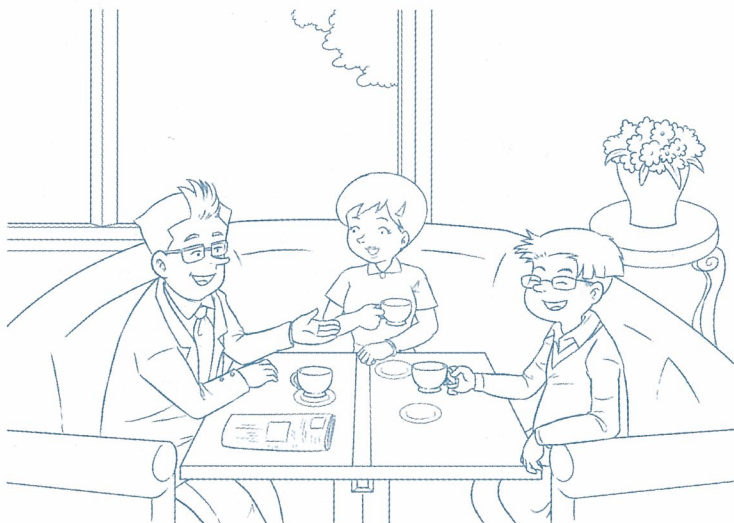


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课文一 Text 1

Tóubiāo Shí Yào Zhǔnbèi Nǎxiē Wénjiàn 投标时要准备哪些文件

What documents are needed when submitting a tender



卡尔约张远和他的女朋友小宋在茶楼喝茶，想向他们请教一些商务汉语的问题。他们约好下午三点见面。卡尔来早了，就看起报纸来。

- 张 远：嘿，卡尔，你早就来了吧？
- 卡 尔：没多久。我不像你们是大忙人，我在看报纸学汉语呢。喝点儿什么？
- 张 远：来壶绿茶怎么样？
- 卡 尔：好啊。（点完茶以后）我刚看到一则采购电脑的招标公告。
- 小 宋：是吗？快让我看看！（接过报纸）这个集团要购买一大批电脑！
- 卡 尔：这可是一笔大生意！
- 张 远：想投标的公司一定不少。

- 卡尔：小宋，你有什么想法？
- 小宋：明天开业务会，我想建议老板关注这个项目。
- 卡尔：我想你们老板一定会参加投标的。
- 张远：先还不能投标。招标方要先对有投标意向的厂商或供应商进行资格预审，保证把标书只给能胜任的申请人。
- 卡尔：获得资格后，参加投标的厂商要做什么？
- 小宋：投标人购买标书，向招标人提供投标的文件，同时交纳投标保证金。
- 卡尔：那投标时要准备哪些文件？
- 张远：应标函、投标者资格文件、资信证明、投标项目方案说明和投标设备数量价目表等。
- 卡尔：投标者资格文件包括哪些？
- 张远：一般是营业执照副本、税务登记证副本、法定代表人证明书和授权委托书等。
- 卡尔：还有一个问题，投标的程序是什么？
- 张远：（看着小宋）你说吧。
- 小宋：投标人投标，招标人开标，接着投标人再竞标，这时，招标人会组建评标委员会评标，最后根据委员会的方案定标。
- 卡尔：我觉得你们参加投标可以一举两得，既能赚钱，又能提高公司的知名度。
- 小宋：对，这是展示公司实力的好机会。
- 卡尔：今天我学到了很多。谢谢你们！
- 张远：如果你对这方面感兴趣，可以看看《中华人民共和国招标投标法》。还有，“中国采购与招标网”上也有很多信息。

- 卡 尔：谢谢！
- 小 宋：我更应该谢谢你，提供了这么有用的信息。今天我请客。
- 卡 尔：谢谢！以茶代酒，预祝你们成功，干杯！
- 张 远、小 宋：干杯！

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Kǎ'ěr yuē Zhāng Yuǎn hé tā de nǚpéngyou Xiǎo Sòng zài chálóu hē chá, xiǎng xiàng tāmen qǐngjiào yìxiē shāngwù Hànyǔ de wèntí. Tāmen yuēhǎo xiàwǔ sān diǎn jiànmiàn. Kǎ'ěr láizǎo le, jiù kànqǐ bàozhǐ lái.

- Zhāng Yuǎn: Hēi, Kǎ'ěr, nǐ zǎo jiù lái le ba?
- Kǎ'ěr: Méi duō jiǔ. Wǒ bú xiàng nǐmen shì dà máng rén, wǒ zài kàn bàozhǐ xué Hànyǔ ne. Hē diǎn shénme?
- Zhāng Yuǎn: Lái hú lùchá zěnmeyàng?
- Kǎ'ěr: Hǎo a. (Diǎnwán chá yǐhòu) Wǒ gāng kàndào yì zé cǎigòu diànnǎo de zhāobiāo gōnggào.
- Xiǎo Sòng: Shì ma? Kuài ràng wǒ kànkan! (Jiēguò bàozhǐ) Zhège jítuán yào gòumǎi yí dà pī diànnǎo!
- Kǎ'ěr: Zhè kě shì yí dà shēngyì!
- Zhāng Yuǎn: Xiǎng tóubiāo de gōngsī yíding bù shǎo.
- Kǎ'ěr: Xiǎo Sòng, nǐ yǒu shénme xiǎngfǎ?
- Xiǎo Sòng: Míngtiān kāi yèwùhuì, wǒ xiǎng jiànyì lǎobǎn guānzhù zhège xiàngmù.
- Kǎ'ěr: Wǒ xiǎng nǐmen lǎobǎn yíding huì cānjiā tóubiāo de.
- Zhāng Yuǎn: Xiān hái bù néng tóubiāo. Zhāobiāofāng yào xiān duì yǒu tóubiāo yìxiàng de chǎngshāng huò gōngyìngshāng jìn xíng zīgé yùshěn, bǎozhèng bǎ biāoshū zhǐ gěi néng shèng rèn de shēnqǐng rén.
- Kǎ'ěr: Huòdé zīgé hòu, cānjiā tóubiāo de chǎngshāng yào zuò shénme?



learn Chinese. What would you like to drink?

- Zhang Yuan: What about green tea?
- Karl: Good. (after ordering the tea) I just read a tender notice for the procurement of computers.
- Xiao Song: Really? Let me have a look. (taking over the newspaper) This business group is going to purchase a large number of computers.
- Karl: This will be a big deal.
- Zhang Yuan: There must be a lot of companies itching to bid for it.
- Karl: Xiao Song, what do you think?
- Xiao Song: I'll ask my boss to pay close attention to the project at the meeting tomorrow.
- Karl: I think your boss will definitely participate in the bidding.
- Zhang Yuan: We cannot bid yet. The tenderee will conduct pre-qualification of the manufacturers or suppliers who intend to bid so as to ensure that the tender papers are only distributed to the qualified applicants.
- Karl: What does the bidding manufacturer have to do after being qualified?
- Xiao Song: The bidder will buy the tender papers, submit the bidding documents to the tenderee and pay the bid bond.
- Karl: What are the documents the bidder need to prepare?
- Zhang Yuan: The responding letter, bidder's qualification documents, credit certification, tender program description, list of equipment and the price list, etc.
- Karl: What do the tender's qualification documents include?
- Zhang Yuan: Generally speaking, they include a copy of business license, a copy of the tax registration certificate, a certificate of the legal representative and a letter of attorney.
- Karl: There is another question. What is the procedure for bidding?
- Zhang Yuan: (turning to Xiao Song) Tell him, please.
- Xiao Song: Firstly the bidders send their bids, and the tenderee opens the sealed bids. Then the bidders enter the competitive bidding. At this time, the tenderee will form an evaluation committee to conduct the evaluation. Finally, the successful bidder is chosen based on the proposal of the committee.
- Karl: In my opinion, your participation in the bid is like "killing two birds with one stone". You will earn money and increase the popularity of your company.

- Xiao Song: Yes, this is a good opportunity to showcase the company.
- Karl: Today I have learned a lot. Thank you very much.
- Zhang Yuan: If you are interested in this area, please refer to *Law of the People's Republic of China on Tenders and Bids*. What's more, please visit www.chinabidding.com.cn for more information.
- Karl: Thank you.
- Xiao Song: I cannot thank you enough for providing such useful information for me. Please be my guests today.
- Karl: Thanks! Let's use this to toast. Wish you success. Bottoms up!
- Zhang Yuan, Xiao Song: Cheers!

生词 Shēngcí **New Words**



1. 投标	tóu biāo	V//O	to enter a bid
2. 壶	hú	N	pot
3. 绿茶	lǜchá	N	green tea
4. 采购	cǎigòu	V	to purchase
5. 招标	zhāo biāo	V//O	to invite tenders
6. 公告	gōnggào	N	notice, announcement
7. 招标方	zhāobiāofāng	N	tendering party
8. 厂商	chǎngshāng	N	manufacturer
9. 供应商	gōngyìngshāng	N	supplier
10. 资格	zīgé	N	qualification
11. 预审	yùshěn	V	to conduct pre-qualification
12. 保证	bǎozhèng	V	to ensure
13. 标书	biāoshū	N	tender paper, bidding document
14. 投标人	tóubiāorén	N	tenderer, bidder
15. 招标人	zhāobiāorén	N	tenderee

16. 交纳	jiāonà	V	to pay
17. 保证金	bǎozhèngjīn	N	bond, deposit
18. 应标	yìng biāo	V//O	to respond to offer of tender
19. 方案	fāng'àn	N	plan, program
20. 营业执照	yíngyè zhízhào		business license
21. 副本	fùběn	N	copy
22. 税务登记证	shuìwù dēngjìzhèng		tax registration certificate
23. 法定	fǎdìng	Adj	legal, statutory
24. 授权委托书	shòuquán wěituōshū		letter of attorney
25. 开标	kāi biāo	V//O	to open a sealed bid
26. 竞标	jìng biāo	V//O	to make a competitive bid
27. 组建	zǔjiàn	V	to form
28. 评标	píngbiāo	V	to make an evaluation of bid
29. 委员会	wěiyuánhùi	N	committee
30. 定标	dìng biāo	V//O	to choose the successful bidder to award the contract
31. 一举两得	yì jǔ liǎng dé		to gain two advantages by a single move, to kill two birds with one stone
32. 知名度	zhīmíngdù	N	popularity
33. 预祝	yùzhù	V	to wish
34. 干杯	gān bēi	V//O	to drink a toast

专有名词 Zhuānyǒu Míngcí **Proper Nouns**

1. 中华人民共和国 招标投标法	Zhōnghuá Rénmín Gònghéguó Zhāobiāo Tóubiāo Fǎ	Law of the People's Republic of China on Tenders and Bids
2. 中国采购与招标网	Zhōngguó Cǎigòu yǔ Zhāobiāo Wǎng	www.chinabidding.com.cn

注释

Zhùshì

Notes

1 我觉得你们参加投标可以一举两得。

In my opinion, your participation in the bid is like “killing two birds with one stone”.

“一举两得”，成语，表示做一件事可以得到两种好处。例如：

“一举两得” is an idiom that expresses gaining two advantages by a single move. For example,

- ① 我觉得在中国旅游是一举两得的事，既能欣赏（xīnshǎng, to enjoy）风景，又能练习汉语口语。
- ② 在这里建厂（jiàn chǎng, to build a factory）一举两得，一是能降低成本，二是可以就地（jiùdì, on the spot）销售。
- ③ 今天吃了这么好吃的饭菜，又认识了新朋友，真是一举两得。

2 既能赚钱，又能提高公司的知名度。

You will earn money and increase the popularity of your company.

“度”，后缀，放在动词、形容词等的后面构成名词性词语。例如：

“度” is a suffix used after a verb or an adjective to form a noun phrase. For example,

- ① 这位总经理在行业中的知名度很高。
- ② 这些产品在白领（báilǐng, white collar）中的接受度很高。
- ③ 这些数据（shùjù, data）的准确度可能不太高。
- ④ 这次市场调查的内容是顾客对这批产品的满意度。

3 以茶代酒，预祝你们成功，干杯！ Let's use this to toast. Wish you success. Bottoms up!

“以茶代酒”，用茶来代替酒的意思，用在需要喝酒庆祝或表达情感的时候。没有酒、不能喝酒或不想喝酒，用别的东西来代替时，可以说“以……代酒”。

“以茶代酒” means drinking tea instead of wine. The expression is used when you need to drink a toast to celebrate or to express your feelings. If the speaker doesn't have or want to have wine, other drink is used instead and “以……代酒” is used.