**附件2**

1. **XXX招标有限公司2017年度项目清单**

**（市级预算单位政府采购类项目）**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **项目名称** | **项目编号** | **采购方式** | **采购单位** | **中标供应商** | **项目负责人** | **预算金额** | | **中标金额** | | **代理费收入** | **收取投标保证金额** | **投标保证金是否退还** |
| 1 |  |  |  |  |  |  |  | |  | |  |  |  |
| 2 |  |  |  |  |  |  |  | |  | |  |  |  |
| 3 |  |  |  |  |  |  |  | |  | |  |  |  |
| 金额总计： | | | | | | |  |  | |  | |  |  |

1. **XXX招标有限公司员工情况表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **姓名** | **年龄** | **性别** | **部门** | **入职时间** | **职务** | **职责分工** | **职业资格** | **技术职称** | **从业年限** | **学历学位** | **工作电话** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. **代理机构内控制度报告**
2. 公司简介
3. 岗位设置、职责分工、业务操作流程、内部监督制约、工作纪律等内部管理制度情况
4. 财务管理（含保证金管理）制度
5. 2016年财务报表
6. 档案管理制度