

· FIDIC 文献译丛 ·



国际咨询工程师联合会

中国工程咨询协会 编译

FIDIC 招标程序

FIDIC Tendering Procedure

1.68



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内 容 提 要

本书是国际咨询工程师联合会（FIDIC）在其 1982 年出版的《招标程序》的基础上修订而成，目的是反映国际上建设行业当今招投标的通行做法，它提供了一个完整、系统的国际建设项目招标程序，具有实用性、灵活性。本书内容主要包括：项目策略，资格预审的详细程序，招标文件的编制，投标书的提交与接收，开标，评标，授予合同等。书后还附有资格预审标准格式以及投标保证金格式。

本书中介绍的招标程序与 FIDIC 的《土木工程施工合同条件》和《电气与机械工程合同条件》可配套使用，对从事工程项目招投标的项目法人单位、施工企业和招标咨询单位、咨询与监理、工程管理人员，以及有关工程技术人员具有重要的实用参考价值。

“菲迪克文献译丛”出版前言

世界工程咨询业已有上百年的发展历史，成为各国投资建设领域重要的智力服务行业。国际咨询工程师联合会（按其法文缩写 FIDIC，通称菲迪克）成立已有 80 多年，是国际工程咨询业的权威性行业组织，与世界银行等国际金融组织有着密切的联系。菲迪克的各种文献出版物，包括各种合同、协议标准范本、各项工作指南、以及工作惯例建议等，得到世界各有关组织的广泛承认和实施，是工程咨询行业的重要指导性文献。

我国工程咨询业是改革开放以来，在原有工程设计和建设管理队伍基础上发展起来的，承担着为各级投资决策部门和各类建设项目提供战略规划、项目决策、工程设计、以及项目实施管理等投资建设全过程的咨询服务。今后随着社会主义市场经济的发展，各类投资项目的决策与实施要求提供咨询服务的数量将会大量发展，咨询服务质量要求也将越来越高。借鉴国外工程咨询的成功经验，努力提高我国工程咨询服务水平，已成为当务之急。

中国工程咨询协会于 1996 年正式加入菲迪克组织，并取得在我国翻译出版菲迪克文献的授权。为了系统介绍菲迪克有关出版物，协会成立了菲迪克文献编译委员会，将以“菲迪克文献译丛”形式，陆续翻译出版菲迪克有关文献。

我们相信“译丛”的出版，将对我国广大工程咨询单位和人员、有关部门和组织、各类项目法人单位、施工企业、有关高等院校等都有重要的参考意义。

中国工程咨询协会

1998 年 2 月

招 标 程 序

Tendering Procedure

第二版 1994

Second edition 1994

FIDIC is the International Federation of Consulting Engineers comprised of National Associations whose members Comply with FIDIC's Code of Ethics

FIDIC was founded in 1913 by three national associations of independent consulting engineers within Europe. The objectives of forming the federation were to promote in common the professional interests of the member associations and to disseminate information of interest to members of its component national associations. Today FIDIC membership numbers 57 countries from all parts of the globe, representing most of the independent consulting engineers in the world.

FIDIC arranges seminars, conferences and other events in the furtherance of its goals; maintenance of high ethical and professional standards; exchange of views and information; discussion of problems of mutual concern among member associations and representatives of the international financing institutions; and development of the engineering profession in developing countries.

FIDIC publications include proceedings of the various conferences and seminars, information for consulting engineers, project owners and international development agencies, standard pre-qualification forms contract documents and client/consultant agreements. They are available from the FIDIC secretariat in Switzerland.

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FIDIC 是由各国协会组成的国际咨询工程师联合会，其成员遵守 FIDIC 的《职业准则》。

FIDIC 是由欧洲三个国家的独立咨询工程师协会于 1913 年成立的。组建联合会的目标是共同扩大成员协会的专业影响，以及向其成员国协会传播他们感兴趣的信息。如今，FIDIC 的成员来自于全球各个地区的六十多个国家，代表着全世界大多数独立的咨询工程师。

FIDIC 举办各类研讨会、会议及其它活动，目的在于实现其职业目标：坚持高水平的道德与职业标准；交流观点和信息；讨论成员协会和国际金融机构代表共同关心的问题；促进发展中国家工程行业的发展。

FIDIC 的出版物包括：各类会议和研讨会的论文集；为咨询工程师、项目业主以及国际发展机构提供的信息；资格预审标准格式；合同文件以及委托人与咨询顾问的协议书。这些文件可以从设在瑞士的 FIDIC 秘书处获得。

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Foreword

The International Federation of Consulting Engineers (FIDIC) published the first edition of Tendering Procedure in 1982. The first edition primarily addressed procedures which FIDIC recommended for the selection of tenderers and the preparation and evaluation of tenders for civil engineering contracts. The document reflected the provisions of the then current (third edition) of the FIDIC Conditions of Contract (International) for Works of Civil Engineering Construction.

Following the publication of the 4th edition of the Conditions of Contract for Works of Civil Engineering Construction and the 3rd edition of the Conditions of Contract for Electrical and Mechanical Works in 1987, and taking into account current thinking of the major international financing institutions (IFIs), FIDIC decided to review and update the 1982 edition, reflecting current practice in the industry.

In view of the wide acceptance and acknowledged usefulness of the first edition, it was further decided to retain, as far as possible, the basic layout and format in order that users of the document would still be familiar with the procedures described.

Much of the up-dating work has involved modification of terminology and procedures to make the document equally applicable in respect of both civil works and electrical and mechanical projects. In addition, the document more closely reflects the procedures recommended by the IFIs, and draws attention to those areas where the IFI provisions are mandatory.

前 言

国际咨询工程师联合会（FIDIC）于 1982 年出版了《招标程序》的第一版。在第一版中，主要阐述了 FIDIC 推荐的选择投标人、编标以及评标的程序。该程序是针对土木工程合同的。这本文件反映的是当时通行的 FIDIC《土木工程施工合同条件》第三版的各项规定。

在《土木工程施工合同条件》第四版和《电气与机械工程施工合同条件》第三版出版之后，考虑到主要国际金融机构（IFIs）的现行的思路，FIDIC 决定复审和修订 1982 年版本，以反映本行业通行的做法。

由于第一版得到人们的广泛认可，并被认为具有实用性，所以，进一步决定，在修订时尽可能保持原来的基本布局和格式，以便本文件的用户仍将熟悉本文件叙述的程序。

修订工作主要涉及的是对术语和程序的修改，以便使本文件对土木工程以及电气与机械项目同样适用。另外，本文件更加密切地反映了国际金融机构推荐的程序，同时还注意到了国际金融机构有强制性规定的领域。

The document provides a freedom and flexibility which is not found in all similar documents. This means that the procedures described can be adapted and used in conjunction with, for example, procedures normally adopted by employers or procedures required by the IFIs. Users should however be aware of the prevailing requirements and/or restrictions introduced when using parallel procedures and ensure that all mandatory provisions of such procedures are properly incorporated.

A useful addition to be found in this new edition is the first chapter entitled Project Strategy, which provides guidelines and practical suggestions on how to establish an effective and appropriate method for project procurement. This chapter is supported by a new appendix (Appendix I) which shows, in tabular form, the different models commonly used for project implementation.

FIDIC believes that the new edition provides a comprehensive and complete procedure, compatible with other recognised tendering procedures, which will encourage and enhance the ultimate objective of receiving responsive and competitive tenders.

本文件自由、灵活，这一点区别于一切类似文件。这就是说，其所述之程序可以被改编，并可与雇主常采用的或国际金融机构要求的程序配合使用。然而，用户应意识到使用这些类似程序时引入的一般要求和(或)限制，以保证此类程序的强制性规定应恰当编入进去。

在新版中，您会发现增加了一项很有用的新内容，即：第一章，标题为“项目策略”。这一章对如何确定有效、恰当的项目采购方法提出了指导原则和切实可行的建议。这一章附有一个新附录（附录 I），它以表格的形式列出了项目执行通常所采用的不同的模式。

FIDIC 相信，新版本提供了一个全面完整的程序，它是与其它被认可的程序是一致的，这将有助于达到最终的目的，即：收到符合要求且具有竞争性的投标。

Acknowledgements

FIDIC extends special thanks to Lars Holten Petersen and Carsten Petersen of Carl Bro Group A/S, Denmark, for acting as principal drafters of this document. This contribution to FIDIC and the profession is highly appreciated.

The draft was reviewed initially by Hans T. Kristensen of Sweden and Tom Knott of the UK and subsequently by the World Bank and the International Bar Association, all of whom provided valuable comments.

The preparation was carried out under the general direction of the FIDIC Contracts Committee comprising K. B. (Tony) Norris, Consulting Engineer, UK; Michael Mortimer-Hawkins of SwedPower AB, Sweden; and John Bowcock of Sir Alexander Gibb & Partners Ltd., UK.

FIDIC wishes to record its appreciation of the time and effort devoted by all the above.

The ultimate decision on the form and content of the document rests with FIDIC.