

<入札書封緘例>

入札物件名を記載してください

〇〇〇システム機器等の借入に係る入札書

所在地 〇〇県〇〇市〇〇  
会社名 〇〇〇株式会社

[表]  
縦書き・横書きのどちらでも可

所在地、会社名を記載してください

封筒のつなぎ目にかかるように代表者印(委任状の代理人印も可)を押印してください (封筒の中央)

印 印 印

[裏]

封筒の折りしろにかかるように代表者印(委任状の代理人印も可)を押印してください

封筒の折りしろにかかるように代表者印(委任状の代理人印も可)を押印してください

The diagram illustrates the correct way to seal a bid envelope. The front side (表) is shown as a rectangular box. At the top, a callout box indicates that the bid item name should be written. The main title of the envelope is '入札書' (Bid Book). Below the title, there are fields for '所在地' (Location) and '会社名' (Company Name), with an example provided: '〇〇県〇〇市〇〇' and '〇〇〇株式会社'. A note on the right states that both vertical and horizontal writing are acceptable. The back side (裏) is shown as a rectangular box with three circular stamps labeled '印' (Seal). A central callout box instructs to place the representative's seal (or agent's seal from a power of attorney) in the center of the envelope. Two side callout boxes instruct to place the seal on the fold lines of the envelope.