

# 入 札 説 明 書

広島県西部建設事務所（広島市南区比治山本町 16-12）  
TEL：082-250-8151 FAX：082-255-3010

調達物品の名称、規格及び数量		ア 小型乗用車 マツダ MAZDA2 2WD（新車）2台のリース イ 軽乗用車 マツダ フレアワゴン 2WD（新車）1台のリース		履行期間 （調達期限）	公告及び仕様書のとおり	納入場所	公告及び仕様書のとおり
入札参加資格 確認申請書提出 出期限	令和7年9月26日（金） 午後5時	仕様書等に対する 質問書提出 出期限	令和7年10月2日（木） 午後5時	入札日時	令和7年10月9日（木） 午前10時30分	入札場所	広島市南区比治山本町 16-12 西部建設事務所庁舎 1階入札室
注 意 事 項						契 約 事 項	
<div>1 入札参加資格確認申請書（以下「申請書」という。）について</div> <div>(1) 入札参加希望者は、公告で定める入札参加資格要件に応じ、誓約書のほか次に掲げる必要な書類を申請書に添付しなければならない。〈誓約書〉</div> <div>(2) 申請書及び前号に定める必要な書類（以下「申請書等」という。）の作成に要する費用は、入札参加希望者の負担とする。</div> <div>(3) 申請書等に虚偽の記載をした者については、指名除外措置を行うことがある。</div> <div>(4) 申請書等の提出は、持参、郵便等又はメールによる。郵便等による提出は、一般書留郵便、簡易書留郵便及び一般信書便事業者又は特定信書便事業者の提供するサービスでこれらに準じるものに限る。（民間宅配事業者のいわゆる「メール便」はこれに当たらない。）</div> <div>2 仕様書及び図面（以下「仕様書等」という。）について</div> <div>仕様書等に対する質問がある場合は、上記仕様書等に対する質問書提出期限までに、書面により提出すること。</div> <div>3 入札について</div> <div>(1) 次に該当する場合は、その入札は無効とする。</div> <div>ア 入札に参加する者に必要な資格のない者が入札したとき。</div> <div>イ 入札を取り消すことができる制限行為能力者の意思表示であるとき。</div> <div>ウ 契約担当職員において定めた入札に関する条件に違反したとき。</div> <div>エ 入札者が二以上の入札をしたとき。</div> <div>オ 他人の代理人を兼ね、又は2人以上を代理して入札したとき。</div> <div>カ 入札者が連合して入札したとき、その他入札に関して不正の行為があったとき。</div> <div>キ 入札保証金が所定の額に満たないのに入札したとき。</div> <div>ク 必要な記載事項を確認できない入札をしたとき。</div> <div>ケ 再度の入札をした場合においてその入札が一であるとき。</div> <div>コ 入札に際しての注意事項に違反した入札をしたとき。</div> <div>(2) 落札者がないときは再度の入札をする。ただし、無効な入札をした者は再度の入札に参加することができない。</div> <div>(3) 再度の入札は5回を超えないものとする。</div> <div>(4) 入札執行について</div> <div>ア 代理人が入札する場合には、入札前にその代理権を証する書面（以下「委任状」という。）を提出しなければならない。ただし、有効期間の記載のある委任状をあらかじめ提出し、当該有効期間が入札の時期を含む場合は除く。</div> <div>イ 入札執行中における入札辞退は、入札辞退届又はその旨を記載した入札書を、入札執行者に直接提出すること。</div> <div>ウ 入札執行中は、入札執行者が特に必要と認めた場合を除くほか入札室の出入を禁じる。</div> <div>エ 入札執行中は、入札者の私語、放言等を禁じる。</div> <div>オ 入札室には、入札に必要な者以外は入室してはならない。</div> <div>4 契約書について</div> <div>(1) 落札者は、契約担当職員から交付された契約書に記名押印し、落札通知を受けた日から5日以内に契約担当職員に提出しなければならない。ただし、やむを得ない場合は、この限りではない。</div> <div>(2) 契約書は2通作成し、各自その1通を保有するものとする。</div>						<div>1 広島県会計規則及び広島県契約規則に基づき執行する。</div> <div>2 入札保証金</div> <div><input type="checkbox"/>有 <input checked="" type="checkbox"/>無</div> <div>3 契約保証金</div> <div><input type="checkbox"/>有 <input checked="" type="checkbox"/>無</div> <div>4 地方自治法第234条の3の規定に基づく長期継続契約 <input checked="" type="checkbox"/>適用 <input type="checkbox"/>適用なし</div>	
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						<div><input checked="" type="checkbox"/> 公告</div> <div><input checked="" type="checkbox"/> 入札参加資格確認申請書の様式</div> <div><input checked="" type="checkbox"/> 誓約書の様式</div> <div><input checked="" type="checkbox"/> 契約書（案）</div> <div><input checked="" type="checkbox"/> 仕様書（共通仕様書・特記仕様書）</div> <div><input checked="" type="checkbox"/> 入札書の様式</div> <div><input checked="" type="checkbox"/> 委任状の様式</div> <div><input checked="" type="checkbox"/> 仕様書等に対する質問書の様式</div> <div><input checked="" type="checkbox"/> その他〔入札書の記入例 <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> 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