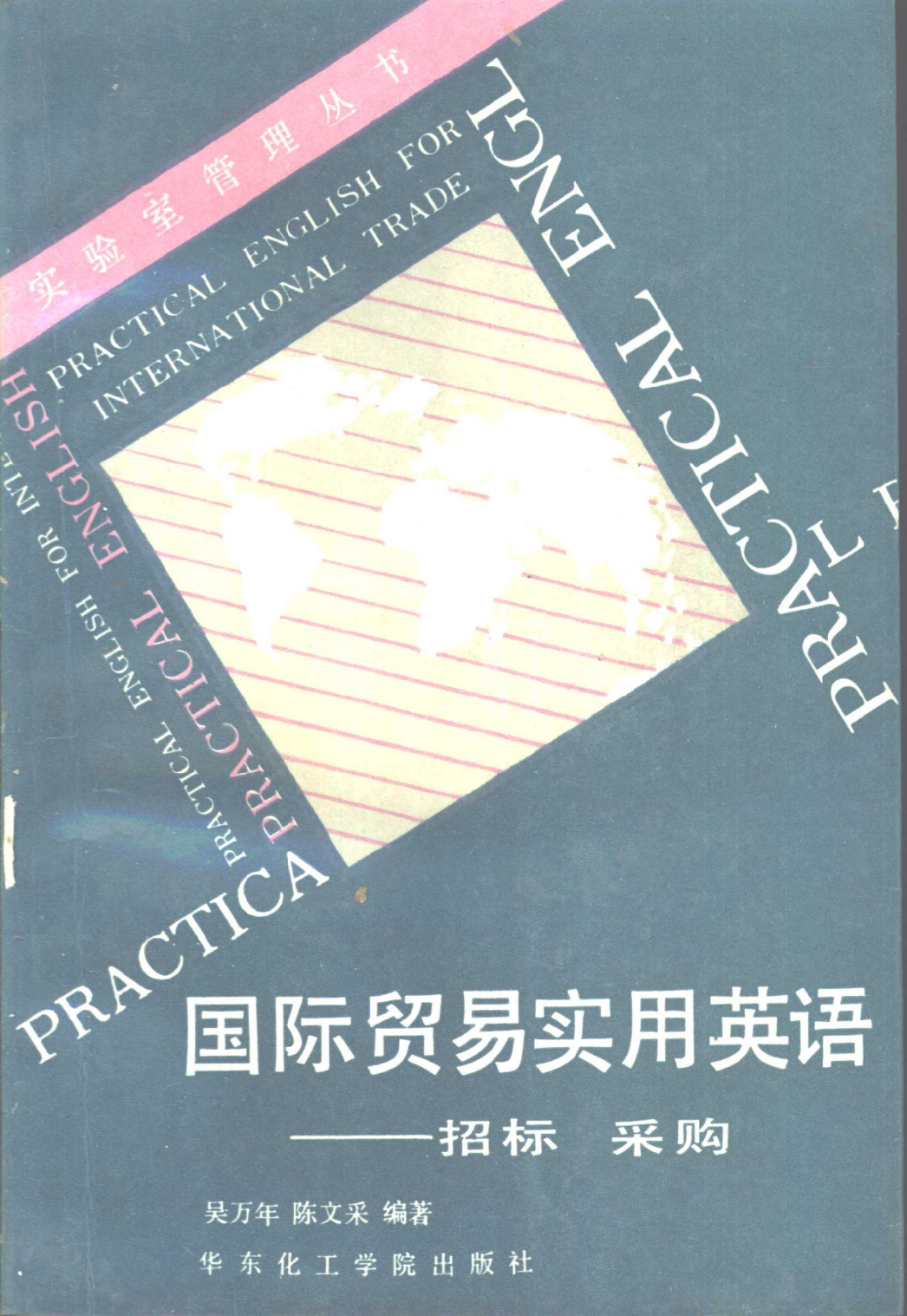




实验室管理丛书

PRACTICAL ENGLISH FOR INTERNATIONAL TRADE

国际贸易实用英语

—— 招 标 采 购

吴万年 陈文采 编著

华东化工学院出版社

《实验室管理丛书》之四

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内 容 提 要

《国际贸易实用英语》一书重点介绍了实验室仪器和设备的采购与管理、世界银行贷款的招标采购程序、外贸商务条款、外贸函电、标书技术条款、合同条款和实际的合同文件、电传缩写以及执行合同流程图等。本书曾作为华东化工学院实验室管理专业教材,使用过四届。师生一致反映这些材料的专业性和实用性都很强,很有得益。

本书可作为高等院校和技术学校实验室管理专业及实验室管理干部培训班的教材,也可作为外资贷款办公室、实验室管理处、设备处、物资处和进口处等工作人员的业务参考用书。

《实验室管理丛书》序

现代科学技术和现代管理是提高经济效益的决定因素，是使我国经济建设走向新的成长阶段的主要支柱。我们要把发展科学技术和发展教育事业放在首要位置，使经济建设转移到依靠科技进步和提高劳动者的素质的轨道上来。而要做好这些工作，则和各类实验室的科学技术水平有着密切的联系。

为了加速科技进步，近年来国家对高等院校、科研单位和工矿企业内的实验室给予大量投资，引进了一批先进的仪器设备，使实验室的建设工作得到迅速发展。国家重点开放实验室已经陆续择优布点，各级中心实验室的科学技术水平有了显著提高，为教学、科研和生产等各方面工作，作出了巨大的贡献。但是，要充分发挥实验室的总体效益，更好地为经济建设和文化建设服务，还有必要进一步加强实验室的管理工作，使其符合现代管理的要求。

国家教育委员会负责同志在全国高校实验室管理研究会成立大会上提出：“要组织撰写实验室管理方面的专著”，“要组织实验室管理干部培训班”，“要研究如何办好实验室管理专业，培养实验室管理方面的高级专门人才”。为此，我们组织从事实验室管理专业教学工作的教师和从事实验室建设和管理工作的工程技术人员编写了一套《实验室管理丛书》。《丛书》包括《实验室管理》、《科学器材管理》、《大型精密仪器设备管理》、《国际贸易实用英语——招标采购》、《实验室建筑原理及应用》、《实验室安全技术》、《实验室通用机械》、《管理原理与方法》、《统计原理及应用》和《汉字dBASE III应用》等十册。

《丛书》环绕实验室建设与管理这一核心问题，从实验室管理系统出发，对系统中各项有关工作，以现代管理科学的理论为指导，分别加以论述，使系统内各方面的工作，得到密切结合，形成一个整体，以求对实验室的建设工作，达到最佳控制和最优管理这

一目标。

本《丛书》可作为实验室管理专业、设备管理专业和物资管理专业中有关课程的教材，也可作为广大从事实验室管理和科学器材管理工作的干部和技术人员自学或岗位培训的参考书，也可供从事实验室工作的教学人员、科研人员和工程技术人员作为参考资料。愿本《丛书》能成为实验室建设和管理工作者的益友。

编写本学科领域的《丛书》在国内尚是新的尝试，且限于编者水平，不足之处，谨请批评指正。

吴东林

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前 言

随着我国与国外的商务贸易及技术交流日益增加，为了在对外贸易中能掌握有关实验室仪器设备的订购程序与管理业务，现编著《国际贸易实用英语——招标、采购》一书。其主要内容有以理化分析仪器为主的实验室仪器设备的采购和管理、世界银行贷款的招标程序、外贸商务条款、外贸函电与合同、标书技术条款、常用外贸英语口语 500 句，以及合同条款、电传编号、执行合同流程图等。

本书可作为高等院校和技术学校实验室管理专业、设备管理专业以及有关管理干部培训班的教材。书后附有各单元的参考译文，因而也可作为高等院校、科研单位和工矿企业的外资贷款办公室、实验室管理处、设备处、物资处和进口处等工作人员的业务参考用书。

本书承蒙洪野副教授审阅，并得到华东化工学院实验专业创办人诸葛濂副教授的大力支持，在此表示衷心的感谢。

由于作者水平有限，书中错误和缺点在所难免，敬请读者批评指正。

编 者

实验室管理丛书

实验室管理

科学器材管理

大型精密仪器设备管理

国际贸易实用英语

实验室建筑原理与应用

实验室安全技术

实验室通用机械

管理原理与方法

统计原理及应用

汉字dBASEⅢ应用

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- 1、为了充分便利读者和提高图书的利用率，读者借书应按时归还。
- 2、图书不得污损、折角、涂写、撕毁或遗失。否则照章处理。

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UNIT ONE

INTERNATIONAL COMPETITIVE BIDDING

GENERAL

"International competitive bidding" as used in these guidelines has the purpose of affording to prospective bidders from all member countries of the Bank and Switzerland adequate notification of a borrower's requirements and of providing all bidders an equal opportunity to bid on the necessary goods or works^①. In connection with any contract to be financed by the Bank, the Bank does not permit a borrower to deny prequalification, if required^②, to a firm for reasons unrelated to its capacity to supply the goods and works in question: nor does it permit^③ a borrower to disqualify any bidder for such reasons. As an exception to the foregoing, firms of a member country or goods manufactured in a member country may be excluded if, as a matter of law or official regulation, the borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or works required.^④

Type and Size of Contracts

The bidding documents should state clearly whether contracts will be awarded on the basis of unit prices (for

work performed or goods supplied) or of a lump sum of the contract, according to the nature of goods or works to be provided.

Contracts based principally on the reimbursement of actual costs are acceptable to the Bank only in exceptional circumstances.

The size and scope of individual contracts will depend on the magnitude, nature, and location of the project. For projects requiring a variety of works and equipment such as power, water supply, or industrial projects, separate contracts are normally awarded for the civil works, and for the supply and erection of different major items of plant and equipment.

On the other hand, for a project requiring similar but separate civil works or items of equipment, bids should be invited under alternative contract options that would attract the interest of both smaller and larger firms. Contractors or manufacturers, small and large, should be allowed to bid for individual contracts or for a group of similar contracts at their option, and all bids and combinations of bids should be opened and evaluated simultaneously so as to determine the bid or combination of bids offering the most advantageous solution for the borrower.

In certain cases, e.g. where special processes or closely integrated manufacturing are involved, the Bank may accept a turnkey contract under which the engineering, all equipment, and the construction of a complete plant are provided through a single contract, or a single responsibility contract under which all the goods and works except the engineering are provided through a single contract.

Detailed engineering of the works or goods to be provided, including the preparation of technical specifications and other bidding documents, should precede the invitation to bid for the contract. However, in the case of turnkey contracts or contracts for large complex industrial projects, it may be undesirable to prepare technical specifications in advance. In such a case, it will be necessary to use a two-step procedure inviting unpriced technical bids subject to technical clarifications and adjustments, followed by the submission of priced proposals.

Notification and Advertising

The international community should be notified in a timely manner of the opportunity to bid. Normally this done by transmitting copies of the invitation to bid, or the advertisement of the invitation, to local representatives of the Bank's member countries and Switzerland that are potential suppliers of the goods or works required and, if it so requests, to the Bank also. If any such country does not have local representation, the invitation or advertisement should be sent to the government agency responsible for its foreign trade. This notification should be made at the same time as the advertisement of the invitation to bid.

Invitation to bid should also be advertised in at least one newspaper of general circulation in the borrower's country.

For large specialized, or important contracts, the Bank may, in addition, require that invitations to bid be advertised in well-known technical magazines, newspapers, and trade publications of wide international circulation in sufficient time before bids are to be opened to enable prospective bidders to request bidding documents and

prepare bids.

If the preparation and issue of bidding documents for a project is likely to extend over a period of years, a brief description of the works to be undertaken and the types of goods and services required should be advertised and notified to the international community, as described above, at least 60 days before the first formal invitations to bid are issued, with a request that those who wish to be included in mailing list and to receive invitations to bid should express their interest by notification to the borrower.® The borrower should invite bids from all suitably qualified parties expressing such interest.

From "Guidelines for Procurement
under World Bank Loans and
IDA® Credits"

New Words

1. competitive [kəm'petitiv] *a.* 竞争性的
2. bid [bid] *vi. & n.* 出价, 投标
3. guideline ['gaidlain] *n.* 指南, 导向图(表)
4. afford [ə'fɔ:d] *vt.* 给与, 供给
5. prospective [prəs'pektiv] *a.* 预期的
6. adequate ['ædikwit] *a.* 适当的, 足够的
7. finance [fai'næns] *n.* 财政, 金融; *vt.* 供给资金
8. borrower ['bɒrəʊ] *n.* 借款人, 借用者
9. deny [di'nai] *vt.* 否定, 拒绝, 否认
10. prequalification [pri,kwɒlifi'keɪʃən] *n.* 资格审查
11. disqualify [dis'kwɒlifai] *vt.* 取消资格

12. firm [fə:m] *n.* 商行, 公司
13. foregoing [fɔ:'gəʊɪŋ] *a.* 前面的, 上述的
14. commercial [kə'mə:ʃəl] *a.* 商业的
15. satisfy ['sætɪsfaɪ] *vt.* 使满足, 符合
16. preclude [pri'klu:d] *vt.* 排除, 阻止
17. award [ə'wɔ:d] *vt.* 授与, 判给
18. lump [lʌmp] *n.* 块, 团; *v.* 总括
19. reimbursement [ˌri:ɪm'bə:smənt] *vt.* 偿还
20. exceptional [ɪk'sepʃənəl] *a.* 例外的, 特殊的
21. circumstance ['sə:kəmstəns] *n.* 情况, 环境
22. civil ['sɪvl] *a.* 市民的, 公民的, 国内的
civil works 土建, 土木工程
23. variety [və'reɪəti] *n.* 多样化, 种类
24. erection [i'rekʃən] *n.* 建立, 安装
25. item ['aɪtəm] *n.* 条, 项, 品目
26. invite [ɪn'vaɪt] *vt.* 邀请, 请求
27. simultaneously [ˌsɪməl'teɪnjəsli] *ad.* 同时地
28. integrate ['ɪntɪgreɪt] *vt.* 使结合, 使完整
29. turnkey ['tɜ:nki:] *n.* 监狱看守, 包到底的
30. responsibility [ˌrɪspɒnsə'bɪləti] *n.* 责任, 职责
31. precede [pri(:)'si:d] *v.* 领先, 居前, 优先
32. undesirable [ˌʌndɪ'zaɪərəbl] *a.* 不适当的
33. submission [səb'mɪʃən] *n.* 提交, 意见
34. notification [ˌnəʊtɪfɪ'keɪʃən] *n.* 通知
35. advertising ['ædvətaɪzɪŋ] *n.* 广告
36. community [kə'mju:nɪti] *n.* 社会, 团体
37. manner ['mænə] *n.* 方式, 态度
38. circulation [ˌsə:kju:'leɪʃən] *n.* 循环, 流通, 发行
39. request [ri'kwest] *n. & vt.* 请求, 要求, 需要
40. issue ['ɪʃju:] *n.* 流出, 结局, *v.* 流出, 发行