附件1：

**现场询价采购记录表**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 询价时间 | |  | | | | 询价地点 | | |  | |
| **询 价 货 物 明 细** | | | | | | | | | | |
| 货物名称 | | | 单位 | 数量 | | | 规格参数 | | | |
|  | | |  |  | | |  | | | |
|  | | |  |  | | |  | | | |
|  | | |  |  | | |  | | | |
|  | | |  |  | | |  | | | |
| **询 价 情 况** | | | | | | | | | | |
| 序号 | 供应商名称 | | | | 联系人 | | | 联系电话 | | 询价最终报价 |
| 1 |  | | | |  | | |  | |  |
| 2 |  | | | |  | | |  | |  |
| 3 |  | | | |  | | |  | |  |
| 4 |  | | | |  | | |  | |  |
| 5 |  | | | |  | | |  | |  |
| **询价结果：**  **询价小组成员签字：**  **年 月 日** | | | | | | | | | | |
| **申购单位（部门）负责人意见：**  **签字： （公章） 年 月 日** | | | | | | | | | | |

附件2：

**现场询价采购报价表**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **序 号** | **采购品目名称** | **品 牌** | **规格及技术参数** | **数 量** | **单 价** | **金 额** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| **合 计** | | | |  |  |  |

最终报价合计金额：（大写）:

（小写）:

报价单位名称（盖章）：

报价人（签字）： 联系电话 ：

报价时间：