附件3：

**雅安市救助管理站2018“寒冬送温暖”**

**救助服务项目申报书**

项目名称：

申报机构：

申报日期：

填表说明:

1.投标文件须用A4纸、四号宋体字打印，并在其封面上清楚地标明投标文件、项目名称、投标人名称。

2.投标文件的书写应清楚工整，修改处应有投标人全权代表签章。

3.投标文件的数量：正本1份，副本1份，并在文件右上角注明正/副本。

4.投标人可根据投标项目的具体需要自行编制其他文件，一并纳入投标书内并为其有效组成部分。

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| **申请组织机构信息** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **机构名称** | | | |  | | | | | | | | | | **成立时间** | | | | | | |  | | | | | | |
| **申报点位** | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **工作领域** | | | |  | | | | | | | | | | **主管单位** | | | | | | |  | | | | | | |
| **机构负责人** | | | |  | | | | | | | | | | **联系方式** | | | | | | |  | | | | | | |
| **项目负责人** | | | |  | | | | | | | | | | **联系方式** | | | | | | |  | | | | | | |
| **机构地址** | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **机构网址** | | | |  | | | | | | | | | | | **微信公众号** | | | | | | |  | | | | | |
| **机构简介**（请重点列明曾经从事的主要项目及经验成效） | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **项目人员介绍**（详细介绍投入本项目的专职，重点介绍以往工作的经验） | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **机构正在执行的项目** | | 项目名称 | | | | | 起止时间 | | | | | | 资助方 | | | | | 资助总额（元） | | | | | | 备注 | |
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| **项目详细信息** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **需求分析（服务对象的现状以及需要解决哪方面的问题）** | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **受益人描述** | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **项目实施计划** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **对应**  **目标** | **活动内容** | | | | | | | **活动时间** | | **活动形式** | | | | | | **参与人数** | | | | **活动地点** | | | | | **备注** |
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| **项目预算(报价以此为依据)** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **类别** | **活动内容** | | | | | | | **详细说明(数量/标准/其他描述)** | | | | | | | | | | | | **预算金额** | | | | | **备注** | |
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| **项目创新性** |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **风险分析及应对预案** |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **可持续性** |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **3、项目团队介绍** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **项目负责人信息** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **姓名** | | |  | | | **性别** | | | | |  | | | | | | | | **年龄** | | | |  | | | |
| **职务** | | |  | | | **学历及专业** | | | | |  | | | | | | | | **专业资质** | | | |  | | | |
| **实施同类项目的经历（200字以内）** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **机构内部参与本项目的其他团队成员信息** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **姓名及职务** | | | **性别** | | | **年龄** | | | **学历及专业** | | | | | | | | **项目分工** | | | | | | **联系电话** | | | |
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| **……** | | |  | | |  | | |  | | | | | | | |  | | | | | |  | | | |
| **项目沟通机制** | | | | | 项目团队将建立何种沟通机制以保证项目的实施。 | | | | | | | | | | | | | | | | | | | | | |
| **其它提供资料** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 证照资料：包括机构法人登记证书、国家税务登记证、组织机构代码证、银行开户许可证等（加盖单位公章）； 2. 机构章程(加盖单位公章)； 3. 机构法人身份证和简介(加盖单位公章)； 4. 财务管理和相关制度(加盖单位公章)； 5. 法定代表人授权委托书（盖章）、代理人身份证复印件（盖章）（注：法定代表人参加不用提交）； 6. 机构财务人员简介及相关资质证书(加盖单位公章)； 7. 机构负责该项目工作人员简介及相关资质证书； 8. 服务承诺书(加盖公章)；   9、投标人认为有必要提供的声明及其他文件资料 | | | | | | | | | | | | | | | | | | | | | | | | | | |