**投标文件**

撰写酒店投标文件时，请包括以下3个关键部分：

1、封面（包括项目名称、投标人、联系方式、投标人地址、时间等）

2、报价单（详见附件1）

3、投标方案：格式自拟，需包含公司简介、往期项目案例、本项目实施方案、应急预案等关键部分。

**附件1：**

**报价单**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **主办方名称** | | |  | | | | | | | | |
| **活动名称** | | |  | | | | | | | | |
| **活动时间** | | |  | | | | | | | | |
| **活动地址** | | |  | | | | | | | | |
| **联系人** | | |  | | | | | | | | |
| **会议费** | | | | | | | | | | | |
| **日期** | | **时间** | | | **活动类型** | **会议室** | **面积㎡** | **台型** | **单价** | **总价** | |
|  | |  | | |  |  |  |  |  |  | |
| **合计** | | | | | | | | | |  | |
| **日期** | | **时间** | | | **活动类型** | **会议室** | **面积㎡** | **人数** | **单价** | **小计** | |
|  | |  | | |  |  |  |  |  |  | |
| **合计** | | | | | | | | | |  | |
| **工作人员住宿** | | | | | | | | | | | |
| **类型** | | | **单价** | | | **房间数** | **天数** | | | **小计** | |
|  | | |  | | |  |  | | |  | |
| **合计** | | | | | | | | | |  | |
| **备注：** | | | | | | | | | | | |
| **工作人员餐饮** | | | | | | | | | | | |
| **类型** | | | **单价** | | | **人数** | **天数** | | | | **小计** |
|  | | |  | | |  |  | | | |  |
| **合计** | | | | | | | | | | |  |
| **整体费用总计** | | | | | | | | | | |  |

**公司名称：**

**投标人（签字）：**

**日期：**