

温州肯恩大学办公室文件

温肯大办〔2019〕36号

温州肯恩大学办公室 关于印发《温州肯恩大学采购管理办法 (2019修订)》的通知

各部门、各学院：

《温州肯恩大学采购管理办法（2019修订）》已经校领导同意，现予印发。

温州肯恩大学办公室

2019年6月19日

温州肯恩大学采购管理办法

（2019 修订）

第一章 总 则

第一条 为了规范学校资产采购行为，提高采购效率，根据《中华人民共和国政府采购法》《中华人民共和国政府采购法实施条例》《政府采购货物和服务招标投标管理办法》《浙江省政府采购电子卖场采购管理暂行办法》《温州市 2019 年政府采购工作指南》《温州肯恩大学财务审批办法（2019 年修订）》等相关法律法规和温州市政府相关的规定，结合我校实际情况，特制定本办法。

第二条 本办法适用于使用学校资金进行的货物、工程与服务采购活动。本办法所称货物，是指各种形态和种类的物品。本办法所称工程，是指存量建筑的修缮、改造、装饰工程，系统集成及网络工程等。本办法所称服务，是指除货物和工程以外的其他采购对象。

第三条 学校采购工作应当遵循公开、公平、公正、高效和维护学校利益原则。

第四条 学校各部门的采购需求，应纳入学校当年年度预算，预算表下达后方可实施。

第五条 根据《中华人民共和国政府采购法》，使用财政性资金采购，在集中采购目录以内或政府采购限额标准以上的货物、

工程和服务，均应纳入政府采购范围，按政府采购相关要求组织实施。不在此范围规定内的，学校可组织自行采购或通过政采云平台采购。

第六条 任何部门或个人不得将必须进行政府采购的项目化整为零或者以其他任何方式规避政府采购。

第七条 在采购活动中，采购人员及相关人员与供应商（指提供货物、工程和服务的法人、其他组织、或者自然人）有利害关系的，必须回避。

第二章 采购组织机构及职责

第八条 学校后勤与资产管理部具体负责执行学校年度预算内采购。其主要职责为：

（一）按照国家有关采购和招投标的法律法规，结合学校实际，拟定有关采购的规章制度和具体实施办法；

（二）负责组织全校除部门自行采购外的各类资产采购，审核相应采购文件、监督合同执行情况、协调售后服务；

（三）代表学校以业主身份参加招投标活动，处理采购过程中产生的质疑、投诉等。

第九条 采购项目的申请部门为采购的委托方，如果采购项目涉及到多个部门或为学校公共项目，可以由项目的业务主管部门作为采购业务的委托方。在采购过程中，采购委托方承担以下职责：

（一）根据采购项目的性质，做好前期准备工作，负责技术释疑；

（二）选派专业技术人员参与对供应商的资格审查，可委派一名代表作为评审专家，签署业主专家须知；

（三）参加采购项目合同的洽谈、审查与会签，参与采购项目的合同实施，且在合同规定的交货期前落实好货物的接收及安装场地、采购项目所必需的环境条件以及安装调试和使用管理所必需的人员；项目完成后参与验收并提出整改意见，配合供应商完成整改。

（四）采购类型为部门自行采购的项目，由部门自行组织采购，部门负责人为第一责任人，并对结果负责。

第三章 采购类型及方式

第十条 学校采购类型分为政府采购、学校自行采购和部门自行采购。政府采购适用范围及限额标准见温州市当年政府采购目录及标准。学校自行采购适用范围及限额为：30 万元以下非政府采购的货物且单价 1000 元（含）以上的低值耐用品或固定资产，10 万元（含）以上 30 万元以下非政府采购的服务项目，50 万元以下非政府采购的所有的零星工程项目如小型修缮、改造等。部门自行采购适用范围及限额为：不在温州市当年政府集中采购目录内，且单价 1000 元以下的低值耐用品同时累计金额不超过 2 万元（学校财务部规定不能自行采购的办公用品等除

外), 10 万元以下非政府采购的服务。

第十一条 纳入温州市当年政府采购目录及标准的项目, 依据当年浙江省和温州市有关规定执行, 按照政府采购方式执行。学校自行采购的项目, 按照预算经费归属, 采购申请由相应经费主管部门审批后, 由后勤与资产管理部按学校自行采购要求组织采购。部门自行采购项目, 使用部门按照财务部下达的预算, 参照学校自行采购方式自行组织采购。各部门如因特殊需求无法按学校规定的自行采购方式执行时, 需说明详细理由, 经分管校领导审核, 报校长审批同意后方可执行。

第十二条 政府采购类型分集中采购和分散采购, 采购方式分公开招标、竞争性磋商、竞争性谈判、询价采购、单一来源采购和政采云电子卖场等方式。

(一) 公开招标是指以招标公告方式邀请不特定供应商投标的采购方式。货物、服务类均为200万元以上(含)。建设工程以及与工程建设有关的货物、服务类项目招标数额标准, 按照国家发改委第16 号令《必须招标的工程项目规定》执行: 建设工程为400 万元, 与工程建设有关的货物为200 万元, 与工程建设有关的服务为100 万元。达不到公开招标的政府采购项目, 根据法律法规和采购项目特点、属性等选择其他政府采购方式。

(二) 竞争性磋商是指采购人、政府采购代理机构通过组建竞争性磋商小组(以下简称磋商小组)与符合条件的供应商就采购货物、工程和服务事宜进行磋商, 供应商按照磋商文件的要求

提交相应文件和报价，采购人从磋商小组评审后提出的候选供应商名单中确定成交供应商的采购方式。符合下列情形的项目，可以采用竞争性磋商方式开展采购：

1. 政府购买服务项目；
2. 技术复杂或者性质特殊，不能确定详细规格或者具体要求的；
3. 因艺术品采购、专利、专有技术或者服务的时间、数量事先不能确定等原因不能事先计算出价格总额的；
4. 市场竞争不充分的科研项目，以及需要扶持的科技成果转化项目；
5. 按照招标投标法及其实施条例必须进行招标的工程建设项目以外的工程建设项目。

（三）竞争性谈判是指从符合相应资格条件的供应商名单中确定一般不少于三家的供应商就采购事宜进行谈判的采购方式。符合下列情形之一的采购项目，可采用竞争性谈判方式采购：

1. 招标后没有供应商投标或者没有合格标的或者重新招标未能成立的；
2. 技术复杂或者性质特殊，不能确定详细规格或者具体要求的；
3. 因不可预见原因导致招标所需时间不能满足用户紧急需要的；
4. 不能事先计算出价格总额的。

（四）单一来源采购是指向指定供应商，经谈判后直接购买的采购方式。符合下列情形之一的采购项目，可采取单一来源采购方式：

1. 只能从唯一供应商处采购的；
2. 发生了不可预见的紧急情况不能从其他供应商处采购的；
3. 必须保证原有采购项目的一致性或者服务配套要求，需要继续从原供应商处添购，且添购资金总额不超过原合同采购金额10%的。

（五）询价是指从符合相应资格条件的供应商名单中确定不少于三家的供应商，并对其提供的报价、质量、服务等进行比较，确定供应商的采购方式。采购的货物规格、标准统一，现货货源充足且价格变化幅度小的采购项目，可以采用询价方式采购。

（六）政采云电子卖场，单项或年度批量预算金额在分散采购限额标准（三十万）以下的货物类政府集中采购项目，应当通过浙江“政采云”平台电子卖场——网上超市、行业馆或主题馆进行采购；预算金额在分散采购限额标准（三十万）以下的服务类政府集中采购项目，应当通过浙江“政采云”平台电子卖场——网上服务市场进行采购。但网上超市、网上服务市场、行业馆或主题馆未上线的货物或服务除外。网上超市、网上服务市场、行业馆或主题馆的供应商由集中采购机构按规定确定。单项或年度批量预算金额达到分散采购限额标准但在公开招标数额标准之下的货物类政府集中采购项目，可以通过浙江“政采云”平台

电子卖场——在线询价系统、反向竞价系统、行业馆或主题馆进行竞价采购；预算金额达到分散采购限额标准但在公开招标数额标准之下的服务类政府集中采购项目，可以通过“政采云”平台电子卖场——网上服务市场系统进行竞价采购。

第十三条 学校自行采购方式分为零星采购、政采云电子卖场采购、单一来源采购、校内招标采购、现场采购以及其他采购。以上采购方式分别为：

（一）零星采购由后勤与资产管理部讨论决定供应商，原则上由两位采购人对三家以上供应商进行综合比较后确定。在同等条件下优先选购价格更低的商品、服务和工程。金额在 2 万元以下的采购可选择两家供应商进行综合比较。适用于政采云电子卖场未上线的货物或服务。

（二）政采云电子卖场。单项或年度批量预算金额在分散采购限额标准以下的货物或服务类项目，应当通过浙江“政采云”平台电子卖场-网上超市、网上服务市场、行业馆或主题馆进行采购，但网上超市、网上服务市场、行业馆或主题馆未上线的货物或服务除外。对未上线的货物和服务，规格标准较为统一、现货货源充足且价格变化幅度小的货物类分散采购项目，可以通过浙江“政采云”平台电子卖场——在线询价系统、反向竞价系统、行业馆或主题馆进行竞价采购；对服务标准较为统一、市场竞争充分且价格变化幅度小的服务类分散采购项目，可以通过浙江“政采云”平台电子卖场——网上服务市场进行竞价采购。

（三）单一来源采购。符合下列情形之一的货物、工程和服务，可以直接选择一家供应商：（1）只能从唯一供应商处采购的；（2）发生了不可预见的紧急情况不能从其他供应商处采购的；（3）必须保证原有采购项目的一致性或者服务配套要求，需要继续从原供应商处添购，且添购资金总额不超过原合同采购金额10%的。

金额小于10万元的服务，由经办人、部门负责人签字（需附单一来源说明），与供应商协商确定最终价格，并经分管校领导签字确认；金额大于等于10万元的服务及其他需单一来源采购的项目，由经办人、部门负责人、分管校领导签字审批（需附单一来源说明），由后勤部指派的主副采购员组织单一来源专家论证、公示，单一来源采购必须至少有两人参与与供应商的谈判协商，并有记录。适用于政采云电子卖场未上线的货物或服务。

（四）校内招标采购，符合学校自行采购范围且金额在10万（含）以上的需组织校内招标采购，采购方式参照政府采购方式。其流程为：（1）在学校媒体上发布采购公告；（2）发售采购文件；（3）供应商根据采购文件在规定时间内和地点提交商务和技术方案；（4）后勤与资产管理部组织评标会进行采购谈判（特殊情况，如投标商仅有一家，经评标会所有成员讨论同意后可以继续开标），推荐成交供应商并经后勤与资产管理部审核；发布采购公告期限不少于3个工作日；（5）校园网公布成交结果；（6）签订合同并履约。适用于政采云电子卖场未上线的货物或服务。

（五）现场采购：由后勤与资产管理部、申请部门代表组建现场采购小组，在批发及零售市场、展览会现场直接采购相关物资；现场采购时，原则上应选择三家以上供应商进行综合比较。适用于政采云电子卖场未上线的货物或服务。

（六）其他采购方式由后勤与资产管理部组织讨论实施。

第四章 采购申报流程

第十四条 非部门自行采购的货物、服务和工程项目采购的工作流程为：

（一）使用部门向后勤与资产管理部提出采购申请。申请应包括以下材料：

1. 经审批同意的采购申请单；
2. 采购项目的详细技术参数和要求，必要时提供论证报告，其中进口设备需提供《政府采购进口产品申请表》。工程类项目，提供工程量清单，施工图。
3. 单一来源项目需提供经分管校领导审批的单一来源说明。

（二）后勤与资产管理部采购经办人根据使用部门提交的上述材料组织采购。

第十五条 对捐赠资金的设备采购，如捐赠单位要求自行采购或指定供应商，项目委托人可直接与捐赠单位或指定的供应商签订合同。

第五章 采购合同、验收及支付

第十六条 会计服务、租赁、物业、安保、评估、系统和技術项目维护等经常性服务项目，合同续签的条件必须遵循相关规定并在招标文件中载明。项目内容和资金预算应符合政府采购预算安排要求，并及时向财政部门申报政府采购计划。

第十七条 采购合同根据相关规定及学校合同管理办法由负责采购的具体经办人拟稿，按学校合同有关规定签订。

第十八条 供应商按合同规定将货物送达、安装调试、负责使用培训后，参照温州肯恩大学资产管理办法第八章验收办法验收。主采购员组织验收过程但不参与验收，使用部门至少 2 人参与验收。服务类项目参照货物类验收；工程类项目，填写《温州肯恩大学改建工程（零星）质量验收单》。对大型的或复杂的政府采购项目，可邀请国家认可的质量检测机构及相关专家参加验收工作，后勤与资产管理部指定资产管理人員参与并监督验收的全过程。

第十九条 使用部门验收合格后，按规定对需资产进行入库登记，采购经办人配合使用部门提供资产入库所需资料（项目审批单、合同、验收单等），由经费来源部门发起报销审批。

第二十条 如存有质量保证金的，由采购经办人组织填写《温州肯恩大学退质保金验收单》，经使用部门、后勤与资产管理部同意，确认合格无疑义后报交财务部，按合同退付质量保证金。

第六章 质疑和投诉

第二十一条 政府采购质疑的受理和答复、投诉的受理和处理，依据相关法律法规规定执行。

第二十二条 学校自行采购质疑的的受理和答复，由后勤部负责质疑的受理和处理，由学校监察室负责投诉的受理和答复。

第二十三条 部门自行采购质疑的的受理和答复，由各部门负责质疑的受理和处理，由学校监察室负责投诉的受理和答复。

第七章 监督检查

第二十四条 参与采购的相关人员，必须严格遵守相关法律法规，认真组织实施采购活动。学校监察室对采购活动和参与采购的相关人员进行监督，任何单位和个人对采购中的违规违纪行为，有权向学校监察室举报。

第二十五条 在采购活动中，供应商认为采购人员及相关人员与其他供应商有利害关系的，可以向采购人或采购代理机构书面提出回避申请，并说明理由。采购人或者采购代理机构应当及时询问被申请回避人员，有利害关系的被申请回避人员应当回避。

第八章 附则

第二十六条 国务院、教育部和浙江省、温州市、本校及其他政府部门对涉及采购工作相关的事项另有规定的，从其规定。

第二十七条 本办法自公布之日起执行，此前学校有关规定中与此办法有冲突者以此办法为准。由后勤与资产管理部负责解释。

Measures for the Administration of Procurement at Wenzhou-Kean University
(Modified in 2019)

Chapter I General

Article 1 For the purpose of regulating university procurement activities and improving efficiency of procurement, these measures are hereby formulated in the light of the actual conditions of Wenzhou-Kean University in accordance with “Government Procurement Law of the People's Republic of China”, "Government Procurement Law Implementation Regulations of the People's Republic of China", “Regulations on Administration of Bid Invitation and Bidding for Goods and Services of Government Procurement”, “Interim Regulations on Government Procurement E- Marketplace and Procurement Management of Zhejiang Province”, “Wenzhou Government Procurement Work Guideline in 2019”, “Authorization Rule of Wenzhou-Kean University on Financial Issues (Modified in 2019)” and other relevant laws and regulations, as well as relevant regulations of Wenzhou government.

Article 2 These measures apply to procurement activities including procurement of goods, construction, and services with the University funds. The term “goods” as used herein refers to substances of different kinds in various forms. The term “construction” as used herein shall refer to projects including construction projects such like reconstruction, extension, and repair of buildings and component parts, system integration project, network engineering project, etc. The term services as used herein shall refer to all objects other than goods and construction.

Article 3 The principles of openness, fair competition, impartiality, high efficiency, and protecting the university interests shall be observed in all procurement activities.

Article 4 The procurement needs of all university departments, shall be included in the University’s annual budget, and shall be carried out in strict accordance with the approved

budget.

Article 5 In accordance with the "Government Procurement Law of the People's Republic of China", the actions that procure with fiscal funds goods, construction and related services within the centralized procurement catalogue or procure them in excess of the quotas, shall be included into the scope of government procurement, as required by related government procurement regulations. If the intended items are not included in the government procurement catalogue, the university may purchase them by its own or via Government Procurement Cloud platform.

Article 6 All departments or individuals are prohibited from breaking up the whole of goods or services into parts that should be procured by government in an attempt to avoid Government Procurement.

Article 7 If, in the activity of procurement, the procuring person or the persons concerned have any conflict of interest with the suppliers (referring to corporate bodies, other organizations, or natural persons that supply goods, construction, or services to procurement parties), they must avoid the activity.

Chapter II Organizational Structure and Responsibilities for Procurement

Article 8 Logistics and Assets Management Department shall be in charge of conducting the procurement of goods, construction, and services. The main responsibilities of the department are:

- 1) Establishing relevant procurement regulations and specific measures for implementation in the light of actual conditions of Wenzhou-Kean University in accordance with relevant laws and regulations of procurement and bidding;
- 2) Organizing procurement activities for various kinds of assets, checking all kinds of procurement documents, supervising the implementation of the contract, and coordinating after-sale services;

3) As a representative of university owner, participating in the bidding activities, and dealing with the queries and complaints in the procurement process.

Article 9 The requester department is the entrusting party of the procurement. If the procurement involves more than one department or is for the University's public use, the operating department of the project can be the entrusting party of the procurement. In the procurement process, the procurement entrusting party shall undertake the following duties:

- 1) Conduct the preparatory work in accordance with the nature of the procurement project, and process technical interpretation;
- 2) Assign professionals to participate in the qualification examination of the supplier, or designate a representative as an expert to sign the proprietor expert note;
- 3) Participate in the procurement contract negotiation, review and countersignature, take part in organizing the implementation of the procurement contract, and must fully prepare the site for receiving and installing the items as well as designating the required person for the installation and debugging before the delivery date; after completing the project, participate in acceptance and put forward the correction ideas, as well as coordinating the supplier to finish the correction;
- 4) For a project considered as department procurement, the department head should be the first responsible person and shall be responsible for the result.

Chapter III Types and Methods of Procurement

Article 10 The university procurement shall be classified into three types: government procurement, university procurement and department procurement. The scope and quotas for the government procurement shall be in accordance with Wenzhou Yearly Catalogue and Quotas for Government Procurement. The scope and quotas for university procurement is: goods not included in the government procurement catalogue with a cost of less than RMB 300,000 Yuan, low-value durable goods or fixed assets with a unit cost of more than

RMB 1000 Yuan (1000 Yuan included), services not included in the government procurement catalogue with a cost of more than RMB 100,000 Yuan (1000 Yuan included) and less than RMB 300,000 Yuan, and fragmentary (small-scale) construction with a cost of less than such as small repair, renovation, etc. The scope and quotas for department procurement is: low-value goods not included in the current year government procurement catalogue with a unit cost of less than RMB 1,000 Yuan and amounting less than RMB 20,000 Yuan (except for office supplies that Finance Department stipulates cannot be self-procured), and services not included in the government procurement catalogue with a cost of less than RMB 100,000 Yuan.

Article 11 Items included in the government procurement catalogue shall be procured in a government procurement way. Items included in the scope for university procurement, after the budget related departments get the procurement application approved, shall be procured by Logistics and Assets Management in accordance with university procurement requirements. Items included in the scope for department procurement can be procured on the basis of the budget plan from Finance Department, referring to university procurement way. If the department fails to conduct department procurement due to special needs, the department should give reasons, and seek approval from leadership in charge and chancellor.

Article 12 Types of government procurement include centralized procurement decentralized procurement, and methods of government procurement include open bidding, competitive consultation, competitive negotiation, inquiry procurement, single-source procurement and Government Procurement Cloud online market procurement.

1) Open bidding is a procurement method of issuing a public bid notification that invites unspecified suppliers to tender. Goods and services with a total cost of more than RMB 2,000,000 Yuan (2,000,000 Yuan included) should be subject to open bidding method. The amount standard of construction projects, goods or services relating to engineering

construction shall be executed in accordance with the No. 16 order - “Provisions on Engineering Projects Which Must Be Subject to Bidding” promulgated by National Development and Reform Commission: construction project: RMB 4,000,000 Yuan; engineering construction related goods: RMB 2,000,000 Yuan; engineering construction related services: RMB 1,000,000 Yuan. For government procurement projects that cannot adopt open bidding, other government procurement method may be selected according to laws and regulations as well as the characteristics and features of procurement projects.

2) Competitive consultation refers to the procurement method in which procurement officer and government procurement intermediary agency form a competitive consultation group (hereinafter referred to as the consultation group) to negotiate with qualified suppliers on the procurement of goods, construction works and services, and then the supplier submits the response documents and offer in accordance with the requirements of the consultation documents, eventually the procurement officer determines the ultimate supplier from the list of candidate suppliers proposed by the consultation team. Projects that meet the following conditions can be procured through competitive negotiation:

1. Government purchase of services;
2. Projects with complex technology and special needs, that cannot decide the detailed parameters or specific requirements;
3. Projects that cannot be calculated in advance due to the time and quantity of art purchases, patents, proprietary technology or services that cannot be determined beforehand;
4. Research projects with insufficient market competition and scientific and technological achievements transformation projects that need to be supported;
5. Construction projects other than engineering construction projects that must be tendered in accordance with the Tendering and Bidding Law and its implementation regulations.

3) Competitive negotiation refers to the procurement method in which no less than three suppliers are generally negotiated on the procurement matters from the list of suppliers that meet the corresponding qualifications. Projects that meet one of the following conditions can be procured through competitive negotiation:

1. After announcement of invitation to bid, there is no supplier tendering or no qualified bid or re-tendering failed to be established;

2. Projects with complex technology and special needs, that cannot decide the detailed parameters or specific requirements;

3. Projects that are not required for the urgent need of the user due to unforeseen reasons;

4. Projects whose total amount that cannot be calculated beforehand.

4) Single-source procurement refers to the procurement method that is directed to a designated supplier and purchased directly after negotiation. Projects that meet one of the following conditions can be procured adopting single-source procurement method:

1. The supplier is exclusive;

2. Urgent needs or other suppliers cannot supply on time;

3. In order to guarantee the consistency or the supporting services, re-purchase from the original supplier and the additional cost is no more than 10% of the original contract amount.

5) The inquiry refers to the procurement method of determining no less than three suppliers from the list of suppliers that meet the corresponding qualification conditions, and comparing the quotations, quality, services, etc. provided to determine the ultimate supplier. Projects with the same specifications and standards, and with sufficient supply and small price changes, can be procured adopting inquiry method.

6) Government Procurement Cloud “Zheng Cai Yun” electronic store: the central government procurement goods with single or annual budget amount below the decentralized procurement limit (RMB 300,000 Yuan), should be procured through the

Zhejiang "Zheng Cai Yun" platform electronic store - online supermarkets, industry pavilions or theme pavilion; the central government procurement services with the budget amount below the decentralized procurement limit (RMB 300,000 Yuan) should be procured through the online service market of Zhejiang "Zheng Cai Yun" platform electronic store; except for goods or services that cannot be found in the online supermarket, online service market, industry pavilion or theme pavilion. Suppliers of the online supermarkets, online service market, industry pavilion or theme pavilion are determined by the centralized procurement agencies in accordance with relevant regulations. The central government procurement goods with a single or annual budget amount reaching the decentralized procurement quota but under the open bidding standard can be procured through the Zhejiang "Zheng Cai Yun" platform electronic store – online inquiry system, reverse bidding system, industry pavilion or theme pavilion; the centralized government procurement services with the budget amount reaching the decentralized procurement quota but under the open bidding standard can be procured through the Zhejiang "Zheng Cai Yun" platform electronic store – online service market.

Article 13 Methods of university self-procurement include sporadic procurement, Government Procurement Cloud online market procurement, single-source procurement, on-campus bidding, on-spot procurement and other special methods. The methods of these procurement are as per below:

1) Sporadic Procurement. Logistics and Assets Management Department shall discuss and select the supplier. In principle, two procuring persons shall comprehensively compare at least three suppliers and select the one that offers lower price for goods, services and construction under the same condition. The procurement amounting less than RMB 20,000 Yuan, comparison may be made between two suppliers. This applies to when there is no such item at the Government Procurement Cloud online supermarket.

2) Government Procurement Cloud Online Supermarket. Goods or services with a single

or annual budget amount under the decentralized procurement quota should be procured via the Zhejiang “Zheng Cai Yun” platform electronic store – online supermarket, online service market, industry pavilion and theme pavilion, except for those have not be put online. For goods and services that are not online, goods that have standardized parameters, sufficient supplies and small price changes, can be auctioned through Zhejiang “Zheng Cai Yun” platform electronic store – online inquiry system, reverse bidding system, industry pavilion or theme pavilion; services that have standardized parameters, sufficient supplies and small price changes can be auctioned through the Zhejiang “Zheng Cai Yun” platform electronic store – online service market.

3) Single-Source Procurement. Procuring persons can directly select a supplier without comparison in the following cases: 1. The supplier is exclusive; 2. unforeseeable emergency happens and is unable to purchase from other suppliers 3. re-purchase from the original supplier in order to guarantee the consistency or the supporting services; and the additional cost for the re-purchase shall not exceed 10% of the original contract amount. Services amounting less than RMB 100,000 Yuan, shall be signed or the procuring person and department head (Single-source Description is required), and shall be negotiated with supplier about the final price, and approved and signed by the leadership in charge. Services amounting no less than RMB 100,000 Yuan or projects that need to be purchased adopting single-source procurement method, shall be signed by the procuring person, department head and leadership in charge (Single-source Description is required). The main procuring person and vice procuring person shall organize an expert argumentation, post on-campus notice, and negotiate with the supplier to determine the final price. At least two people are required to participate in the negotiation with suppliers in the single-source procurement must require and to keep a record.

4) On-Campus Bidding: items included in the scope of university self-procurement with a cost of more than RMB 100,000 Yuan (100,000 Yuan included), shall be purchased

adopting the method of on-campus bidding (refer to government procurement process).

- a. The procurement notice should be posted on the university media platform;
 - b. Sale of the procurement documents;
 - c. The suppliers submit the business and technical proposal at a given time and location according to the procurement documents ;
 - d. Logistics and Assets Management Department shall organize a bid appraisal meeting to assess the tenders or suppliers (in the event that there is only one tender or supplier, the bidding may continue with all meeting members' discussion and approval). The supplier recommended by the meeting shall be approved by Logistics and Assets Management Department, and the procurement notice shall be issued for a period of no less than 3 working days.;
 - e. The bidding result needs to be published at the university website;
 - f. Sign the contract and perform it. This applies to goods and services that are not in stock at Government Procurement Cloud online supermarket
- 5) On-spot Procurement: Logistics and Assets Management Department, and the application department shall set up an on-the-spot procurement team, procuring items directly at wholesale markets, retail markets, and exhibitions. In principle, more than three suppliers shall be selected to compare.
- 6) Other methods of procurement shall be discussed and implemented by Logistics and Assets Management Department.

Chapter IV Procedure for Procurement Application

Article 14 The procedure for procuring goods, services, or construction that are not department procurement:

- 1)The user department shall send request to the Logistics and Assets Management Department for procurement. The application shall include the following materials:

- a. The approved asset procurement request form ;
 - b. The technical parameters and requirements documents for the intended items, demonstration report if needed. And <Government Procurement of Imported Products Application Form> is required for purchasing imported equipment. Engineering quantity list and construction plan required for construction projects.
 - c. For single-source procurement projects, the Single-source Description that is approved and signed by leadership in charge is required.
- 2) Logistics and Assets Management Department organizes procurement activities, according to the materials submitted by the user department.

Article 15 In regard to equipment procurement with donated funds, if the donors request to purchase items on their own or designate the supplier(s), the procurement consignor may sign the contract with donors directly or with the certified supplier(s).

Chapter V Procurement Contract, Acceptance, and Payment

Article 16 The renewal of contract of regular service projects including accounting service, lease, property management, security service, assessment, system maintenance and technical maintenance services, shall comply with the relevant provisions and be specified in the bidding document. The project content and the capital budget should be consistent with the government procurement budget requirements, and be timely reported to the Finance Department in the government procurement plan.

Article 17 The procurement contract shall be drafted in accordance with relevant provisions and measures for the University's contract management.

Article 18 After suppliers deliver the goods, complete installation and debugging, and conduct training for use, the goods shall be accepted pursuant to Article 8 of "Measures for Asset Management of Wenzhou-Kean University". The main procuring person shall organize the acceptance process but may not participate in the acceptance. The user

department shall designate at least 2 people to participate in the acceptance. The acceptance of services shall refer to the acceptance of goods; for the acceptance of construction, "Wenzhou Kean University Reconstruction Project (sporadic) Quality Acceptance Certificate" should be filled out; for large or complex projects of government procurement, the quality inspection institutions authorized by the state and relevant experts may be invited to participate in the acceptance process. Logistics and Assets Management Department shall designate an asset management staff member to participate and supervise the entire process.

Article 19 After the user department inspect and accept the items, the items shall be registered in storage. The procuring person shall assist the user department to provide the required documents for the registration (project OA approval sheet, contract, acceptance certificate, etc.). The department with the approved budget shall apply for reimbursement through OA.

Article 20 If quality assurance deposit is adopted, the procuring person shall organize to fill out "Wenzhou Kean University Return Quality Assurance Deposit Acceptance Certificate", following by getting approval from the user department and Logistics and Assets Management Department, the staff shall confirm and report to Finance Department to return the quality assurance deposit to the supplier according to the contract.

Chapter VI Query and Complaint

Article 21 The queries or complaints about matters regarding the government procurement shall be received and replied in accordance with relevant laws and regulations.

Article 22 The queries about matters regarding the university procurement shall be received and replied by Logistics and Assets Management Department. The complaints shall be received and replied by Office of Supervision.

Article 23 The queries about matters regarding the department procurement shall be

received and replied by the department. The complaints shall be received and replied by Logistics and Assets Management, and transferred to Office of Supervision depending on the circumstances.

Chapter VII Supervision and Inspection

Article 24 The person participating in procurement activities shall organize procurement activities rigorously, complying with the relevant laws and regulations strictly. Office of Supervision shall perform the duty of supervision over activities and persons related to procurement. Any units and individuals have the right to make complaint against and accuse of any violation of law in the procurement activities.

Article 25 Where in procurement the procuring person or the person concerned has an interest in the suppliers, he/she shall withdraw from the procurement proceeding. Where a supplier believes that the person doing the procuring or the person concerned has an interest in other suppliers, it may apply for withdrawal of the said person.

Chapter VIII Supplementary Articles

Article 26 Where with regard to the specific terms for procurement activities and relevant matters to be made by the State Council, Ministry of Education, Zhejiang provincial government, Wenzhou municipal government, the University or other government or department, the provisions there shall prevail.

Article 27 These Measures shall go into effect as of the date of issue. In the event that any of these regulations conflict with the relevant provisions, the Measures shall prevail. These Measures shall be interpreted by Logistics and Assets Management Department.