附件2：

项目到货验收和初步验收情况记录表

**项目单位：**

|  |  |  |  |
| --- | --- | --- | --- |
| 项目名称 |  | 合同金额 |  |
| 中标（成交）单位 |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 到货时间 |  | | | 存放地点 | |  | |
| 到货验收  情况记录 | 1.到货产品外包装是否完好 | | |  | | | |
| 2.到货产品数量、外包装标识型号、产地、设备参数是否与投标产品一致 | | |  | | | |
| 到货验收结论： | | | | | | |
| 项目单位到货验收人签章 |  | 项目单位负责人签章 |  | | 中标（成交）单位签章 | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 初步验收时间 |  | | | 初步验收地点 | |  | |
| 初步验收  情况记录 | 1.产品技术参数检测是否与投标参数一致 | | | | |  | |
| 2.产品铭牌（品名、型号、厂家），配套配件是否完整 | | | | |  | |
| 3.产品是否运行正常，功能是否满足要求 | | | | |  | |
| 4.培训是否已完成（如有） | | | | |  | |
| 初步验收结论： | | | | | | |
| 项目单位初步验收人签章 |  | 项目单位负责人签章 |  | | 中标（成交）单位签章 | |  |

投标供货产品清单

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 货物名称 | 规格型号 | 数量 | 单价 | 总价 | 是否  满足需求 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| 金额总计 | | | | |  |  |

注：项目申请校级验收时，请将本表与《项目到货验收和初步验收情况记录表》一并提交预算归口部门。