附件1

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| 蚌埠市总工会机关物资采购申报表 | | | | | | | | | |
| **申请部室： 年 月 日** | | | | | | | | | |
| 事 项 | | |  | | | | | | |
| 序号 | 名 称 | | 规格型号 | 数量 | | 预计单价 | 预算总价 | | 采购方式建议 |
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| **预算采购合计金额（元）：** | | | | | | | | | |
| **办公室意见** | | **分管领导意见** | | | **主要领导意见** | | | **党组会意见** | |
|  | |  | | |  | | |  | |
| **经 办 人** | |  | | | | | | | |

附件2

蚌埠市总工会机关物资采购方案

**承办部室：** 年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 采购事由 | 采购品种  （项目） | 质量（服务）  要求 | 市场询价（元） | | 拟选择供应（服务）商 | 供应（服务）商资质 | 报价（元） | |
| 单价 | 总价 | 单价 | 总价 |
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| 备 注 |  | | | | | | | |

附件3

蚌埠市总工会机关物资评价采购流程表

**承办部室：** 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 事项 |  | | | | | | | | | | | | |
| 序号 | 名称 | | | 预算价(元) | | | 供应（服务）商 | | 报价（元） | | | | 议定供应（服务）商  及实际采购价格（元） |
| 单价 | 总价 | | 单价 | | 总价 | |
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| 评价小组意见 | |  | | | | | | | | | | | |
| 审核确认 | | 分管领导意 见 |  | | | 主要领导意 见 | |  | | 党组会意 见 | |  | |

蚌埠市总工会办公室 2020年7月14日印发