

YunTech - Priority Procurement Announcement Form

The priority procurement announcement must remain posted for at least **3 days (72 hours)**. Please ensure timely submission to the **General Affairs Section** to facilitate publication on the Ministry of Health and Welfare's "Priority Procurement Online Information Platform."

Version: 2020.01.16

Item	Content	Instructions
Product Category	<input type="checkbox"/> Pastry Lunch Box <input type="checkbox"/> Self-Serve Refreshments <input type="checkbox"/> Bento <input type="checkbox"/> Others: _____	Other services such as cleaning, printing, and catering may also be announced.
Product/Service Name		
Product Description	Content: _____ Delivery Time: _____ Delivery Location: _____ Quantity: _____ Other: _____	Specify item requirements, restrictions, quantity, delivery time and location.
Procurement Amount (optional)		
Bidding Restrictions		
Procuring Unit & Contact Person		
Contact Number		
Email Address		
Attachments		<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please email to: liulc@yuntech.edu.tw)

Responsible Unit Staff :

Unit Supervisor :

(Please affix official seal)

Filled by General Affairs Office After Posting	Procurement Request Number	Announcement Period
		From Y /M /D to M /D at H: M

Section to Be Completed After Announcement (By General Affairs Section)

Co-signed Reimbursement Reference No.	
Actual Activity Date	
Vendor Name (Actual Supplier)	
Actual Purchase Amount	NT\$ _____ (In Words: _____ Only)

Note:

After the priority procurement announcement period has ended, if **no welfare institutions or organizations for persons with disabilities** have responded or accepted the job, the unit may proceed to purchase from **general vendors**. Please complete the **Actual Procurement Section** and submit it with all supporting reimbursement documents to the **General Affairs Section** for approval and filing.