

中色（印尼）达瑞矿业有限公司

PT Dairi Prima Mineral



招 标 文 件

**Tendering Documents**

招标人：中色股份（印尼）达瑞矿业有限公司

Tenderee: PT Dairi Prima Mineral

招标项目名称：达瑞铅锌矿生活营区板房采购及安装工程

Project name: Color Steel Plate House Procurement & Installation of Living Camp for Dairi

Lead-Zinc Mine Project

招标编号：MC3-PC014-DPM-10-2019

Bid No.: MC3-PC014-DPM-10-2019

2019年10月2日

Oct 2nd, 2019

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# 第一章 投标人须知

## Chapter I Instructions to Bidders

### 投标人须知前附表

#### Pre-attached Table of Instructions to Bidders

条款号 Item No.	条款名称 Title	编列内容 Content
1.1.2	招标人 Tenderer and Employer	名称: 中色(印尼)达瑞矿业有限公司 Name: PT Dairi Prima Mineral 地址 Add.: PT.DAIRI PRIMA MINERAL JL.RUNDING NO.1A,GERBANG III-SIDIANGKAT SIDIKALANG-KAB.DAIRI SUMATERA UTARA 22216 联系人 Contact person: 卢成 Lu Cheng; 米寰鹏 Mi Huanpeng 张喆琦 Zhang Zhiqi; 金学权 Jin Xuequan 电话 Tel.: +62 81380179984; +62 82292691879; +62 81210493708; +62 812 9161 2153 邮箱 Email: <a href="mailto:lucheng@nfc-china.com">lucheng@nfc-china.com</a> ; <a href="mailto:mihuanpeng@nfc-china.com">mihuanpeng@nfc-china.com</a> ; <a href="mailto:zhangzheqi@nfc-china.com">zhangzheqi@nfc-china.com</a> ; <a href="mailto:jinxuequan@nfc-china.com">jinxuequan@nfc-china.com</a>

1.1.3	招标代理机构 Tendering Agency	无 No
1.1.4	项目名称 Project name	达瑞铅锌矿生活营区板房采购及安装工程 Color Steel Plate House Procurement & Installation of Living Camp for Dairi Lead-Zinc Mine
1.1.5	建设地点 Construction site	印度尼西亚北苏门答腊省，达瑞地区，Parongil Sopokomil 镇，达瑞铅锌矿项目建设现场 Construction site of Dairi Lead-Zinc Mine, , Sopokomil, Parongil, Dairi Regency, North Sumatra, Indonesia
1.2.1	资金来源 Source of project funds	自有资金 Own funds
1.2.2	出资比例 Ratio of contributions	100%
1.2.3	资金落实情况 Implementation of funds	已落实 Implemented
1.3.1	招标范围 Scope of tendering	详见附件 1 工作范围 Details refer to Annexure 1 Scope of work
1.3.2	计划工期 Planned construction duration	计划工期: <u>30days</u> Planned construction duration: <u>30days</u> 计划开工日期: <u>2019</u> 年 <u>10</u> 月 <u>25</u> 日 Planned date of commencement: <u>Oct.25<sup>th</sup>, 2019</u> 计划竣工日期: <u>2019</u> 年 <u>11</u> 月 <u>25</u> 日 Planned date of completion: <u>Nov 25<sup>th</sup>, 2019</u>
1.3.3	质量要求 Quality requirements	材料质量优良,分部、分项工程合格率100%，单位工程优良



		Material Quality Good,Partitioned and subdivisioanal works: percent of pass 100%; unit work: good
1.4.1	<p>投标人资质、能力和信誉</p> <p>Bidder's qualification, capability and reputation</p>	<p>资质要求：承担本工程施工建设工作需要承包人取得印度尼西亚 IUJK 资质及该资质项下相应的子资质，其它在印度尼西亚从事这类工作的资质。</p> <p>Qualification requirement: Undertake this project required the contractor have obtained the IUJK certificate of Indonesia and its sub-items certificate, any required certificate in Indonesia.</p> <p>财务要求：近 3 年有审计资质的第三方出具的财务审计报告；</p> <p>Financial requirements: Have the financial audit reports of recent 3 years issued by a qualified third party;</p> <p>业绩要求：有生活营区板房供货及安装工程施工经验。</p> <p>Performance requirements: Possess the experience of Color Steel Plate House Supply &amp; Installation;</p>
1.4.2	<p>是否接受联合体投标</p> <p>Consortium bidding accepted or not</p>	<p>接受</p> <p>Acceptance</p>
1.9.1	<p>踏勘现场</p> <p>Site survey</p>	<p>根据投标人需求组织现场踏勘，投标人须在 2019 年 10 月 10 日之前提出需求，并通过邮件告知招标联系人。</p> <p>Site survey to be organized by employer as per bidder's requirement, the bidder should</p>

		submit the requirement to contact persons by Email before Oct 10 <sup>th</sup> ,2019.
1.10.1	投标预备会 Preparatory meeting for bidding	不召开 Not held
1.12	偏离 Deviation	不允许 Not allowed
2.2.1	投标人要求澄清招标文件的截止时间 Deadline of clarification to tendering documents required by the bidder	2019年10月11日 Oct 11 <sup>th</sup> , 2019
2.2.2	投标截止时间 Deadline of bidding	2019年10月15日11时00分(雅加达时间) 11:00am on Oct. 15th, 2019 (Jakarta Time)
3.1.1	构成投标文件的其他材料 Other materials constituting the bidding documents	技术说明、图纸资料等。 Technical Specification and Drawings and Data, etc.
3.3.1	投标有效期 Validity period of bidding	90日(以投标截止日起计算投标有效期) 90 days (the validity period of bidding will be calculated as of the deadline of bidding)
3.4.1	投标保证金 Bid security	投标保证金的形式：支票、银行电汇。 Form of bid security: cheque, bank telegraphic transfer 投标保证金的金额：3亿印尼卢比 Amount of bid security: 300 million IDR Account No : 1260004864665 Account Name : DAIRI PRIMA MINERAL Currency : USD/ IDR Branch : KCP Jkt Iskandarsyah
3.5.2	近年财务状况的年份要求 Required years of recent financial situation	3 年 3 years

3.5.3	近年完成的类似项目的年份要求 Required years of recent similar projects completed	<u>5</u> 年 5 years
3.5.5	近年发生的诉讼及仲裁情况的年份要求 Required years of recent lawsuit and arbitration conditions occurred	<u>3</u> 年 <u>3</u> years
3.6	是否允许递交备选投标方案 An alternative bidding scheme allowed to be submitted or not	允许 Allowed
3.7.3	签字或盖章要求 Signature or seal requirements	由投标人的法定代表人或其委托代理人签字和盖章 The bidding documents shall be signed by the bidder's legal representative or entrusted agent on the stamp, submitted in closed envelope and affixed with the official seal of bidder's company.
3.7.4	投标文件份数 Quantity of bidding documents	正本 <u>1</u> 份, 副本 <u>3</u> 份; 电子文件 <u>1</u> 份 (U 盘, 分别有 PDF 和 Word 版本); 投标一览表 <u>1</u> 份; Original: <u>1</u> copy, duplicate: <u>3</u> copies; electronic document <u>1</u> copy (USB flash disk, PDF and Word versions); <u>1</u> copy of bidding list;
3.7.5	装订要求 Binding requirements	装订成册 Bound in a volume
4.1.2	封套上写明 Marking on the envelope	招标人名称: 中色(印尼)达瑞矿业有限公司 Tenderer's/Employer name: PT Dairi Prima

		<p>Mineral</p> <p><u>达瑞铅锌矿生活营区板房供货及安装投标文件</u></p> <p>Bidding documents for <u>Color Steel Plate House Procurement &amp; Installation of living Camp for Dairi Lead-Zinc Mine Project</u></p> <p>在 <u>2019 年 10 月 15 日 11 时 00 分</u>(雅加达时间)前不得开启</p> <p>Not opened until 11:00am on Oct 15<sup>th</sup> , 2019(Jakarta Time)</p>
4.2.2	<p>递交投标文件地点</p> <p>Place of submitting the bidding documents</p>	<p>地址 Address : DPM Sidikalang Office:Jl. Runding No. 1 A, Gerbang III-Sidiangkat, Sidikalang 22216, Dairi Regency , North Sumatra.</p> <p>或按期递交投标文件至上述邮箱</p> <p>Or send the biding documents to above email on time.</p>
4.2.3	<p>是否退还投标文件</p> <p>Bidding documents to be returned or not</p>	<p>否</p> <p>Not</p>
5.1	<p>开标时间和地点</p> <p>Time and place of bid opening</p>	<p>开标时间: <u>2019 年 10 月 15 日 11 时 00 分</u> (<u>雅加达时间</u>)</p> <p>Time of bid opening: 11:00am on Oct 15th, 2019(Jakarta Time)</p> <p>开标地点: Place of bid opening:</p> <p>地址 Address : DPM Sidikalang Office:Jl. Runding No. 1 A, Gerbang III-Sidiangkat, Sidikalang 22216, Dairi Regency , North Sumatra.</p> <p>或投标人按期递交投标文件至上述地址</p>

		或邮箱。 Or delivery the bidding documents to above address or email on time.
6.1.1	评标委员会的组建 Establishment of Bid Evaluation Committee	评标委员会构成: <u>5</u> 人; Composition of Bid Evaluation Committee: <u>5</u> persons:
7.1	是否授权评标委员会确定中标人 Whether Bid Evaluation Committee is authorized to determine the bid winner	评标委员会不确定中标人, 仅推荐投标人的排名, 不限制候选人数 The Bid Evaluation Committee will not determine the bid winner, only recommended and provided the name list of candidates and not limit the candidate numbers.
7.3.1	履约担保 Performance guarantee	履约担保的形式: 银行保函 履约担保的金额: 合同价的 10% Type of performance guarantee: Bank guarantee Amount of performance guarantee: 10% of contract price

## 1. 总则

### 1. General

#### 1.1 项目概况

##### 1.1 Project overview

达瑞铅锌矿位于印度尼西亚苏门答腊岛西北部, 距离印尼第三大城市棉兰约 120 公里。业主方为中色(印尼)达瑞矿业有限公司(DPM)。项目设计生产规模为 100×104t/a, 服务年限 9 年。采矿方法采用垂直分条充填法开采, 边角部矿体采用上向进路充填法开采, 开拓运输方式为斜坡道开拓、无轨设备运输。

Dairi Zn-Pb mine is located at the northwest of Sumatra, Indonesia, about 120km away from

Medan (the third largest city of Indonesia). DPM is the owner of the project. The design capacity of the project is  $100 \times 10^4 \text{ t/a}$ , with life of mine being 9 years. The vertical cut and back filling method is adopted for mining, combined with the overhand drift-and-fill method for the parts under medium thickness orebody. And decline development with trackless equipment haulage will be used for the project.



1.1.1 根据印度尼西亚共和国的有关法律、法规和规章的规定，本招标项目已具备招标条件，现对本标段施工进行招标。

1.1.1 In accordance with the relevant laws, regulations and rules of the Republic of Indonesia, this project has possessed the tendering conditions, and now the construction of this bid section is invited for bids.

1.1.2 本招标项目招标人：见投标人须知前附表。

1.1.2 Tenderer of this project: Please refer to Pre-attached Table of Instructions to Bidders.

1.1.3 本标段招标代理机构：见投标人须知前附表。

1.1.3 Tendering agency: Please refer to Pre-attached Table of Instructions to Bidders.

1.1.4 本招标项目名称：见投标人须知前附表。

1.1.4 Project name: Please refer to Pre-attached Table of Instructions to Bidders.

1.1.5 本标段建设地点：见投标人须知前附表。

1.1.5 Construction site: Please refer to Pre-attached Table of Instructions to Bidders.

## 1.2 资金来源和落实情况

### 1.2 Source and implementation of project funds

1.2.1 本招标项目的资金来源：见投标人须知前附表。

1.2.1 Source of project funds: Please refer to Pre-attached Table of Instructions to Bidders.

1.2.2 本招标项目的出资比例：见投标人须知前附表。

1.2.2 Ratio of contributions: Please refer to Pre-attached Table of Instructions to Bidders.

1.2.3 本招标项目的资金落实情况：见投标人须知前附表。

1.2.3 Implementation of project funds: Please refer to Pre-attached Table of Instructions to Bidders.

1.3 招标范围、计划工期和质量要求

1.3 Scope of tendering, planned construction duration, and quality requirements

1.3.1 本次招标范围：见投标人须知前附表。

1.3.1 Scope of tendering: Please refer to Pre-attached Table of Instructions to Bidders.

1.3.2 本次招标的计划工期：见投标人须知前附表。

1.3.2 Planned construction duration: Please refer to Pre-attached Table of Instructions to Bidders.

1.3.3 本标段的质量要求：见投标人须知前附表。

1.3.3 Quality requirements of bid section involved: Please refer to Pre-attached Table of Instructions to Bidders.

## 1.4 投标人资格要求

### 1.4 Bidder's qualification requirements

1.4.1 投标人应具备承担本标段施工的资质、能力和信誉。

1.4.1 The bidder shall possess the Qualifications, capability and reputation for undertaking of construction involved.

(1) 资质条件：见投标人须知前附表；

(1) Qualifications: Please refer to Pre-attached Table of Instructions to Bidders.

(2) 财务要求：见投标人须知前附表；

(2) Financial requirements: Please refer to Pre-attached Table of Instructions to Bidders.

(3) 业绩要求：见投标人须知前附表；

(3) Performance requirements: Please refer to Pre-attached Table of Instructions to

Bidders.

(4) HSE 要求：见投标人须知前附表；

(4) HSE requirements: Please refer to Pre-attached Table of Instructions to Bidders.

(5) 项目经理资格：见投标人须知前附表；

(5) Project manager's qualification: Please refer to Pre-attached Table of Instructions to Bidders.

(6) 其他要求：见投标人须知前附表。

(6) Other requirements: Please refer to Pre-attached Table of Instructions to Bidders.

1.4.2 投标人不得存在下列情形之一：

1.4.2 The bidder shall not have one of following circumstances:

(1) 为招标人不具有独立法人资格的附属机构（单位）；

(1) It is a subsidiary body (unit) of EMPLOYER, without legal personality;

(2) 为本标段前期准备提供设计或咨询服务的，但设计施工总承包的除外；

(2) It provides the design or consultation service for previous preparation of this bid section, except for general contracting of construction;

(3) 为本标段的监理人；

(3) It is the Engineer of this bid section;

(4) 为本标段的代建人；

(4) It is the Construction Agent of this bid section;

(5) 为本标段提供招标代理服务的；

(5) It provides the Tendering Agency service for this bid section;

(6) 与本标段的监理人或代建人或招标代理机构同为一个法定代表人的；

(6) It has the same legal representative as the Supervisor, Construction Agent or Tendering Agency of this bid section;

(7) 与本标段的监理人或代建人或招标代理机构相互控股或参股的；

(7) It conducts mutual proprietary activity and share-holding activity with the Supervisor, Construction Agent or Tendering Agency of this bid section;

(8) 与本标段的监理人或代建人或招标代理机构相互任职或工作的；

(8) It conducts mutual post-holding and duty-fulfilling activity with the Supervisor, Construction Agent or Tendering Agency of this bid section;



(9) 被责令停业的；

(9) It is ordered to close;

(10) 被暂停或取消投标资格的；

(10) Its qualification for bidding is suspended or cancelled;

(11) 财产被接管或冻结的；

(11) Its property is taken over or frozen;

(12) 在最近三年内有骗取中标或严重违约或重大工程质量问题的。

(12) It has the conditions of defraud bid winning or serious violation or major construction quality problem within recent three years.

#### 1.5 费用承担

#### 1.5 Undertaking of expenses

准备和参加投标活动发生的费用投标人自理。

The expenses incurred from preparation for and participation in bidding activity shall be borne by the bidder.

#### 1.6 保密

#### 1.6 Confidentiality

参与招标投标活动的各方应对招标文件和投标文件中的商业和技术等秘密保密，违者应对由此造成的后果承担法律责任。

Each party taking part in the tendering and bidding activities shall keep confidential the business and technology secrets in the tendering documents and bidding documents, and any violator shall take the legal liability for the caused consequences.

#### 1.7 语言文字

#### 1.7 Language

与招标投标有关的语言均使用中英文对照或英文。

The language related to tendering and bidding shall be in both Chinese and English or in English.

#### 1.8 计量单位

#### 1.8 Unit of measurement

所有计量均采用国际通用计量单位。

International unit of measurement, POMS (Principle of Measurement International) shall be adopted.

## 1.9 踏勘现场

### 1.9 Site survey

1.9.1 招标人根据投标人的需要组织项目现场踏勘。

1.9.1 The Tenderer may organize the project site survey as required by the bidder.

1.9.2 投标人踏勘现场发生的费用自理。

1.9.2 The expenses of site survey shall be undertaken by the bidder.

1.9.3 投标人自行负责在踏勘现场中所发生的人员伤亡和财产损失。

1.9.3 The bidder shall be responsible for the personal casualties and property losses on the site of survey.

1.9.4 招标人在踏勘现场中介绍的工程场地和相关的周边环境情况，供投标人在编制投标文件时参考，招标人不对投标人据此作出的判断和决策负责。

1.9.4 The introduction on project site and related surrounding environment conditions given by the Tenderer in the site survey is for reference by the bidder in the compilation of bidding documents, and the Tenderer will be not responsible for the judgment and decision made by the bidder based on the introduction above.

1.10 投标预备会：不举行

1.10 Preparatory meeting for bidding: Not held.

1.11 分包：见投标人须知前附表；（不适用）

1.11 Subcontracting: Please refer to Pre-attached Table of Instructions to Bidders.(Not Applicable)

1.12 偏离：见投标人须知前附表；

1.12 Deviation: Please refer to Pre-attached Table of Instructions to Bidders.

## 2. 招标文件

### 2. Tendering documents

2.1 招标文件的组成

2.1 Composition of tendering documents

本招标文件包括：

The tendering documents are composed of:

(1) 投标人须知；

- (1) Instructions to Bidders;
- (2) 工作范围;
- (2) Scope of Work;
- (3) 设计图纸;
- (3) Design Drawings ;
- (4) 材料清单;
- (4) Material List;
- (5) 责任划分表;
- (5) Schdule of Responsibilities;
- (6) 质量控制、标准操作流程及安全评分表;
- (6) QC, SOP and Scorecard;
- (7) 达瑞矿业 HSE 管理体系;
- (7) Dairi Prima Mineral HSE Management System;
- (8) 合同模板;
- (8) Format of contract;
- (9) 投标文件格式;
- (9) Format of bidding documents;
- (10) 投标人须知前附表规定的其他材料。
- (11) Other materials stipulated in the Pre-attached Table of Instructions to Bidders.

根据本章第 1.10 款、第 2.2 款和第 2.3 款对招标文件所作的澄清、修改，构成招标文件的组成部分。

The clarifications and modifications to the tendering documents made according to Clause 1.10, Clause 2.2 and Clause 2.3 of this chapter are an integral part of tendering documents.

## 2.2 招标文件的澄清

### 2.2 Clarifications to tendering documents

2.2.1 投标人应仔细阅读和检查招标文件的全部内容。如发现缺页或附件不全，应及时向招标人提出，以便补齐。如有疑问，应在投标人须知前附表规定的时间前以书面形式（包括信函、电子邮件、传真等可以有形地表现所载内容的形式，下同），要求招标人对招标文件予以澄清。

2.2.1 The bidder shall carefully read and check all the contents of tendering documents. In case of

missing page or incomplete attachment discovered, it shall timely inform the Tenderer of this for supplementation and completion. If the bidder has any question, it shall, before the time stipulated in the Pre-attached Table of Instructions to Bidders, notify the Tenderer in writing (including letter, email, fax, and other forms able to present the contents carried tangibly, the same below), requiring the Tenderer to make clarifications to tendering documents.

2.2.2 招标文件的澄清将在投标人须知前附表规定的投标截止时间 7 天前以书面形式发给所有投标人，但不指明澄清问题的来源。如果澄清发出的时间距投标截止时间不足 5 天，相应延长投标截止时间。

2.2.2 The clarifications to tendering documents will be given to all bidders in written form 7 days before the deadline of bidding stipulated in the Pre-attached Table of Instructions to Bidders, but the sources of questions clarified will be not specified. When the clarification giving time is less than 5 days to deadline of bidding, the deadline of bidding shall be extended correspondingly.

2.2.3 投标人在收到澄清后，应在投标人须知前附表规定的时间内以书面形式通知招标人，确认已收到该澄清。

2.2.3 After receiving the clarifications, the bidder shall, within the time stipulated in the Pre-attached Table of Instructions to Bidders, notify the Tenderer in writing, to confirm the receiving of clarifications.

## 2.3 招标文件的修改

### 2.3 Modifications to tendering documents

2.3.1 在投标截止时间 10 天前，招标人可以书面形式修改招标文件，并通知所有投标人。如果修改招标文件的时间距投标截止时间不足 10 天，相应延长投标截止时间。

2.3.1 The Tenderer may, 10 days before the deadline of bidding, modify the tendering documents in written form, and notify all the bidders of modifications. If the modification time is less than 10 days to the deadline of bidding, the deadline of bidding shall be extended correspondingly.

2.3.2 投标人收到修改内容后，应在投标人须知前附表规定的时间内以书面形式通知招标人，确认已收到该修改。

2.3.2 After receiving the modifications, the bidder shall, within the time stipulated in the Pre-attached Table of Instructions to Bidders, notify the Tenderer in writing, to confirm the receiving of modifications.

### 3. 投标文件

#### 3. Bidding documents

##### 3.1 投标文件的组成

##### 3.1 Composition of bidding documents

3.1.1 投标文件应包括下列内容:

3.1.1 Bidding documents shall be composed of following contents:

(1) 投标函及投标函附录;

(1) Letter of Bidding and Appendix to Letter of Bidding;

(2) 法定代表人身份证明或附有法定代表人身份证明的授权委托书;

(2) Identity certificate of legal representative or letter of authorization attached with the identity certificate of legal representative;

(3) 投标保证金;

(3) Bid security;

(4) 材料及工程量清单;

(4) bill of quantities;

(5) 施工组织设计;

(5) Construction organization design;

(6) 项目管理机构;

(6) Project management organization;

(7) 资格审查资料;

(7) Qualification examination data;

(8) 投标人须知前附表规定的其他材料。

(8) Other materials stipulated in the Pre-attached Table of Instructions to Bidders.

##### 3.2 投标报价

##### 3.2 Bidding quotation

3.2.1 投标人在投标截止时间前修改投标函中的投标总报价，应同时修改“材料及工程量清单”中的相应报价。此修改须符合本章第 4.3 款的有关要求。

3.2.1 While modifying the total bid price in the Letter of Bidding before the deadline of bidding, the bidder shall also modify the corresponding quotation in “Bill of quantities”. Such modification

shall meet the related requirements given in Clause 4.3 of this chapter.

### 3.3 投标有效期

#### 3.3 Validity period of bidding

3.3.1 在投标人须知前附表规定的投标有效期内，投标人不得要求撤销或修改其投标文件。

3.3.1 Within the period of validity stipulated in the Pre-attached Table of Instructions to Bidders, the bidder shall not require for revoking or modifying its bidding documents.

3.3.2 出现特殊情况需要延长投标有效期的，招标人以书面形式通知所有投标人延长投标有效期。投标人同意延长的，应相应延长其投标保证金的有效期，但不得要求或被允许修改或撤销其投标文件；投标人拒绝延长的，其投标失效，但投标人有权收回其投标保证金。

3.3.2 When validity of bidding needs to be extended in special circumstances, the Tenderer shall notify, in writing, all bidders of extension of validity of bidding. When the bidder agrees with the extension, the validity period of its bid security also shall be extended correspondingly, however, this bidder shall not require for or be allowed to modification or revocation of its bidding documents; when the bidder refuses the extension, its bidding will become invalid, however, this bidder is entitled to take back its bid security.

### 3.4 投标保证金

#### 3.4 Bid security

3.4.1 投标人在递交投标文件的同时，应按投标人须知前附表规定的金额递交投标保证金，并作为其投标文件的组成部分。

3.4.1 While submitting the bidding documents, the bidder shall also submit the bid security according to the amount stipulated in the Pre-attached Table of Instructions to Bidders, and also the bid security will be taken as an integral part of its bidding documents.

3.4.2 投标人不按本章第 3.4.1 项要求提交投标保证金的，其投标文件作废标处理。

3.4.2 When the bidder fails to submit the bid security according to the requirements given in 3.4.1 of this chapter, its bidding documents will be treated as invalid.

3.4.3 招标人与中标人签订合同后 5 个工作日内，向未中标的投标人退还投标保证金。中标人的投标保证金在签订合同协议后退还。

3.4.3 The Tenderer shall, within 5 working days after it signs contract with bid winner, return the bid security to the bidders failing to win the bid. The bid security of the bid winner shall be

returned after contract signing.

3.4.4 有下列情形之一的，投标保证金将不予退还：

3.4.4 In one of following circumstances, the bid security will be not returned:

(1) 投标人在规定的投标有效期内撤销或修改其投标文件；

(1) The bidder revokes or modifies its bidding documents within the stipulated validity of bidding;

(2) 中标人在收到中标通知书后，无正当理由拒签合同协议书或未按招标文件规定提交履约担保。

(2) After receiving the notice of award, the bid winner refuses to sign the contract for no good reasons or submit the performance guarantee as stipulated in the tendering documents.

3.5 资格审查资料

3.5 Qualification examination data

3.5.1 “投标人基本情况表”应附投标人营业执照副本及其年检合格的证明材料、资质证书副本和安全生产许可证等材料的复印件。

3.5.1 “Bidder’s basic information table” shall be attached by the photocopies of its Business License (duplicate), annual inspection certificate, qualification certificate (duplicate), work safety license, and other materials.

3.5.2 “近年财务状况表”应附经会计师事务所或审计机构审计的财务会计报表，包括资产负债表、现金流量表、利润表和财务情况说明书的复印件，具体年份要求见投标人须知前附表。

3.5.2 “Statement of financial situation in recent years” shall be attached by the photocopies of financial statements audited by accounting firm or audit institution, including balance sheet, cash flow statement, income statement, and financial situation statement; please refer to the Pre-attached Table of Instructions to Bidders for specific requirements for years.

3.5.3 “近年完成的类似项目情况表”应附中标通知书和（或）合同协议书、工程接收证书（工程竣工验收证书）的复印件，具体年份要求见投标人须知前附表。每张表格只填写一个项目，并标明序号。

3.5.3 “List of similar projects completed in recent years” shall be attached by the photocopies of notice of award and (or) contract, and project acceptance certificate (certificate of completed project acceptance); please refer to the Pre-attached Table of Instructions to Bidders for specific

requirements for years. Each form is only filled by one project, and also serial number shall be marked.

3.5.4 “正在施工和新承接的项目情况表”应附中标通知书和（或）合同协议书复印件。每张表格只填写一个项目，并标明序号。

3.5.4 “List of projects under construction and undertaken newly” shall be attached by the photocopies of notice of award and (or) contract. Each form is only filled by one project, and also serial number shall be marked.

3.5.5 “近年发生的诉讼及仲裁情况”应说明相关情况，并附法院或仲裁机构作出的判决、裁决等有关法律文书复印件，具体年份要求见投标人须知前附表。

3.5.5 As for the “lawsuits and arbitrations in recent years”, it is required to specify the related conditions, and attach the photocopies of the judgment, verdict, and other related legal instruments given by court or arbitration institutions; please refer to the Pre-attached Table of Instructions to Bidders for specific requirements for years.

3.5.6 投标人须知前附表规定接受联合体投标的，本章第 3.5.1 项至第 3.5.5 项规定的表格和资料应包括联合体各方相关情况。

3.5.6 When it is stipulated in the Pre-attached Table of Instructions to Bidders that consortium bidding is accepted, the forms and data stipulated in Clause 3.5.1 to Clause 3.5.5 of this chapter shall include the related information of each party in the consortium.

## 3.6 备选投标方案

### 3.6 Alternative bidding scheme

除投标人须知前附表另有规定外，投标人不得递交备选投标方案。允许投标人递交备选投标方案的，只有中标人所递交的备选投标方案方可予以考虑。评标委员会认为中标人的备选投标方案优于其按照招标文件要求编制的投标方案的，招标人可以接受该备选投标方案。Unless otherwise stipulated in the Pre-attached Table of Instructions to Bidders, no bidder is allowed to submit an alternative bidding scheme. When the bidder is allowed to submit an alternative bidding scheme, only the alternative bidding scheme submitted by the bid winner can be taken into consideration. When the Bid Evaluation Committee thinks that the alternative bidding scheme is superior to the bidding scheme compiled by the bid winner according to the requirements given in the tendering documents, the Tenderer may accept this alternative bidding scheme.



### 3.7 投标文件的编制

#### 3.7 Compilation of bidding documents

3.7.1 投标文件应按第六章“投标文件格式”进行编写，如有必要，可以增加附页，作为投标文件的组成部分。其中，投标函附录在满足招标文件实质性要求的基础上，可以提出比招标文件要求更有利于招标人的承诺。

3.7.1 The bidding documents shall be compiled according to Chapter 6 “Format of bidding documents”. When necessary, an attached sheet may be added, to serve as an integral part of bidding documents. A commitment more favorable to the Tenderer may be given in the Appendix to Letter of Bidding on the basis of satisfaction of substantive requirements of tendering documents.

3.7.2 投标文件应当对招标文件有关工期、投标有效期、质量要求、技术标准和要求、招标范围等实质性内容作出响应。

3.7.2 Bidding documents shall respond to the substantive contents like construction duration, validity of bidding, quality requirements, technical standards and requirements, and scope of tendering in the tendering documents.

3.7.3 投标文件应用不褪色的材料书写或打印，并由投标人的法定代表人或其委托代理人签字或盖章。委托代理人签字的，投标文件应附法定代表人签署的授权委托书。投标文件应尽量避免涂改、行间插字或删除。如果出现上述情况，改动之处应加盖章或由投标人的法定代表人或其授权的代理人签字确认。签字或盖章的具体要求见投标人须知前附表。

3.7.3 The bidding documents shall be written or printed with fadeless material, and also signed by the bidder’s legal representative or entrusted agent or affixed with the bidder’s official seal. When the bidding documents are signed by the entrusted agent, the Letter of Authorization from Legal Representative shall be attached to the bidding documents. The bidding documents shall be avoided from alteration, word insertion or deletion between lines. When abovementioned circumstances occur, the alteration place shall be affixed with the bidder’s official seal or signed by the bidder’s legal representative or authorized agent for confirmation. Please refer to Pre-attached Table of Instructions to Bidders for specific requirements for signature or sealing.

3.7.4 投标文件正本一份，副本份数见投标人须知前附表。正本和副本的封面上应清楚地标记“正本”或“副本”的字样。当副本和正本不一致时，以正本为准。

3.7.4 The bidding documents shall have one original, and the number of duplicate copies is as

shown in the Pre-attached Table of Instructions to Bidders. The covers of original and duplicate shall be clearly marked with “Original” or “Duplicate”. In case of inconformity between duplicate and original, the original shall prevail.

3.7.5 正本壹份，副本两份，共计三份，一个包装；电子版（Word 或 Excel 版本）一份（以 U 盘作为载体，分别有 PDF 和 Word 版本），一个包装；报价一览表用信封装入，一个包装；并在骑缝处加盖投标单位公章，投标文件招标人进行存档，不再退还给投标人。开标一览表需包含投标人名称、标段名称、投标保证金的递交情况、投标报价汇总表、质量目标、工期及其他内容。

3.7.5 One original, two duplicates, one package;three copies in total, as well as one electronic edition (Word or Excel) (with USB disk as a carrier, PDF and Word versions),one package; quotation list are placed into an envelope, one package; and the page crossing place shall be affixed with the bidder’s official seal, the bidding documents will be filed by the Tenderer, and shall not be returned to the bidder. The list of bid opening shall include the bidder’s name, bid section name, hand-over situation of bid security, summary sheet of bidding quotation, quality objectives, construction period, and other contents.

## **4. 投标**

### **4. Bidding**

#### 4.1 投标文件的密封和标记

##### 4.1 Sealing and marking of bidding documents

4.1.1 投标文件的正本与副本应放在一起包装，加贴封条，并在封套的封口处加盖投标人单位章。

4.1.1 The original and duplicate of bidding documents shall be packaged together and sealed, and also the seal of envelope shall be affixed with the bidder’s official seal.

4.1.2 投标文件的封面上应清楚地标记“正本”或“副本”字样，封套上应写明的其他内容见投标人须知前附表。

4.1.2 The cover of bidding documents shall be clearly marked with “Original” or “Duplicate”, and other contents that should be specified on the envelope are as shown in the Pre-attached Table of

## Instructions to Bidders.

4.1.3 未按本章第 4.1.1 项或第 4.1.2 项要求密封和加写标记的投标文件，招标人不予受理。

4.1.3 The bidding documents not sealed and marked as required in Clause 4.1.1 or Clause 4.1.2 of this chapter will be not accepted by the Tenderer.

## 4.2 投标文件的递交

### 4.2 Submittal of bidding documents

4.2.1 投标人应在本章第 2.2.2 项规定的投标截止时间前递交投标文件。

4.2.1 The bidder shall submit the bidding documents before the deadline of bidding stipulated in Clause 2.2.2 of this chapter.

4.2.2 投标人递交投标文件的地点：见投标人须知前附表。

4.2.2 Place to submit the bidding documents: Please refer to Pre-attached Table of Instructions to Bidders.

4.2.3 除投标人须知前附表另有规定外，投标人所递交的投标文件不予退还。

4.2.3 Unless otherwise stipulated in the Pre-attached Table of Instructions to Bidders, the bidding documents submitted by the bidder shall not be returned.

4.2.4 招标人收到投标文件后，向投标人出具签收凭证。

4.2.4 After receiving the bidding documents, the Tenderer shall issue a receipt voucher to the bidder.

4.2.5 逾期送达的或者未送达指定地点的投标文件，招标人不予受理。

4.2.5 The bidding documents delivered lately or not delivered to the appointed place shall not be accepted by the Tenderer.

## 4.3 投标文件的修改与撤回

### 4.3 Modification and revocation of bidding documents

4.3.1 在本章第 2.2.2 项规定的投标截止时间前，投标人可以修改或撤回已递交的投标文件，但应以书面形式通知招标人。

4.3.1 Before the deadline of bidding stipulated in Clause 2.2.2 of this chapter, the bidder may modify or revoke the submitted bidding documents, but it shall notify the Tenderer of this in written form.

4.3.2 投标人修改或撤回已递交投标文件的书面通知应按照本章第 3.7.3 项的要求签字

或盖章。招标人收到书面通知后，向投标人出具签收凭证。

4.3.2 The written notice on the modification or revocation of submitted bidding documents shall be signed or stamped according to the requirements given in Clause 3.7.3 of this chapter. After receiving the written notice, the Tenderer shall issue a receipt voucher to the bidder.

4.3.3 修改的内容为投标文件的组成部分。修改的投标文件应按照本章第 3 条、第 4 条规定进行编制、密封、标记和递交，并标明“修改”字样。

4.3.3 The modified contents shall be taken as an integral part of bidding documents. The modified bidding documents shall be compiled, sealed, marked and submitted according to Articles 3 and 4 of this chapter, and also marked with “Modified”.

## 5. 开标

### 5. Bid opening

#### 5.1 开标时间和地点

#### 5.1 Time and place of bid opening

招标人在本章第 2.2.2 项规定的投标截止时间（开标时间）和投标人须知前附表规定的地点公开开标，并邀请所有投标人的法定代表人或其委托代理人准时参加。投标人可自愿派代表出席。出席公开开标的投标人代表应出示投标人法定代表人授权书和本人身份证并签到以证明其出席。未派授权代表出席开标会或授权代表未在开标记录表上签字确认的，视为默认开标结果。

The Tenderer will conduct public bid opening on the deadline of bidding (bid opening time) stipulated in Clause 2.2.2 of this chapter and at the place stipulated in the Pre-attached Table of Instructions to Bidders, and the legal representatives or entrusted agents of all bidders will be invited to attend the bid opening on time. Each bidder can voluntarily appoint a representative to attend. The bidder's representative attending the public bid opening shall show the Letter of Authorization by bidder's legal representative and his/her identity card, and sign in, to prove his/her attendance. As for the bidders failing to appoint representatives to attend the bid opening meeting or whose authorized representatives fail to sign on the bid opening record form for confirmation, it will be regarded as that they have accepted the bid opening results tacitly.

## 6. 评标

### 6. Bid evaluation

#### 6.1 评标委员会

##### 6.1 Bid Evaluation Committee

6.1.1 评标由招标人组建的评标委员会负责。评标委员会由招标人或其委托的招标代理机构熟悉相关业务的代表，以及有关技术、经济等方面的专家组成。评标委员会成员人数以及技术、经济等方面专家的确定方式见投标人须知前附表。

6.1.1 Bid evaluation is undertaken by the Bid Evaluation Committee established by the Tenderer. The Bid Evaluation Committee is composed of the representative of the Tenderer or its entrusted tendering agency, who is familiar with the related business, as well as the related experts in technology and economy. The number of committee members as well as the way to determine the related experts in technology and economy are as shown in the Pre-attached Table of Instructions to Bidders.

6.1.2 评标委员会成员有下列情形之一的，应当回避：

6.1.2 A member of Bid Evaluation Committee with one of following circumstance shall be avoided:

(1) 招标人或投标人的主要负责人的近亲属；

(1) The member is an immediate relative of the main principal of the Tenderer or bidder;

(2) 项目主管部门或者行政监督部门的人员；

(2) The member is from project administration authority or administrative supervision department;

(3) 与投标人有经济利益关系，可能影响对投标公正评审的；

(3) The member has economic interest relationship with the bidder, likely to influence his/his impartial bid review;

(4) 曾因在招标、评标以及其他与招标投标有关活动中从事违法行为而受过行政处罚或刑事处罚的。

(4) The member has received administrative penalty or criminal punishment for violations in tendering, bid evaluation, and other bid-related activities.

## 6.2 评标原则

### 6.2 Principles of bid evaluation

评标活动遵循公平、公正、科学和择优的原则。

The principles of “justice, fairness, scientificity, and priority” shall be followed in the bid evaluation activities.

## 7. 合同授予

### 7. Contract awarding

#### 7.1 定标方式

##### 7.1 Way of bid awarding

招标人依据评标委员会推荐的中标候选人确定中标人，评标委员会推荐中标候选人的人数见投标人须知前附表。

The Tenderer will determine the bid winner according to the winning candidates recommended by the Bid Evaluation Committee, and the number of recommended winning candidates is as shown in the Pre-attached Table of Instructions to Bidders.

#### 7.2 中标通知

##### 7.2 Notice of award

在本章第 3.3 款规定的投标有效期内，招标人以书面形式向中标人发出中标通知书，同时将中标结果通知未中标的投标人。

Within the validity period of bidding stipulated in Clause 3.3 of this chapter, the Tenderer will give the notice of award to the bid winner in writing, and also notify the result of bidding winning to other bidders not winning the bid.

#### 7.3 履约担保

##### 7.3 Performance guarantee

7.3.1 在签订合同前，中标人应按投标人须知前附表规定的金额、担保形式和招标文件“合同条款及格式”规定的履约担保格式向招标人提交履约担保。

7.3.1 Before contract signing, the bid winner shall submit the performance guarantee according to the amount and guarantee form stipulated in the Pre-attached Table of Instructions to Bidders as well as the form of performance guarantee stipulated in “Contract terms and formats” of tendering

documents.

7.3.2 中标人不能按本章第 7.3.1 项要求提交履约担保的, 视为放弃中标, 其投标保证金不予退还, 给招标人造成的损失超过投标保证金数额的, 中标人还应当对超过部分予以赔偿。

7.3.2 When the bid winner fails to submit the performance guarantee according to Clause 7.3.1 of this chapter, it will be deemed as that the bid winner has waived the bid winning, its bid security shall be not returned; when the losses caused to the Tenderer exceed the amount of bid security, the bid winner also shall compensate for the part beyond the bid security.

#### 7.4 签订合同

#### 7.4 Contract signing

招标人和中标人应当自中标通知书发出之日起 30 天内, 根据招标文件和中标人的投标文件订立书面合同。中标人无正当理由拒签合同的, 招标人取消其中标资格, 其投标保证金不予退还; 给招标人造成的损失超过投标保证金数额的, 中标人还应当对超过部分予以赔偿。

The Tenderer and the bid winner shall, within 30 days after the notice of award is given, establish a written contract according to the tendering documents and the bid winner's bidding documents. When the bid winner refuses to sign the contract without any reasonable and acceptable reason, the Tenderer will cancel its qualification for bid winning, and also its bid security shall not be returned; when the losses caused to the Tenderer exceed the amount of bid security, the bid winner also shall compensate for the part beyond the bid security.

### 8. 重新招标和不再招标

#### 8. Re-tendering and no tendering

8.1 有下列情形之一的, 招标人有权决定重新招标或不再招标:

8.1 In one of following circumstances, the Tenderer is entitled to determine re-tendering or no tendering.

(1) 投标截止时间止, 投标人少于 3 个的;

(1) The number of bidders as of the deadline of bidding is less than 3;

(2) 经评标委员会评审后否决所有投标的。

(2) All the bidding documents are rejected after review by Bid Evaluation Committee.

## 9. 纪律和监督

### 9. Discipline and supervision

#### 9.1 对招标人的纪律要求

##### 9.1 Tenderer's discipline requirements

招标人不得泄漏招标投标活动中应当保密的情况和资料,不得与投标人串通损害国家利益、社会公共利益或者他人合法权益。

The Tenderer shall not disclose the conditions and data that should be kept confidential in the tendering and bidding activities, and not collaborate with any bidder to harm the national interests, social public interests or legitimate rights and interests of others.

#### 9.2 对投标人的纪律要求

##### 9.2 Bidder's discipline requirements

投标人不得相互串通投标或者与招标人串通投标,不得向招标人或者评标委员会成员行贿谋取中标,不得以他人名义投标或者以其他方式弄虚作假骗取中标;投标人不得以任何方式干扰、影响评标工作。

All the bidders shall not collaborate with each other in bidding or collaborate with the Tenderer in bidding, not offer bribes to the Tenderer or member of Bid Evaluation Committee for seeking for bid winning, not conduct bidding in the name of others or practice fraud to win the bid in other ways; and not disturb and affect the bid evaluation work in any way.

#### 9.3 对评标委员会成员的纪律要求

##### 9.3 Discipline requirements for members of Bid Evaluation Committee

评标委员会成员不得收受他人的财物或者其他好处,不得向他人透漏对投标文件的评审和比较、中标候选人推荐情况以及评标有关的其他情况。在评标活动中,评标委员会成员不得擅离职守,影响评标程序正常进行,不得使用“评标办法”没有规定的评审因素和标准进行评标。

The members of Bid Evaluation Committee shall not accept the property or other benefits of others, and not reveal the review and comparison of bidding documents, recommendation situation of winning candidates as well as other conditions related to bid evaluation to others. In the bid evaluation activity, the members of Bid Evaluation Committee shall not be absent without permission, to avoiding affecting the normal development of bid evaluation procedures, and not



conduct bid evaluation by use of the evaluation factors and standards not stipulated in “Bid evaluation methods”.

#### 9.4 对与评标活动有关的工作人员的纪律要求

#### 9.4 Discipline requirements for the working personnel related to bid evaluation activity

与评标活动有关的工作人员不得收受他人的财物或者其他好处,不得向他人透漏对投标文件的评审和比较、中标候选人推荐情况以及评标有关的其他情况。在评标活动中,与评标活动有关的工作人员不得擅离职守,影响评标程序正常进行。

The working personnel related to bid evaluation activity shall not accept the property or other benefits of others, and not reveal the review and comparison of bidding documents, recommendation situation of winning candidates as well as other conditions related to bid evaluation to others. In the bid evaluation activity, the working personnel related to bid evaluation activity shall not be absent without permission, to avoid affecting the normal development of bid evaluation procedures.

#### 9.5 投诉

#### 9.5 Complaint

投标人和其他利害关系人认为本次招标活动违反法律、法规和规章规定的,有权向有关行政监督部门投诉。

The bidders and other interested parties are entitled to complain to the related administrative supervision department when they hold that the tendering activity violates laws, regulations, and rules.

### **10. 需要补充的其他内容**

#### **10. Other contents needing supplementation**

需要补充的其他内容: 见投标人须知前附表。

Other contents needing supplementation: Please refer to Pre-attached Table of Instructions to Bidders.

## 第二章 投标文件格式

### Chapter II Format of Bidding Documents

**达瑞铅锌矿生活营区板房采购及安装**  
**Color Steel Plate House Procurement &**  
**Installation of Living Camp for Dairi**  
**Lead-Zinc Mine Project**

# 投 标 文 件

# Bidding Documents

投标人： \_\_\_\_\_（盖章）

Bidder: \_\_\_\_\_(official seal)

法定代表人或其委托代理人： \_\_\_\_\_（签字）

Legal representative or entrusted agent: \_\_\_\_\_(signature)

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

Date \_\_\_\_\_

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第一篇 投标报价书及资质文件

Part I Bidding Quotation and Qualification Documents

一、投标函及投标函附录

I. Letter of Bidding and Appendix to Letter of Bidding

(一) 投标函

(I) Letter of Bidding

\_\_\_\_\_ (招标人名称) :

\_\_\_\_\_ (bidder name):

1. 我方已仔细研究了\_\_\_\_\_ (项目名称)\_\_\_\_\_ 招标文件的全部内容, 愿意以印尼卢比 (大写) \_\_\_\_\_ 印尼卢比 (\_\_\_\_\_ ) 的投标总报价(包含税费、运费、保险费、管理费及其它涉及的杂费等), 工期\_\_\_\_\_ 天, 按合同约定完成供货和完成安装工程, 修补工程中的任何缺陷, 产品及工程质量达到\_\_\_\_\_ 。

1. We have carefully researched all the contents of tendering documents for constriction of \_\_\_bid section of \_\_\_(project name), and we are voluntary to carry out and complete the contracting supply and installation works as agreed in the contract, with the total bidding quotation (The price shall include all taxes, transportation costs, insurance premiums, management fees, and all other miscellaneous expenses) Indonesia Rupiah (in words)\_\_\_\_ (Rp. ), and construction duration Days, and repair the project defects, to achieve the project quality up to\_\_\_.

2. 我方承诺在投标有效期内不修改、撤销投标文件。

2. We promise not to modify and revoke our bidding documents within the validity period of bidding.

3. 随同本投标函提交投标保证金一份, 金额为印尼卢比(大写)\_\_\_\_\_卢比(\_\_\_\_\_ )。

3. We will provide bid security together with this Letter of Bidding, Indonesia Rupiah (in words) (Rp. ).

4. 如我方中标:

4. If we win the bid:

(1) 我方承诺在收到中标通知书后, 在中标通知书规定的期限内与你方签订合同。

(1) We promise that, after receiving the notice of award, we will sign the contract with you within the period stipulated in the notice of award.

(2) 随同本投标函递交的投标函附录属于合同文件的组成部分。

(2) The Appendix to Letter of Bidding submitted together with this Letter of Bidding is an integral part of contract documents.

(3) 我方承诺按照招标文件规定向你方递交履约担保。

(3) We promise to submit performance guarantee to you according to the provisions stipulated in the tendering documents.

(4) 我方承诺在合同约定的期限内完成并移交全部合同工程。

(4) We promise to complete and hand over the contract project in full within the agreed time limit.

5. 我方在此声明，所递交的投标文件及有关资料内容完整、真实和准确，且不存在第一章“投标人须知”第 1.4.3 项规定的任何一种情形。

5. We hereby state that, the submitted bidding documents and related data are complete, true and accurate in content, and have no circumstances stipulated in 1.4.3 in Chapter I “Instructions to Bidders”.

6. \_\_\_\_\_ (其他补充说明)。

6. \_\_\_\_\_ (Other supplementary notes).

投 标 人: \_\_\_\_\_ (盖章)

Bidder: \_\_\_\_\_ (official seal)

法定代表人或其委托代理人: \_\_\_\_\_ (签字)

Legal representative or entrusted agent: \_\_\_\_\_ (signature)

地址: \_\_\_\_\_

Add.: \_\_\_\_\_

网址: \_\_\_\_\_

Website: \_\_\_\_\_

电话: \_\_\_\_\_

Tel.: \_\_\_\_\_

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

Date

二、法定代表人身份证明

II. Legal Representative's Identity Certificate

投标人名称: \_\_\_\_\_

Bidder name: \_\_\_\_\_

单位性质: \_\_\_\_\_

Nature of unit: \_\_\_\_\_

地址: \_\_\_\_\_

Add.: \_\_\_\_\_

成立时间: \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

Time of establishment: \_\_\_\_\_

经营期限: \_\_\_\_\_

Term of operation: \_\_\_\_\_

姓名: \_\_\_\_\_ 性别: \_\_\_\_\_ 年龄: \_\_\_\_\_ 职务: \_\_\_\_\_

Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Position: \_\_\_\_\_

系 \_\_\_\_\_ (投标人名称) 的法定代表人。

is the legal representative of \_\_\_\_\_ (bidder name).

特此证明。

It is hereby certified!

投标人: \_\_\_\_\_ (盖章)

Bidder: \_\_\_\_\_ (official seal)

\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

Date: \_\_\_\_\_

### 三、授权委托书

#### III. Letter of Authorization

本人\_\_\_\_\_（姓名）系\_\_\_\_\_（投标人名称）的法定代表人，现委托\_\_\_\_\_（姓名）为我方代理人。代理人根据授权，以我方名义签署、澄清、说明、补正、递交、撤回、修改\_\_\_\_\_（项目名称）\_\_\_\_\_标段施工投标文件、签订合同和处理有关事宜，其法律后果由我方承担。

I, \_\_\_\_ (name), as the legal representative of \_\_\_\_ (bidder name), hereby entrust \_\_\_\_ (name) to serve as our agent, to sign, clarify, explain, supplement and correct, submit, revoke, and modify the bidding documents of \_\_\_\_ bid section of \_\_\_\_ (project name), sign the contract, and handle the related matters according to our authorization, and I will be responsible for the legal consequences.

委托期限：\_\_\_\_\_。

Term entrusted: \_\_\_\_.

代理人无转委托权。

The agent has no right to transfer the power of attorney.

附：法定代表人身份证明

Attached: Legal representative's identify certificate

投标人：\_\_\_\_\_（盖章）

Bidder: \_\_\_\_\_(official seal)

法定代表人：\_\_\_\_\_（签字）

Legal representative: \_\_\_\_\_ (signature)

身份证号码：\_\_\_\_\_

ID card No.: \_\_\_\_\_

委托代理人：\_\_\_\_\_（签字）

Entrusted agent: \_\_\_\_\_(signature)

身份证号码: \_\_\_\_\_

ID card No.: \_\_\_\_\_

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

Date: \_\_\_\_\_



#### 四、投标保证金

#### IV. Bid Security

\_\_\_\_\_ (招标人名称) :

\_\_\_\_\_ (Tenderer name):

鉴于\_\_\_\_\_ (投标人名称) (以下称“投标人”)于\_\_\_\_年\_\_\_\_月\_\_\_\_日参加\_\_\_\_\_ (项目名称) \_\_\_\_\_标段施工的投标, \_\_\_\_\_ (担保人名称, 以下简称“我方”)无条件、不可撤销地保证: 投标人在规定的投标文件有效期内撤销或修改其投标文件的, 或者投标人在收到中标通知书后无正当理由拒签合同或拒交规定履约担保的, 我方承担保证责任。收到你方书面通知后, 在 7 日内无条件向你方支付美元/印尼卢比 (大写) \_\_\_\_\_。

Whereas \_\_ (bidder name) (hereinafter referred to as “bidder”) takes part in the bidding for construction of \_\_\_ bid section of \_\_\_ project (project name), therefore, \_\_ (guarantor name, hereinafter referred to as “we/us”) hereby guarantees unconditionally and irrevocably that: when the bidder cancels or modifies its bidding documents within the stipulation validity period of bidding, or the bidder refuses to sign the contractor or pay the performance bond for no good reasons after receiving the notice of award, we will take the liability of guaranty. After receiving a written notice from you, we will pay USD /IDR (in words)\_\_\_ unconditionally to you within 7 days.

本保函在投标有效期内保持有效。要求我方承担保证责任的通知应在投标有效期内送达我方。

This letter of guarantee is valid in the validity period of bidding. A notice requiring us to undertake the liability to guarantee shall be served to us within the validity period of bidding.

担保人名称: \_\_\_\_\_ (盖章)

Guarantor name: \_\_\_\_\_ (official seal)

法定代表人或其委托代理人: \_\_\_\_\_ (签字)

Legal representative or entrusted agent: \_\_\_\_\_ (signature)

地 址: \_\_\_\_\_

Add.: \_\_\_\_\_

电 话: \_\_\_\_\_

Tel.: \_\_\_\_\_

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

Date:

## 五、材料及工程量清单

### V. Priced Bill of Quantities

1、本工程将 HSE 费用作为专项费用管理，HSE 费用总额为合同价格的 1.5%。

The HSE cost shall be the special cost to manage in this project and the HSE cost amount shall be 1.5% of contract total price.

2、投标人报价中应按照项目实际需要综合考虑 HSE 费用，并计入报价中。

HSE cost shall be taken into account comprehensively in the bidder's quotation according to the actual needs of the project and shall be included in the quotation.

3、投标价应为在印尼的含税价格。

The bidder's quotation price shall be included all of tax in Indonesia.

4、投标人必须在标价工程量清单中给出使用业主提供设备的报价和不使用业主所供设备的报价。

The bidder's quotation shall give the price of using the equipment provided by owner and the price of using bidder's equipment in BOQ.

## 六、资格审查资料

### VI. Qualification Examination Data

(一) 投标人基本情况表

(I) Bidder's basic information

投标人名称 Bidder name						
注册地址 Registered address				邮政编码 Postal code		
联系方式 Contact information	联系人 Contact person			电话 Tel.		
	传真 Fax			网址 Website		
组织结构 Organization structure						
法定代表人 Legal representative	姓名 Name		技术职称 Technical title		电话 Tel.	
技术负责人 Technical superintendent	姓名 Name		技术职称 Technical title		电话 Tel.	
成立时间 Time of establishment			员工总人数： Total number of employees:			

企业资质等级 Enterprise qualification level		其中 Including	项目经理 Project manager	
营业执照号 Business License No.			高级职称人员 Personnel with senior title	
注册资金 Registered capital			中级职称人员 Personnel with intermediate title	
开户银行 Bank of deposit			初级职称人员 Personnel with junior title	
账号 Account No.			技工 Technicians	
经营范围 Scope of business				
备注 Remarks				

(二) 投标人的资质证件和材料

(II) Bidder's qualification certificates and materials

- 1、营业执照；  
1. Business License;
- 2、税务登记证；  
2. Tax Registration Certificate;
- 3、组织机构代码证；  
3. Organization Code Certificate;
- 4、企业资质证书；  
4. Enterprise qualification certificate;
- 5、安全生产许可证；  
5. Work Safety License;
- 6、质量管理体系认证证书；  
6. Quality Management System Certification;
- 7、企业信誉证明；  
7. Enterprise Credit Certificate;
- 8、其他相关资质证件。  
8. Other related qualification certificates.

注：招标文件中未列明但有提示或投标人认为有必要提供的资质证明文件均在此提供。

Note: The qualification certificates not listed but hinted in the tendering documents or thought necessary by the bidder are all provided here.

(三) 近三年财务状况表

(III) Statement of financial situation in recent 3 years

(四) 近 5 年完成的类似项目情况表

(IV) List of similar projects completed in recent 5 years

项目名称 Project name	
项目所在地 Project site	
发包人名称 Employer name	
发包人地址 Employer's address	
发包人电话 Employer's phone number	
签约合同价 Signed contract price	
开工日期 Date of commencement	
竣工日期 Date of completion	
承担的工作 Work undertaken	
工程质量 Project quality	
项目经理 Project manager	
技术负责人 Technical	

superintendent	
总监理工程师及电话 Chief supervising engineer and his/her phone number	
项目描述 Project description	
备注 Remarks	



(五) 正在施工的和新承接的项目及供货合同情况表

(V) List of projects & supply contractors under construction and undertaken newly

项目名称 Project name	
项目所在地 Project site	
发包人名称 Employer name	
发包人地址 Employer's address	
发包人电话 Employer's phone number	
签约合同价 Signed contract price	
开工日期 Date of commencement	
计划竣工日期 Planned date of completion	
承担的工作 Work undertaken	
产品/工程质量 Production /Project quality	
项目经理	

Project manager	
技术负责人 Technical superintendent	
总监理工程师及电话 Chief supervising engineer and his/her phone number	
项目描述 Project description	
备注 Remarks	

(六) 近 3 年发生的诉讼及仲裁情况

(VI) Lawsuits and arbitrations in recent 3 years

## 七、施工组织设计

### VII. Construction Organization Design

1. 针对安装工程，投标人编制施工组织设计的要求：编制时应采用文字并结合图表形式说明施工方法；投标人应提供与招标文件技术条件相对应的本标的工程概述及工程施工特点分析的说明，应包含（但不限于）以下各项内容：（1）本标的工程概况；（2）施工难点及特点分析；（3）工期目标；（4）质量目标；（5）安全生产目标；（6）文明施工目标；（7）其它认为必要的设计说明；投标人应提供与招标文件技术条件相对应的施工总进度说明，应包含以下各项内容（但不限于）。（1）进度安排；（2）工期保证措施；（3）其它认为必要的说明。

1. Ref. to Installation part. Requirements for bidder's compilation of construction organization design: While compiling the construction organization design, the bidder shall specify the construction methods by use of combination of text and chart/diagram; the bidder shall provide the project overview as well as the description of analysis on project construction characteristics corresponding to the technical conditions given in the tendering documents, which shall include (but not limited to) following contents: (1) project overview of this bid; (2) analysis on construction difficulties and characteristics; (3) construction duration objectives; (4) quality objectives; (5) work safety objectives; (6) civilized construction objectives; and (7) other design descriptions thought necessary. The bidder shall provide the description of overall construction progress corresponding to technical conditions given in the tendering documents, which shall include (but not limited to) the following contents: (1) schedule; (2) construction duration guarantee measures; and (3) other necessary descriptions.

2. 施工组织设计除采用文字表述外可附下列图表，图表及格式要求附后。

2. Apart from literal expression, construction organization design may be attached with following diagrams and charts, and their format requirements are attached below.

附表一 拟投入本标段的主要施工设备表

Attached table 1: List of proposed main construction equipment in this bid section

附表二 拟配备本标段的试验和检测仪器设备表

Attached table 2: List of proposed test and detection instruments and equipment in this bid section

附表三 劳动力计划表

Attached table 3: Labor schedule

附表四 计划开、竣工日期和施工进度网络图

Attached table 4: Planned commencement/completion date and construction progress network diagram

附表五 施工总平面图

Attached table 5: General construction layout

附表六 临时用地表

Attached table 6: Temporary land list

附表一：拟投入本标段的主要施工设备表

Attached table 1: List of proposed main construction equipment in this bid section

序号 Serial No.	设备名称 Equipment name	型号 规格 Model/specification	数量 Quantity	国别 产地 Country of origin	制造 年份 Year of manufacturing	额定功率 (KW) Rated power (KW)	生产 能力 Production capacity	用于施 工部位 Part of construction	备注 Remarks

附表二：拟配备本标段的试验和检测仪器设备表

Attached table 2: List of proposed test and detection instruments and equipment in this bid section

序号 Serial No.	仪器设备名称 Instrument/equipment name	型号规格 Model/specification	数量 Quantity	国别产地 Country of origin	制造年份 Year of manufacturing	已使用台时数 Machine-hours used	用途 Purpose	备注 Remarks

附表三：劳动力计划表

Attached table 3: Labor schedule

单位：人

Unit: person

工种 Type of work	按工程施工阶段投入劳动力情况 Situation of manpower input based on different construction stages of project						



附表四：计划开、竣工日期和施工进度网络图

Attached table 4: Planned commencement/completion date and construction progress network diagram

1. 投标人应递交施工进度网络图或施工进度表，说明按招标文件要求的计划工期进行施工的各个关键日期。

1. The bidder shall submit the construction progress network diagram or construction schedule, specifying each key date of construction according to the planned construction duration required in the tendering documents.

2. 施工进度表可采用网络图（或横道图）表示。

2. The construction progress may be expressed with network diagram (or bar chart).

附表五：施工总平面图

Attached table 5: General construction layout

投标人应提供与招标文件技术条件相对应的施工总布置的说明，应包含以下内容（但不限于），应分不同施工阶段。

The bidder shall provide the description of general construction layout corresponding to the technical conditions in the tendering documents, and following contents (included but not limited to) in different construction stages shall be included.

（1）施工总布置；

(1) General construction layout;

（2）供电、照明线路，供、排水管路等施工布置；

(2) Construction layout of electric power supply, and lighting lines, water supply and drainage pipelines;

（3）施工机械、临时办公设施布置；

(3) Arrangement of construction machinery and temporary office facilities;

（4）辅助生产区布置；

(4) Arrangement of auxiliary production area;

（5）其它认为必要的说明。

(5) Other introductions thought necessary.



## 八、项目管理机构

### VIII. Project Management Organization

(一) 项目管理机构组成表

(I) Constitution of project management organization

职务 Job	姓名 Name	职称 Title	执业或职业资格证明 Practice or professional qualification certificate					备注 Remarks
			证书名称 Certificate name	级别 Level	证号 Certificate No.	专业 Specialty	养老保险 Endowment insurance	

(二) 主要人员简历表

(II) Resume of main personnel

“主要人员简历表”中的项目经理应附项目经理证、身份证、职称证、学历证、养老保险复印件，管理过的项目业绩须附合同协议书复印件；技术负责人应附身份证、职称证、学历证、养老保险复印件，管理过的项目业绩须附证明其所任技术职务的企业文件或用户证明；其他主要人员应附职称证（执业证或上岗证书）、养老保险复印件。

As for the project manager in the “resume of main personnel”, it is required to attach the photocopies of his/her project manager certificate, ID card, professional title certificate, education certificate, and endowment insurance, and also the photocopies of contract agreements of the project achievements once managed by this project manager shall be attached; as for the technical superintendent, it is required to attach the photocopies of his/her ID card, professional title certificate, education certificate, and endowment insurance, and also the enterprise documents or user certificates certifying the technical position of the project achievements once managed by this technical superintendent shall be attached; as for other main personnel, it is required to attach the photocopies of their respective professional title certificate (practice or qualification certificate) and endowment insurance.

姓名 Name		年龄 Age		学历 Education	
职称 Title		职务 Job		拟在本合同任职 Proposed position in the contract	
毕业学校 School of graduation	年毕业于_____学校_____专业 Graduated from____(major) of____(school) in_____.				
主要工作经历 Main working experience					
时间 Time	参加过的类似项目 Similar project once participated		担任职务 Post	发包人及联系电话 Employer and its	

			contact number

### 九、安装过程施工方案

#### IX. Installation Scheme

1、总体布置及工期安排;2、施工技术方案;3、工期保证措施;4、质量目标、保证体系及保证措施;5、安全生产目标及保证措施;6、应急救援预案;7、季节、冬季施工保证措施;8、环境保护措施;9、文明施工要求;10、合理化建议.

1. Overall layout and schedule arrangement;2. Construction technical scheme;3. Guarantee measures for construction period;4. Quality objectives, guarantee system and guarantee measures;5. Production safety objectives and guarantee measures;6. Emergency rescue plan;7. Construction guarantee measures in season and winter;8. Environmental protection measures;9. Requirements for civilized construction;10. Rationalization Suggestions.

## 十、其他材料

### **X. Other Materials**

投标人认为有必要的其它文件。

Other documents the bidder deems necessary.