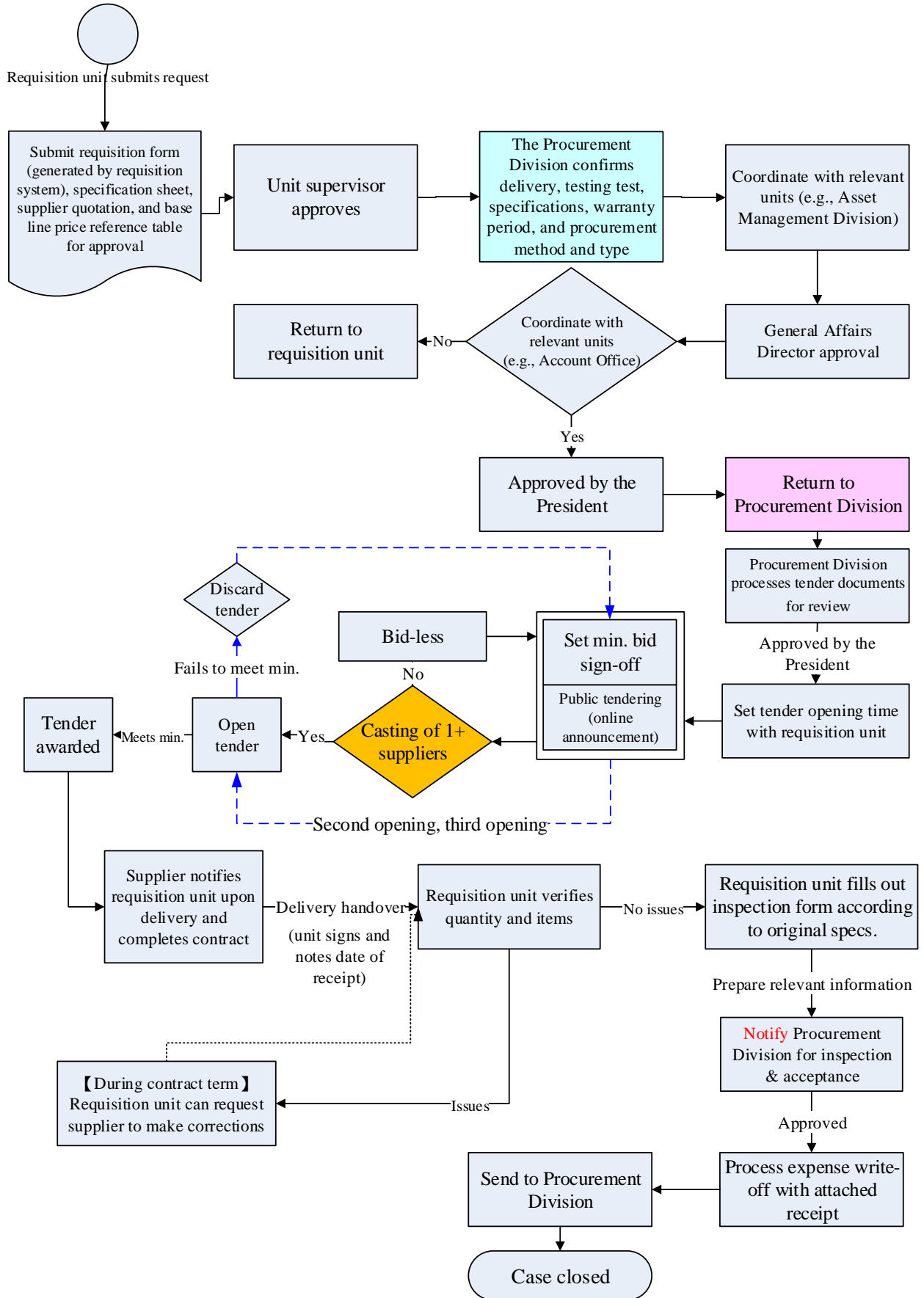


Procurement SOP for Contract Amounts NT\$150,001 – NT\$1,499,999

* Property and labor services procurement procedures conducted by Procurement Division



For amounts exceeding NT\$150,000 but not reaching the public announcement threshold (NT\$150,001 – NT\$1,499,999):

1. When requesting a purchase, please fill out the requisition form and specification sheet, attach a supplier's quotation, and set a reference table for the minimum bid price online (and email the specification sheet to the Procurement Division's responsible officer for review).
2. The Procurement Division will handle the post-approval online announcement/comparative price negotiation and tender opening. The Procurement Division will also inform the requisition or using unit to participate, with oversight from the accounting office.
3. The tender period must be a reasonable duration of more than five days. If the tender fails due to bids not meeting the reserve price, the period for the next tender call may be shortened.
4. Acceptance: The using unit (or requisition unit) must confirm that the delivery is correct and passes functional tests according to the specification sheet. **After completing the delivery receipt and functional test forms (as specified)**, notify the Procurement Division to conduct the acceptance inspection. Then, the Procurement Division will inform the requisition or using unit to participate in the inspection, supervised by the accounting office, and compile an acceptance record.
5. Expense Verification: Attach the original requisition, acceptance record, invoices, and contract (for electronic tenders, use a tripartite form) to process the expense verification.

For amounts exceeding NT\$1.5 million (inclusive) but not reaching the audit threshold:

1. The procedure is the same as the previous section.
2. The waiting period for the first tender opening must be a reasonable duration of more than 11 days. If the tender fails due to fewer than three bids, the waiting period for the second tender can be shortened, and it may not be subject to the limitation of having three supplier bids, as mentioned previously.
3. The opening of bids and acceptance inspections are supervised by the main accounting office.
4. Expense Write-off: Attach the original requisition, acceptance record, final acceptance certificate, invoices, and contract to process the expense verification.

Limited Tendering Procedures: A separate application for limited tendering procedures must be submitted for those meeting the circumstances under Article 22 of the *Government Procurement Act*.