

# Chung Yuan Christian University Procurement Operation

## Regulations for Vendor Suspension

1997.07.15 Approved at the 721st administrative affairs meeting  
2014.01.02 Amended at the 916th expanded administrative affairs meeting  
Amended in accordance with Yuan-Mi-Zi Document #1050002657 on 2016.8.25

- Article 1 The "Procurement Operation Regulations for Vendor Suspension" (hereinafter referred to as these Regulations) are formulated in order to maintain the quality of the school's procurement operations and regulate the rights and obligations of vendors.
- Article 2 The term “suspension” as mentioned in the Regulations includes:
- I. The right to stop or refuse vendors from participating in the quotation of any procurement project of the school.
  - II. Unless specifically approved by the Procurement Committee, all operating units of the school shall not purchase from vendors that have been suspended.
- Article 3 The suspension penalty of a vendor is divided into four levels depending on the severity of the circumstances:
- I. Suspension for three months in the event of any of the following circumstances:
    - (I) Date of delivery is not the same as the delivery date stated on the quotation or the delivery date agreed with the unit making the purchase, and the delivery is delayed by more than one week.
    - (II) The attachments, accessories and warranties included in the purchased products are incomplete.
    - (III) Inadequate after-sales service during the warranty period.
  - II. Suspension for six months in the event of any of the following circumstances:
    - (I) Repeat violators after receiving the suspension penalty according to the first paragraph.
    - (II) Date of delivery is not the same as the delivery date of the quotation or the delivery date agreed upon by the unit making the purchase, and the delivery is delayed by more than one month.
  - III. Suspension for one year in the event of any of the following circumstances:
    - (I) Repeat violators after receiving the suspension penalty for a total of six months.
    - (II) Delivery of inferior or old products.
    - (III) Failure to deliver on winning bids.
    - (IV) A vendor that has not been suspended provides quotes in the name of another vendor.

IV. Permanently blacklisted for business dealings in the event of any of the following circumstances:

- (I) Repeat violators after receiving a nine-month suspension penalty.
- (II) The vendor and the school's faculty and staff have violated the law.
- (III) A vendor that has been suspended provides quotes in the name of another vendor.
- (IV) Delivery of counterfeit or stolen goods.
- (V) Bid rigging and borrowing licenses of another vendor.
- (VI) Other serious circumstances.

Article 4      Regarding the suspension penalty imposed upon a vendor, the school's Level Two and above operating units shall list the vendor's violations to be submitted to the Office of General Affairs and then forwarded to the Procurement Committee for review. During the review, the unit making the procurement or vendor may be invited to provide explanations. If the meetings of the Committee find that the vendor has violated any of the preceding articles, it may also independently proceed with the review.

Article 5      The suspension of vendors approved by the Procurement Committee will be announced by the Office of General Affairs.

Article 6      The Regulations shall be approved by the administrative meetings and submitted to the principal for promulgation and implementation, and likewise for amendments.