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| 特派团 |  | 地区 |  |
| 日期 |  | 汇总人 |  |
| 电子邮件 |  | 电话 |  |

# 物流评估

采购

| **采购评估活动最终检查表** | | **完成** | **备注** |
| --- | --- | --- | --- |
| 1 | 列出以下活动所需的货物、服务和设备（即使暂定）清单：   * 项目活动开发 * 运营支持（办公、通信、车队、设施等） * 让项目团队参与规划流程 |  |  |
| 2 | 考虑所需标准：质量/价格/可靠性/容量/包装和标记/交货时间，确定所需货物的不同市场和供应商 |  |  |
| 3 | 评估可能的本地、区域和国际生产商、供应商和销售商采购来源。确保货物预计不会来自其他来源（实物、区域库存等） |  |  |
| 4 | 根据组织的指导方针/政策、背景和干预类型，考虑适当的采购策略。 |  |  |
| 5 | 根据上述情况，评估成功采购所需的资源；团队、设施和物流预算的扩展和构成。 |  |  |

### 提示：

*考虑现有客户数量和质量，最好在当地采购，而不是进口。*

*获取其他客户的反馈。*

*为基本物资和高周转物资（战略物资）制定预供应协议（长期协议）*

*确保检查和记录收到的商品。*

*保留采购流程中所有步骤的清晰文档，以备日后使用和用于审计。*

*采用简化的紧急采购程序加快采购流程（启动紧急采购程序之前，首先了解捐助者对特定项目的要求和限制和/或寻求特定的豁免或免责），并在适当时：*

* *提高采购的批准和授权限额。*
* *提高支票签字限额。*
* *暂停多份报价要求——在合理的情况下授权单一或单一来源采购。*
* *暂停密封和公开招标程序（如果这是正常程序的一部分）。*

*下放采购权力，以便在实地进行大规模采购。*

*立即处理供应商的应付款项，延迟付款可能会阻碍商品的交付。*

*此评估并非详尽无遗和/或可能并非完全相关；跳过不适用于所评估背景的部分/问题，或根据需要进行修改。*

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| **地方法规评估** | | | | | | | | | | |
| **国家立法** | 国家层面 | **执法机构是否全面运作？** | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | |
| 区域层面 | **列举任何其他有权执法的机构（如有）** | | | | | | |  | |
| 本地 | **组织律师的姓名和联系方式（如有）** | | | | | | |  | |
| **适用税种** | 增值税 | | 增值税百分比： | | |  |  | | | |
| 销售税 | | 销售税百分比： | | |  |  | | | |
| 其他税种 | | 其他税种百分比： | | |  | 其他税种名称： |  | | |
| **最低限度的强制性文件** | | **购买者** | | | | | | | **供应商/服务商** | |
| 国内注册证明 | | | | | | | 公司注册证明 | |
| 代表组织的委托书 | | | | | | | 经审计财务报表 | |
| 法人的护照 | | | | | | | 保单 | |
| 其他： | | |  | | | | 增值税号 | |
|  | | | | | | | 其他： |  |
| **需要尊重的其他惯例或习俗** | | | |  | | | | | | |
| **任何其他相关信息** | | | |  | | | | | | |

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| **市场状况评估** | | | | | | | | | | | | | | | | | |
| **市场上供应商的类型** | 零售商 | | 多用途  专业从事： | | | | | | |  | | | 数目是否足以保证真正的竞争？ | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| 批发商 | | 多用途  专业从事： | | | | | | |  | | | 数目是否足以保证真正的竞争？ | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| 制造商/生产商 | | |  |  |  |  | | --- | --- | --- | --- | | 农业 | 化学 | 商业 | 建筑 | | 金融服务 | 食品 | 林业 | 旅游 | | 采矿 | 工程 | 媒体 | 油气 | | 货运 | 纺织 | 运输 |  | | | | | | | | | | | | | | | |
| 其他： | |  | | | | | | | | | | | | |
| **值得注意的市场趋势** | | | 某些货物暂时短缺 | | | | | | | | | | 海外出现新产品 | | | | |
| 供应商突然倒闭 | | | | | | | | | | 新规范或购买条件 | | | | |
| 价格大幅上涨 | | | | | | | | | | 其他 | |  | | |
| 公共市场开放时间缩短 | | | | | | | | | | 其他 | |  | | |
| **距离需要库存的位置最近的市场** | 行驶距离 (km) | | |  | | | 行程时间（小时） | |  | | 行程限制（如有） | | | | |  | |
| 依赖关系 | 高度依赖：如果最近的市场崩溃，所有周边市场都将受到影响 | | | | | | | | | | | | | | | |
| 相互关联：如果一个市场出现短缺，其他市场可能会受到影响，但仍然可以支持 | | | | | | | | | | | | | | | |
| 独立：市场间不会相互影响 | | | | | | | | | | | | | | | |
| **是否有任何商品存在垄断或由政府完全控制吗？** | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | 如果回答“是”，请说明： | | | |  | | | | | |
| **供应商是否使用任何形式的长期合同。** | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | 供应商获取商品的主要外部来源： | | | | | |  | | | |
| **任何其他相关信息** | | | | | |  | | | | | | | | | | | |

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| **本地供应商评估** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **供应商名称：** |  | | | | | | | | | | | | | | | | | | 是否已与供应商签订合同？ | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | |
| **联系方式：** |  | | | | | | | | | | | | | | | | | | 如果回答“是”，请注明结束日期（日/月/年）： | |
| **供应商地点** |  | | | | | | | | | | | | | | | | | |
| **GPS 坐标 (DDD.dddddd)：** |  | | | | | | | | | | | | | | | | | |  | |
| **货品（库存或在准备中）。**  *此处列出的是最常采购的货品。请按需增删* | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | |  | **库存品** | | |  |  | | --- | --- | |  | **准备中货品** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **水和卫生 (WASH)** | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | |  |  | 水箱套件 | |  |  | 水囊 | |  |  | 管道 + 配件 | |  |  | 水龙头支架 + 配件 | |  |  | 水桶 | |  |  | 水质测试套件 | | | | | | | | | | | | |  |  |  | | --- | --- | --- | |  |  | 水泵 | |  |  | 废水泵 | |  |  | 发电机 | |  |  | 简易油桶 | |  |  | 净水片 | |  |  | 洗手液 | | | | | | | | | | |  |  |  | | --- | --- | --- | |  |  | 杀虫喷雾 | |  |  | 厕所盖板 | |  |  | 其他： | |  |  | 其他： | |  |  | 其他： | | | | | |
| **庇护所** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  |  |  | | --- | --- | --- | |  |  | 帐篷 | |  |  | 庇护所套件 | |  |  | 毛毯 | |  |  | Rubhall/wiikhall 帐篷 | |  |  | 厨房套件 | | | | | | | | | | | | |  |  |  | | --- | --- | --- | |  |  | 卫生用品包 | |  |  | 防水帆布块 | |  |  | 防水帆布卷 | |  |  | 施工工具 | |  |  | 蚊帐 | | | | | | | | | | |  |  |  | | --- | --- | --- | |  |  | 灯笼 | |  |  | 其他： | |  |  | 其他： | |  |  | 其他： | | | | | |
|  | **食品** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  |  |  | | --- | --- | --- | |  |  | 小麦粉 | |  |  | 玉米粉 | |  |  | 食用油 | |  |  | 豆类 | |  |  | 高粱 | | | | | | | | | | | | |  |  |  | | --- | --- | --- | |  |  | Plumpy Nut 坚果营养品 | |  |  | CSB 玉米大豆奶粉 | |  |  | 高能量饼干 | |  |  | 盐 | |  |  | 大米 | | | | | | | | | | |  |  |  | | --- | --- | --- | |  |  | 糖 | |  |  | 扁豆 | |  |  | 其他： | | |  |  | 其他： | | |  |  | 其他： | | | | | | |
| **办公** | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | |  |  | 信息技术设备 | |  |  | 耗材 | |  |  | 文具 | | | | | | | | | | | | |  |  |  | | --- | --- | --- | |  |  | 家具 | |  |  | 燃料 | |  |  | 电气设备 | | | | | | | | | | |  |  |  | | --- | --- | --- | |  |  | 其他： | |  |  | 其他： | |  |  | 其他： | | | | | |
| **服务** | | | | | | | | | | | | | | | | | | | | | | | | |
| 运输  建筑  餐饮 | | | | | | | | | | | 设备维护  办公服务  咨询服务 | | | | | | | | | |  |  | | --- | --- | |  | 其他： | |  | 其他： | |  | 其他： | | | | | |
| **其他库存品：** | |  | | | | | | | | | | | | **其他准备中货品：** | | | | |  | | | | | |
| **供应商信息** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **公司标识** | 依法登记名称 | | | | |  | | | | | | | | | 运营国家 | | | | | | | |  | | |
|  | 商业名称 | | | | |  | | | | | | | | | 州/省 | | | | | | | |  | | |
| 公司类型 | | | | |  | | | | | | | | | 城市 | | | | | | | |  | | |
| 主要业务范围/类型 | | | | |  | | | | | | | | | 地址 | | | | | | | |  | | |
|  | 执照/注册号 | | | | |  | | | | | | | | | 邮政编码 | | | | | | | |  | | |
| 独立工作者 | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | 时区 | | | | | | | |  | | |
| 工作语言 | | | | |  | | | | | | | | | 办公电话 | | | | | | | |  | | |
| 默认货币 | | | | |  | | | | | | | | | 反馈机制电子邮件 | | | | | | | |  | | |
| **联系方式**  **和网络联系方式** | 联系人全名 | | | |  | | | | | | | | | | 传真 | | |  | | | | | | | |
| 显示名称 | | | |  | | | | | | | | | | 网址 | | |  | | | | | | | |
| 电子邮件 | | | |  | | | | | | | | | | 其他 URL | | |  | | | | | | | |
| 电话号码 | | | |  | | | | | | | | | | 其他 URL | | |  | | | | | | | |
| 职位 | | | |  | | | | | | | | | | 其他 URL | | |  | | | | | | | |
| **财务信息** | 估计年收入 | | | | |  | | | | | | | | | | | | | | | | | | | |
| 银行偿付能力证明 | | | | |  | | | | | | | | | | | | | | | | | | | |
| **道德与环境信息** | 有性别平衡政策 | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | | | | | | | | | |
| 有环境保护政策 | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | | | | | | | | | |
| 有废弃物管理政策 | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | | | | | | | | | |
| 有不雇用童工政策 | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | | | | | | | | | |
| **说明存货的补充频率** |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **该供应商还能提供什么（其他）服务？** | 运输  海关清关 | | | | | | | | | | | 包装/标记  成套 | | | | | | | | | 按规格制造 | | | | |
| 其他： |  | | | | | | | | | | | | | | | | | | | | | | | |
| **该供应商之前是否曾与其他人道主义组织/救济行动合作过？** | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | 如果回答“是”，请在下面提供详细信息： | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **该供应商是否有适当的投诉机制？** | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | 如果回答“是”，请在下面提供详细信息： | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **任何其他信息：例如访问权限、额外储存设施的可用性等** | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **交货和文件** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **供应商能否提供该商品类型所需的所有文件？** | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | **供应商能否提供该商品类型所需的所有认证？** | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| **供应商是否可为每批货物发送以下文件** | | | | 送货单  装箱单  商业发票 | | | | | | | | | | | | | 原产地证书  符合性证书 | | | | | | | | |
| **供应商将采用何种物流方式交货？** | | | | 内部物流部门  第三方物流服务商 | | | | | | | | | | | | | 货运代理人  其他 | | | | | | | | |
| **将采用哪种运输方式运输货物？** | | | | 铁路 | | | 海运 | | | | | | 道路 | | 空运 | | 电子 | | | | |  | | | |
| 其他： | | |  | | | | | | | | | | | | | | | | | | |
| **指定商品交付的提前期 - 从确认订单到在指定地点最终交货** | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **付款** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **接受哪些付款方式？** | | | | |  |  |  |  | | --- | --- | --- | --- | | 银行转账 | 线上支付/信用卡 | 支票 | 现金 | | | | | | | | | | | | | | | | | | | | | | |
| **付款条件是什么？** | | | | 收到发票后 | | | | | | | | | | | | | | | | | | | | | |
| 开具发票后。指定天数： | | | | | | | | | | |  | | | | | | | | | | |
| **是否需要预付款？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | 如果回答“是”，请说明： | | | | | |  | | | | | | | | | |
| **医疗用品和药品（如适用）** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **供应商能否为每件商品提供以下信息？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | 生产商名称 | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | 保质期（如适用） | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | 装箱单上的原产地 | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | 分析证书 | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | 原产地证书 | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | 符合性证书 | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | | | 批号 | | | |  | | | | |  | | | |
| 任何其他相关规格： | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **对于对热敏感的货品*（15-25°C 之间）*，供应商能否提供：** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | 温度记录仪 | | | | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | 湿度记录仪 | | | | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | 用于热带环境的标准包装 | | | | | | | | | | | | | | |
| **对于冷链货物*（2-8°C 之间）*，供应商能否提供：** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | 温度记录仪 | | | | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | 包装商品以确保维持冷链温度 | | | | | | | | | | | | | | |
| **对于管制药物或药物前体，供应商能否提供：** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | 温度记录仪 | | | | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | | | | 正确的包装 | | | | | | | | | | | | | | |