【企劃書製作範例】

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| **天主教崇光學校財團法人新北市崇光高級中學**  編號：  **112學年度恩寵樓電梯設備更新採購案**   |  |  | | --- | --- | | 投標廠商印章 | 負責人印章 | |  |  |   (投標廠商名稱)  民國○年○月○日 |

企劃書格式、內容要求

一、廠商組織、人力之簡介

◎廠商組織（背景資料）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 基本資料 | | | | | | | | | | | | | | |
| 統一編號 | |  | | | | | | | | | | | | |
| 廠商名稱 | |  | | | | | | | | | | | | |
| 負責人 | |  | | | | | | | | | | | | |
| 營業地址 | |  | | | | | | | | | | | | |
| 成立日期 | |  | | | | | | | | | | | | |
| 營業項目 | |  | | | | | | | | | | | | |
| 母公司 | |  | | | | | | | | | | | | |
| 執照 | | | | | | | | | | | | | | |
| 執照名稱 | | | | | | | | | 有效期程起迄 | | | 核發機關 | | |
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| 最近三年營運狀況（以萬元為單位） | | | | | | | | | | | | | | |
|  | | ○○年 | | | | | ○○年 | | | | | ○○年 | | |
| 資本額 | |  | | | | |  | | | | |  | | |
| 營業收入 | |  | | | | |  | | | | |  | | |
| 營業淨利 | |  | | | | |  | | | | |  | | |
| 負債總計 | |  | | | | |  | | | | |  | | |
| 資產總計 | |  | | | | |  | | | | |  | | |
| ◎人力簡介（以投標當月初為準） | | | | | | | | | | | | | | |
| 人力  部門 | | | 國小及以下 | | 國中 | 高中 | | | | 專科 | 學士 | 碩士 | 博士 | |
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| 二、廠商所承辦之業務範圍/專責負責項目： | | | | | | | | | | | | | | |
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| 三、專案負責人完成類似採購標的業務之經歷 | | | | | | | | | | | | | | |
| 編號 | 業主（客戶） | | | 工作名稱（案名） | | | | 與本案相關之工作概要 | | | | 契約金額 | | 契約期間 |
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| 四、其他補充說明： | | | | | | | | | | | | | | |
| 例如：廠商相關履約經驗、價格合理性等、維修人員專業與證照。 | | | | | | | | | | | | | | |