

國立中山大學財物勞務採購案驗收作業注意事項

Precautions for the inspection and acceptance of the property and service procurement cases of National Sun Yat-Sen University

110年6月17日
June 17th, 2021

一、履約交貨

Part 1 Delivery / shipment of the contract

1. **履約期限**：應於履約期限前完成交貨及測試。

The time-limit of contract performance :

The subject of contract should be delivered by the Contractor on or before the time-limit of contract performance on condition of the completion of installation and testing.

2. **契約變更**：變更契約標的、價金、履約期限、付款期程或其他契約內容，申請單位應備齊相關資料於履約期限前簽請校方同意。

Contract amendment :

If it is necessary to change the subject of contract, price, the time-limit of contract performance, the time-limit for making the payment or other contract content, the applicant should prepare relevant documents and be approved before the time-limit of contract performance.

3. **驗收期限**：應於履約期限之日起30日內辦理驗收。

The time-limit of the inspection and acceptance :

The inspection and acceptance should be handled within 30 days from the time-limit of contract performance.

4. **逾期交貨或展期**(請先通知事務組)

Delay of contract performance or the extension of the time-limit for contract performance (Please notify the administrative service division first)

- (1) **逾期違約金**：逾期違約金之計算，以日為單位，以契約價金總額之百分之廿為上限。

The amount of liquidated damages for delay :

The amount of liquidated damages for delay is calculated by day and shall not exceed 20% of the total contract price.

- (2) **不計逾期違約金之情形**：廠商於履約期限內得檢具事證以書面通知本校並申請展延履約期限。

The amount of liquidated damages shall not be calculated in any of the following circumstances within the time-limit for contract performance:

The Contractor shall inform the School in writing with evidence and apply for an extension of the time-limit for contract performance.

- a. 屬不可抗力所致。

The circumstance caused by a force majeure.

- b. 不可歸責於廠商之契約變更或本校通知廠商停工。

Contract amendment not attributable to the Contractor or suspension of work notified by the School.

- c. 本校應提供予廠商之資料、器材、場所或應採行之審查或同意等配合措施，未依契約規定提供或採行。

The information, equipment, or space that the school should provide to the contractor, or the cooperating measures that the school should review or consent are not provided or adopted in accordance with the contract.

- d. 可歸責於與本校有契約關係之其他廠商之遲延。

- The delay Attributable to the School's other Contractor.
- e. 其他可歸責於本校或不可歸責於廠商之事由。
Other circumstances attributable to the school or not attributable to the contractor.

二、財物採購驗收程序-(交貨測試完成後三日內將下列資料送交事務組)

Part 2 The inspection and acceptance procedure of property procurement

(Send the following documents to the administrative service division within three days after the completion of installation and testing.)

1. 廠商依契約文件履約交貨。

The contractor performs the delivery / shipment of the contract in accordance with the contract documents.

2. **到貨點收**：廠商交貨時，申請單位應核對廠商檢附之「廠商送貨證明單」與契約文件無誤後，簽收並保存。

Delivery and inspection :

When the contractor delivers the subjects of contract, the applicant should verify the contents of the "Vendor Delivery Certificate" attached by the contractor and the contract documents, then sign for and save it.

3. **功能檢測**：申請單位應依原招標規格檢測其功能，並完成「財物採購規格功能測試報告」，完成測試日期則需與「廠商送貨證明單」之測試日期相同。

Function test :

The applicant should test its functions according to the original tender specifications and complete the "Property Procurement Specification Function Testing Report". The testing completion date of the report must be the same as the testing date of the "Vendor Delivery Certificate".

4. **其他資料**：視契約規定，如出廠證明、設備操作（維修）手冊、型錄、進口報關文件(產的非屬我國者)、教育訓練簽到表。

Other material :

According to contract requirements, such as factory certificate, equipment operation (maintenance) manual, catalog, import declaration documents (for those who are not produced in my country), education and training sign-in form.

5. 上述文件送交事務組排定現場驗收時間，驗收時則由事務組製作驗收紀錄，會同相關人員簽認(申請單位務必派員解說)。

The administrative service division will schedule the on-site inspection and acceptance time after the above documents are submitted, conduct the inspection and acceptance and make a record which shall be signed by the relevant personnel. (The applicant should present on the scene.)

三、勞務採購驗收程序-(履約完成後三日內將下列資料送交事務組)

Part 3 The inspection and acceptance procedure of service procurement

(Send the following documents to the administrative service division within three days after the contract performance completed.)

1. 廠商依契約文件履約並繳交相關資料。

The contractor performs the contract and submits the relevant materials in accordance with the contract documents.

2. 請購單位應審查廠商履約成果佐證等相關資料，前述資料得以書面或召開審查會方式辦理；其書面驗收文件或審查會紀錄，得視為驗收紀錄。

The applicant shall review the relevant materials about the evidence of the contract performance, which may be processed in writing or by holding a review meeting. The inspection and acceptance materials in writing or records of review meeting may be regarded as acceptance records.

3. 事務組製作驗收紀錄，會同相關人員簽認。

The administrative service division will make the inspection and acceptance record which shall be signed by the relevant personnel.

四、驗收不符之處理

Part 4 the approach for failing acceptance results

驗收結果與契約、圖說、貨樣規定不符者，應通知廠商**限期**改善、拆除、重作、退貨或換貨。

Where the results of the inspection and acceptance do not meet the requirements of the contract, the Contractor shall be notified to improve within a time-limit notified, demolish, re-do, recall or replace the subjects free of charge.