

# 中国国际贸易促进委员会商业行业委员会

商贸促字〔2024〕217号

## 关于征集境外展会服务供应商的函

各有关单位：

为进一步规范我单位采购活动，提高境外展会服务采购工作效率，建立、维护供应商库，开展诚信经营和履约服务质量评价，营造公平、有序市场竞争环境，我单位现面向社会公开征集境外展会服务供应商，欢迎符合《中华人民共和国政府采购法》和《中华人民共和国招标投标法》中相关资质条件、有意参与我单位境外展会服务采购活动的供应商加入我单位供应商信息库。现将有关事项公告如下：

### 一、征集范围

凡有意参与我单位包括但不限于境外展会搭建服务、设计服务、物流服务、国际旅行服务（含签证服务、机票服务、地接服务等）、其他服务等采购项目的境内外合法经营企业均可免费申请加入我单位供应商信息库。

### 二、供应商资格条件

- 具有独立承担民事责任的能力；
- 具有良好的商业信誉和健全的财务会计制度；
- 具有履行合同所必需的设备、专业技术人员和相关资质；

(四)具有国家规定的相应类别的营业执照、资质证书、行业许可证或其他资格证明文件;

(五)法律、法规规定的其他条件。

### 三、入库递交材料

(一)《供应商入库登记表》(附件1,法定代表人签字、加盖单位公章)扫描件;

(二)营业执照(加盖单位公章)扫描件;

(三)《供应商承诺书》(附件2,法定代表人签字、加盖单位公章)扫描件;

(四)公司法定代表人身份证复印件(加盖单位公章)扫描件;

(五)行业许可证、行业规定的资质证书和其他与公司经营活动相关的证明材料等扫描件;

(六)其他供应商认为需要提交的资质证明材料(包括经营范围、规模、组织结构、员工人数、主要业绩及经营的主要产品目录等相关情况)。

### 四、征集方式

供应商将报名入库递交材料电子版已以附件形式发送至指定邮箱(邮件标题格式为:供应商入库报名材料-公司名称),上述材料经过我单位审核通过后,即完成入库。

材料递交指定邮箱:ccpitjyy@163.com。

### 五、征集时间

本次供应商征集时间为2024年9月27日至10月15日止。

## 六、供应商管理

（一）我单位每年度对入库供应商进行审核，审核不合格的供应商需重新进行资质认定。

（二）我单位有权对供应商在我单位的采购工作进行履约评价，评价不合格的供应商进行供应商出库管理。

附件：1. 供应商入库登记表

2. 供应商承诺书

中国国际贸易促进委员会  
商业行业委员会  
2024年9月30日



# 附件 1

## 供应商入库登记表

供应商名称	(加盖公章)		
法定代表人姓名		联系电话及 E-mail	
法人授权委托人		联系电话及 E-mail	
经营地址			
经营范围			
注册资本		统一社会信用代码	
成立日期		营业期限	
开户银行		银行账户帐号	
近三年来 主要经营业绩			
近三年有无违法记录	<input type="checkbox"/> 无 <input type="checkbox"/> 有_____		
其他需说明的相关情况			
承 诺	<p>本公司郑重承诺，以上所填内容真实、完整。</p> <p style="text-align: right;">签名（法定代表人）_____</p> <p style="text-align: right;">年 月 日</p>		

## 附件 2

### 供应商承诺书

中国国际贸易促进委员会商业行业委员会：

我公司自愿申请加入贵单位供应商资源库，遵守贵公司采购管理相关规定，并承担相应的义务。

如果按规定进入贵单位供应商资源库，我公司承诺：

1. 对提供供应商入库资料的真实性负法律责任；
2. 我公司保证在供应商资源库的许可范围内参与贵单位境外展会项目经营活动；
3. 同意贵单位依据管理制度对供应商进行评价；
4. 同意由于我公司自身原因严重违反合约行为被列入贵单位“禁入供应商” 名单。

法定代表人（签字）：

（单位公章）

年 月 日

## **Letter on Collecting Overseas Exhibition Service Suppliers**

In order to further standardize the procurement activities of our organization, improve the efficiency of overseas exhibition service procurement, establish and maintain a supplier database, carry out integrity management and performance service quality evaluation, and create a fair and orderly market competition environment, our organization is now looking for proper overseas exhibition service suppliers. The relevant matters are hereby announced as follows:

### **I. Who are we looking for**

Any enterprise which is legally operated interested in participating in our procurement projects, including but not limited to overseas exhibition construction services, design services, logistics services, international travel services (including visa services, airfare services, ground services, etc.), and other services, can apply to join our supplier information database for free.

### **II. Supplier Qualification Conditions**

- Capable of independently assuming civil liability;

- Having a good business reputation and a sound financial accounting system;
- Having the necessary equipment, professional technical personnel, and relevant qualifications to fulfill the contract;
- Business license, qualification certificate, industry license or other qualification proof documents of the corresponding category;
- Other conditions stipulated by laws and regulations.

### **III. Materials need to be submitted**

- Scanned copy of the Supplier Application Form (Annex 1, signed by the legal representative and stamped with the company seal);
- Scanned copy of business license (stamped with the official seal of your company);
- Scanned copy of the Supplier Commitment Letter (Annex 2, signed by the legal representative and stamped with the company seal);
- Scanned copy of the ID card of the legal representative of the company (stamped with the company seal);

- Scanned copies of industry licenses, qualification certificates required by industry regulations, and other proof materials related to the company's business activities;
- Other materials considered necessary to be submitted (including business scope, scale, organizational structure, number of employees, main performance, and main product catalog of operation, etc.).

#### **IV. How to apply**

Please send the registration materials to the designated email address (email title format: Supplier Registration Materials - Company Name). After the above materials have been reviewed and approved by our organization, the registration is finally successful.

Designated email for material submission: [ccpitjy@163.com](mailto:ccpitjy@163.com).

#### **V. Application Time**

The application submission period is from September 27th to October 15th, 2024.

#### **VI. Supplier Management**

Our organization conducts an annual audit of incoming suppliers, and suppliers who fail the audit must undergo re qualification certification.



Our organization has the right to evaluate the performance of suppliers in our procurement work, and to manage the supplier's outbound if the evaluation is not qualified.

Attachment: 1. Supplier Application Form

2. Supplier Commitment Letter

China Council for the Promotion of International Trade

Commercial Sub-council

Sep 30th, 2024

## Annex 1

### Supplier Application Form

Name of Supplier	( official seal )		
Name of Legal Representative		TEL & E-mail	
Name of Delegator		TEL & E-mail	
Company Address			
Business Scope			
Registered Capital		Business License	
Date of Foundation		Operation Period	
Bank Name		Bank Account	
Main business performance for the past three years			
Illegal records in the past three years	<input type="checkbox"/> No <input type="checkbox"/> Yes _____		
Any Supplement			
Commitment	<p>We solemnly promises that the information filled in above is true and complete.</p> <p>Signature(Legal Representative)</p> <p>Date:</p>		

## **Annex 2**

### **Supplier Commitment Letter**

China Council for the Promotion of International Trade  
Commercial Sub-council,

Our company voluntarily applies to join your Supplier Resource Database, complies with your company's procurement management regulations, and assumes corresponding obligations. If we are selected as one of your suppliers according to regulations, our company promises:

1. Take legal responsibility for the authenticity of the supplier's information provided;
2. Our company guarantees to participate in your overseas exhibition project business activities within the permitted scope of the Supplier Resource Database;
3. Agree to your evaluation of suppliers based on the management system;
4. We agree to be included in your "banned suppliers" list due to our company's serious breach of contract.

Signature(Legal Representative):

(Official Seal)

Date: