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| 附件：  **芜湖市公共资源交易资料档案查阅（调阅）审批表**  编号：   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 项目名称 |  | | | 项目编号 | |  | | | 查阅（调阅）人 | 单位名称 | | | 姓名 | | 联系方式 | | |  | | |  | |  | | |  | | |  | |  | | | 查阅（调阅）事由 | | |  | | | | | | 查阅（调阅）内容 | 项目登记 招标公告及文件备案 投标(竞标)文件 招标异常 开标情况 组建评标委员会 评委签到 评标情况 谈判询价 中标公示 中标通知书 合同备案 质疑投诉 答疑澄清 其他\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | 利用方式 | 1、复印（复印材料均需按要求盖章） | | | | | | | | 2、查阅 | | | 3、拷贝 | | | 4、原件外借 | | 预计归还时间 | | |  | | | | | 芜湖市公共资源交易中心  负责人意见 | | | |  | | | | | 芜湖市公共资源交易管理局  分管局长意见 | | | |  | | | | | 芜湖市公共资源交易管理局  局长意见 | | | |  | | | | | 复印页码登记  拷贝内容登记 | |  | | 归还日期、签字 |  | | |   备注：1、外单位进行资料查阅需出具公函；  2、资料外调，执行单位档案管理及资料调阅的相关规定。 |

内部资料（信息）查阅告知单

各调阅人在资料查阅（调阅）时应当保守国家秘密、商业秘密和工作秘密，加强对涉密资料信息的保管，不得有下列行为：

（一）将招标采购的涉密资料信息泄漏给他人；

（二）违反保密规定，将涉密资料信息存放在无保密措施场所或随意乱放；

（三）擅自复制、摘录、拍照、打印与招标采购活动有关的，尚未解密的资料和数据。

注：1.原件外借的资料原件，须按时归还。

2.查阅、复制（拷贝）的资料，在使用完毕后由各调阅人员自行保管或销毁，如产生泄密后果，由各调阅人自行承担风险。

内部资料（信息）查阅告知单回执

函调【 】 号

你单位的《内部资料（信息）查阅告知单》已收到，内容已知悉。

签收人：

签收日期： 年 月 日

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| 示范文本：  **芜湖市公共资源交易资料档案查阅（调阅）审批表**  编号：   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 项目名称 | XXXXXX | | | 项目编号 | | XXXXXX | | | 查阅（调阅）人 | 单位名称 | | | 姓名 | | 联系方式 | | | XXXXXX | | | XXXXXX | | XXXXXX | | | XXXXXX | | | XXXXXX | | XXXXXX | | | 查阅（调阅）事由 | | | XXXXXX | | | | | | 查阅（调阅）内容 | 项目登记 招标公告及文件备案 投标(竞标)文件 招标异常 开标情况 组建评标委员会 评委签到 评标情况 谈判询价 中标公示 中标通知书 合同备案 质疑投诉 答疑澄清 其他\_\_\_\_\_\_\_\_\_\_\_\_\_XXXXXX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | 利用方式 | 1、复印（复印材料均需按要求盖章） | | | | | | | | 2、查阅 | | | 3、拷贝 | | | 4、原件外借 | | 预计归还时间 | | | XXXXXX | | | | | 芜湖市公共资源交易中心  负责人意见 | | | |  | | | | | 芜湖市公共资源交易管理局  分管局长意见 | | | |  | | | | | 芜湖市公共资源交易管理局  局长意见 | | | |  | | | | | 复印页码登记  拷贝内容登记 | |  | | 归还日期、签字 |  | | |   备注：1、外单位进行资料查阅需出具公函；  2、资料外调，执行单位档案管理及资料调阅的相关规定。 |

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内部资料（信息）查阅告知单回执

函调【XXXX】XXX号

你单位的《内部资料（信息）查阅告知单》已收到，内容已知悉。

签收人：XXX

签收日期：XXXX年XX月XX日