taiwan Dollars.

Article 3 Procurement, Repair and Maintenance procedures:

1. Application: for procurement, repair and maintenance project applications, each unit should first fill out an application form, indicating the product name, materials, specifications, brand, quantity, reasons, and other related matters. However, if there are special requirements for quality, performance, and timeliness, they should be specially noted and signed by the supervisor before being sent to the handling unit (general affairs section of office of the general affairs or operating and maintenance group) for further processing.

2. Audit: If the purchased item belongs to the property registration, the custody team should sign the inventory information and usability status of the unit, and submit it for review.

3. Procurement:

(1) Procurement within NT\$10,000 (inclusive) **may be exempted from filling out application forms**. The applying unit shall provide adhesive vouchers, **which shall be reviewed by the supervisor** of the applying unit and verified in accordance with accounting regulations.

(2) For purchases of more than NT\$10,000 (excluding) but less than NT\$100,000 (including), the handling unit shall negotiate with the manufacturer and then review and approve them level by level.

The source of funding for the application is government funding (including subsidies from the Ministry of Education and government planning projects), and the applicant unit may directly negotiate with manufacturers for procurement in accordance with the Government Procurement Act.

(3) For purchases of NT\$100,000 (excluding) or more, quotations from three or more manufacturers are required. However, the estimated price list may have a unified name, specifications, and quantity, and the manufacturer shall seal and send it to the office of the general affairs for further opening with accounting personnel. After further

negotiation with the lowest priced manufacturer, the decision shall be made. However, if the difference between the quotations from other manufacturers and the lowest quotation is within 5%, the contractor shall be selected after negotiation with each manufacturer. If the three quotations cannot be obtained smoothly and the bid is rejected, the waiting period for the second bidding may be shortened, and the restrictions of the three manufacturers mentioned in the preceding paragraph may not apply.

- (4) For purchases exceeding NT\$500,000 (inclusive), it is necessary to first report to the purchasing, construction and maintenance section for discussion, and then proceed with bidding, price comparison, and negotiation in accordance with the resolution and procurement procedures.
- (5) Procurement of over NT \$one million (inclusive) shall be funded through self-raised funds within the school. The procurement process shall be carried out in accordance with the procurement regulations after the bidding information is announced on the school's website. The funding source is government subsidies, which should be publicly tendered on the public construction tendering information website of the Executive Yuan, and procurement procedures should be handled in accordance with the Government Procurement Act.
- (6) If it is an application that meets the requirements of restricted bidding, a "Restricted Bidding Application Form" must be filled out, reviewed and approved, and processed according to the procurement procedure.
- (7) When selecting contracted manufacturers to handle procurement according to the joint supply contract established by various departments and organizations, they may not be subject to the limitations of the above provisions.
- (8) The profit center units operated independently by our school (including the Promotion Planning Group of the Continuing Education Center, the promotion planning group of the Kaohsiung center of the Continuing Education Center, the Affiliated Preschool of Shih Chien University, the affiliated Ershui rural home economics promotion experimental center of the Shih Chien University, and the Innovation Incubation Center of the Research and Development Department), as well as the units using non-governmental funding for industry-university cooperation projects and off-campus donations or fundraising funds, with a total amount of less than NT\$500,000(excluding), may apply for special projects and be authorized by the principal to handle procurement on their own.

#### 4. Maintenance and repair:

##### (1) Definition of Repair

1. "General repair": Refers to the renovation or repair projects related to civil engineering, water and electricity, electric motors, building buildings, etc., with an estimated amount of less than NT\$500,000 (excluding) to maintain the normal use of unit assets or prevent damage.

2. Major maintenance and repair: refers to the construction of the above-mentioned projects with an estimated amount of NT\$500,000 or more.

(2) Maintenance and repair application

1. Application for general repair: After each demand (management) unit fills out the "Maintenance and Repair Application Form" online, and the estimated value is less than NT\$10,000 (inclusive), the repair team will consider safety or special needs and approve it by the director of the office of the general affairs. From NT\$10,000 (excluding) to NT\$100,000 (including), submit a proposal to the higher authorities for handling. If the estimated value is between NT\$100,000 (excluding) and NT\$500,000 (excluding), each applying unit is requested to establish an accounting office and submit it to the principal for approval before processing.
2. The application for major maintenance and repair is defined as a project worth more than NT\$500,000 (inclusive). The maintenance and repair team issues a notice to all units in the school on a regular basis every year, requesting them to submit their applications within the specified time. After the maintenance and repair team summarizes and submits the application to the budget committee for review and approval, it will become a major budget execution plan for the next academic year.

(3) Procedures and Principles of Maintenance and Repair

1. Repairs within NT\$1,000 (inclusive) can be directly deducted as petty cash with the consent of the responsible unit supervisor; Maintenance and repair projects within NT\$10,000 (inclusive) must be verified with an application form at the time of payment request, and may be processed by the handling unit according to actual needs.
2. The repair operation procedures for amounts exceeding NT\$10,000 (excluding) shall be deemed as engineering procurement cases and shall be handled in accordance with the procurement procedures.

Article 4 Setting the Base Price: For procurement cases with a total amount of NT\$100,000 (excluding) or more, the base price shall be set. After the planning, design, demand or user unit proposes an estimated amount and its analysis, the purchasing unit shall sign and report to the principal or relevant authorized person for approval.

1. For procurement amounts exceeding NT\$100,000 (excluding) but not exceeding NT\$500,000 (excluding), the base price shall be determined by the general director or deputy general director.
2. For procurement amounts exceeding NT\$500,000 (inclusive), the base price shall be determined by the principal or his authorized person.

Article 5: Contract:

1. For those with a total price of NT\$500,000 or more, a procurement or maintenance contract should be signed after the bid is awarded.
2. The contract should be co signed with the relevant units and approved by the principal.

Article 6 Acceptance:

1. After purchasing the purchased goods, the manufacturer must provide the latest purchase list, which will be inspected by the handling unit. The personnel participating in the inspection should include: the manufacturer, the handling unit, the purchasing unit, etc. For amounts exceeding NT\$100,000 (excluding), the accounting office and the office of the general affairs' custody team should jointly supervise and verify them. However, their quality and performance must be listed in the purchase order, and the procedures can only be completed after being approved by the purchasing unit.
2. When handling the acceptance of the maintenance and repair project, the contractor shall provide detailed information of the project, which shall be verified item by item by the undertaking unit, contractor, and applying unit according to the maintenance and repair project drawings. For amounts exceeding NT\$200,000 (inclusive), supervision shall be conducted in conjunction with personnel from the accounting office and the office of the general affairs.
3. The acceptance inspection for items above NT\$100,000 (excluding) and within NT\$1 million (excluding) may be carried out by the supervisor of the undertaking unit or by assigning relevant supervisors according to the nature of the procurement as the main inspector. For items above NT\$1 million (including), the principal or his authorized person shall select and appoint the main inspector.
4. If the specifications, quantity, and quality are found to be inconsistent with the regulations during acceptance, the manufacturer should be requested to replace or remake them, and payment will not be made until they are improved. If the time limit is delayed due to replacement or remanufacturing, the seller (manufacturer) shall compensate in accordance with the contract provisions, but this restriction shall not apply in any of the following situations:
  - (1) The acceptance result does not meet the original specifications, but does not hinder safety and usage needs, nor does it reduce the usual utility or contractual predetermined effect. After review by our school, if it is not necessary to replace or if it is difficult to replace, the price may be reduced if necessary.
  - (2) If the change in specifications is requested by the applying unit, the responsible unit may sign the reason and approve it before acceptance.

Article 7 Payment Request: After the acceptance is completed, the handling unit shall compile the documents, vouchers, and acceptance form, which shall be signed and confirmed by the applying unit. After being reviewed by the accounting office, the payment shall be processed.

Article 8: If the source of funding is government subsidies, it shall be handled in accordance with the Government Procurement Act.

Article 9: These measures shall be submitted to the purchasing, construction and maintenance section for review and shall be implemented after being approved by the school affairs meeting, and the same shall apply when amended.