

认证报价

Certification Quotation

文件编号 Document number		版本号 EDITION	
修改状态 Modify state		页数 Pages	
文件编制 Documentation		编制日期 Date of compilation	
文件审核 Document audit		审核日期 Date of audit	
文件批准 Document approval		批准日期 Date of approval	

1. PURPOSE 目的

The format of the product certification price, as well as the identification, modification, filing, storage, inspection, maintenance and processing of the certification price, and obtain security protection and confidentiality to ensure objective and true reflection of certification activities and fixed prices for quality management activities. Provide evidence of trace-ability of certification work.

规定产品认证价格的格式制定，以及认证价格的标识、修改、归档、贮存、查阅、维护和处理，并能得到安全保护和保密，保证客观真实的反映认证活动和固定的价格，为质量管理活动和认证工作的可追溯性提供证据。

2. SCOPE 适用范围

The procedure applies to the official pricing of the company's related product certification activities, and the development of price records.

本程序适用本公司相关产品认证活动的官方定价，和制定价格记录。

3. RESPONSIBILITY 职责

3.1 The quality supervisor is responsible for approving the price of the product certification activities mentioned in the quality documents; filing and saving.

质量主管负责审批质量文件中提及的产品认证活动价格；归档、保存。

3.2 The business manager is responsible for approving and modifying the pricing in the product certification activities.

业务经理负责审批、修改产品认证活动中的定价。

4. PROCEDURE 程序

4.1 Product certification activity price classification 产品认证活动价格分类

4.1.1 The price of the Certification Body is classified as: planned price and confirmed price.

发证机构的价格分类为：计划价格和确认价格。

4.1.1.1 Fees of product certification may be in any media, such as hard-copy, photo, disk and USB.
产品认证价格可以任何媒介的形式保存，例如纸张、照片、磁盘和U盘等。

4.2 Product certification price format 产品认证价格格式制定

4.2.1 The business manager of each product department shall formulate various product certification pricing according to the relevant product certification activities.

各产品部门业务经理和应依据相关产品认证活动，制定各种产品认证定价。

4.2.2 Once the pricing for all product certifications has been approved, each product department's business manager will uniformly number and file it, record it in the laboratory record list, and distribute it.

所有产品认证定价一经审定批准后，由各产品部门业务经理统一编号备案并记录在实验室记录一览表，并发放。

4.3 Requirements of Production Certification Fees:产品认证价格的要求：

4.3.1 All formats of records shall be clear and obvious.

凡能列表记录的应设计为清晰明了的表格格式；

4.3.2 For issued format, information is enough; Designing is reasonable. It is convenient to be filled in and inquiry.

应内容完整，结构合理，方便填写和查询。

5. Both parties' obligations 双方义务

5.1 Customer obligations 客户义务

5.1.1 The customer shall always meet the certification requirements stipulated in this agreement.

The certified products (for continuous production certifications) shall continuously comply with the product standards; upon receiving the notification of changes from the certification body, the customer shall complete the corresponding adjustments within the prescribed period.

客户应始终满足本协议约定的认证要求，获证产品（适用于持续生产的认证）应持续符合产品标准要求；收到认证机构的变更通知后，应在规定期限内完成相应调整。

5.1.2 The customer shall provide all necessary conditions for the evaluation, supervision audits,

complaint investigations, and observer participation of the certification body, including opening the production site, equipment, and document records, allowing interviews with relevant personnel and the customer's subcontractors, and ensuring the smooth conduct of the audit work.

客户应为认证机构的评价、监督审核、投诉调查及观察员参与提供全部必要条件，包括开放生产场地、设备、文件记录，允许访谈相关人员及客户的分包方，确保审核工作顺利开展。

5.1.3 All certification statements and promotional contents of the customer shall be completely consistent with the certification scope; the customer shall not damage the reputation of the certification body in any way, shall not make misleading or unauthorized certification statements; when involving certification content in documents, promotional brochures, advertisements, etc., the customer shall strictly comply with the requirements of the certification body and the certification scheme.

客户的所有认证声明、宣传内容应与认证范围完全一致；不得以任何方式损害认证机构声誉，不得做出误导性、未经授权的认证声明；在文件、宣传册、广告等媒介中涉及认证内容时，应严格遵守认证机构及认证方案的要求。

5.1.4 All certification statements and promotional contents of the customer shall be completely consistent with the certification scope; the customer shall not damage the reputation of the certification body in any way, shall not make misleading or unauthorized certification statements; when involving certification content in documents, promotional brochures, advertisements, etc., the customer shall strictly comply with the requirements of the certification body and the certification scheme.

客户应严格按照认证方案规定使用符合性标志，不得超范围、违规使用认证标识；对外提供认证文件副本时，应完整复制或按认证方案要求复制，不得篡改、删减认证文件内容。

5.1.5 The customer shall use the conformity marks in strict accordance with the provisions of the certification scheme; shall not exceed the scope or use the certification marks illegally; when providing copies of certification documents to the customer, the customer shall fully replicate or replicate according to the requirements of the certification scheme, and shall not tamper with, delete the content of the certification documents.

当认证被暂停、撤销或终止时，客户应立即停止使用所有包含产品认证内容的广告、宣传材料，按认证方案要求交回认证文件，并采取其他必要的整改措施。

5.1.6 When the certification is suspended, revoked or terminated, the customer shall immediately stop using all advertising and promotional materials containing product certification content, return the certification documents as required by the certification scheme, and take other necessary corrective measures.

客户应完整保存所有与认证符合性相关的投诉记录，在认证机构要求时及时提供；对投诉及产品中发现的影响认证符合性的缺陷，应采取适当的纠正措施，并将措施形成书面文件。

5.1.7 The customer shall completely preserve all complaint records related to certification compliance, and provide them promptly upon the request of the certification body; for complaints and defects found in the product that affect the certification compliance, the customer shall take appropriate corrective measures and form a written document of the measures.

当发生可能影响客户满足认证要求能力的变更时（包括但不限于法律 / 商业 / 组织状况、所有权、管理层、产品 / 生产工艺、生产场地、质量管理体系等变更），客户应及时书面通知认证机构。

5.1.8 When there are changes that may affect the customer's ability to meet the certification requirements (including but not limited to legal/ commercial/ organizational conditions, ownership, management, product/ production process, production site, quality management system, etc.), the customer shall promptly notify the certification body in writing.

客户应遵守国家相关法律法规，确保生产经营、劳动用工、社保缴纳等合规，配合认证机构的社会责任审核；按时足额支付认证相关费用，承担因违反本协议导致的一切责任与损失。

5.2 Certification Body Obligations 认证机构义务：

5.2.1 Maintain the objectivity, impartiality and independence of the certification activities, effectively manage conflicts of interest, and implement the certification without discrimination.

保持认证活动客观、公正、独立，有效管理利益冲突，无歧视实施认证。

5.2.2 Equip with qualified and professional personnel and necessary resources; ensure that the auditors, decision-makers and clients have no vested interests.

配备合格、专业人员与必要资源；确保审核、决策人员与客户无利益关联。

5.2.3 Conduct the certification strictly in accordance with standards, plans and procedures; promptly inform of plans, non-conformities, progress and results.

严格按标准、方案、程序开展认证；及时告知计划、不符合项、进展与结果。

5.2.4 Issue standardized certificates in a timely manner; supervise the audits in accordance with regulations; handle suspensions / revocations / restorations / changes in a standardized manner.

及时颁发规范证书；按规定监督审核；规范处理暂停 / 撤销 / 恢复 / 变更。

5.2.5 Strictly keep client information confidential; update public information accurately and promptly.

对客户信息严格保密；公开信息准确、及时更新。

5.2.6 Establish and implement complaint / appeal procedures, promptly accept, investigate, respond and record.

建立并执行投诉 / 申诉程序，及时受理、调查、回复、记录。

5.2.7 Completely and traceably preserve the entire record of the certification process, meeting the requirements of regulations and agreement terms.

完整、可追溯保存认证全过程记录，满足法规与协议期限要求。

5.2.8 Comply with laws and regulations. The Chinese government website is used to ensure the responsibility for the certification results; the fees are transparent and collected according to the agreement.

遵守法律法规中国政府网，对认证结果负责；费用透明、按约收取。

5.2.9 Provide necessary explanations and consultations; reasonably cooperate with the client's reasonable demands within the scope of the agreement.

提供必要解释与咨询；在协议范围内合理配合客户合理需求。

To 至:		Date 日期:	
Attn 收件人:		Add. 地址:	
E-Mail 邮件:		Tel 电话:	

Dear Mr./Mrs. _____,
尊敬的 _____ 先生 / 女士: :

Thank you for your interest in the services offered by Shenzhen NCT Testing Technology Co., Ltd.
With reference to your request, we are pleased to offer the following services:

感谢您惠顾深圳诺测检测技术有限公司。我们很高兴地为您提供下列报价供您参考。

Services Required 所需认证服务	
Certification Standard 认证标准	
Certification Turnaround Time 认证服务周期	
Product designation /Model 产品名称/型号	
Amount 金额	RMB xxxx
VAT 增值税:	RMB xxxx
Inclusive VAT Total 含增值税总额:	RMB xxxx
Remark 备注	xxxx

This quotation will take legal effect upon counter-signed by the Principal and be deemed as a bind contract. Both parties should abide by all terms and conditions specified above, and undertake all the obligations and responsibilities required in this quotation.

本报价在委托方回签后即具有合同效力，双方共同遵守并保证按照上述条款及其附件的规定履行义务和承担相应责任。

Signature or Company Chop 签名及盖章

Shenzhen NCT Testing Technology Co., Ltd.

Date 日期: _____

Signature and Company Chop 签名及盖章

Principal
委托方

Date 日期: _____

Test Sample and Documentation 测试样品和资料要求

Test sample 测试样品

Samples request 样品要求	
Delivery address 送样地址	Shenzhen NCT Testing Technology Co., Ltd. ADDRESS:

Sample disposal 样品的处理:

NCT will keep test sample(s) for at least 3 months after completion of the project in order to ensure the traceability of test results and technical data as specified in its reports. After this period the sample(s) are ready for return. However, the Applicant is obliged to keep the sample for another 5 years and he shall provide it to NCT in time after request.

诺测检测将会在完成项目后保存样品至少 3 个月以保持报告中测试结果及技术数据的可追溯性。在此之后，样品将可以返还。但是客户必须再保存此样品 5 年，并在诺测检测要求时及时提供。

If the sample is ready for return the sample(s) shall either be picked up by the Applicant or it will be sent back by post at the expense of Applicant. The expenses for post will be considered in the final project invoice.

如果样品可以返还，样品须由客户安排收回，或由客户支付运费，此费用将加到项目费用中。

The Applicant agrees in the above mentioned conditions and he will return the test samples by
客户同意上述条件，并选择以下方式收回样品：

Pick up Service, organized by Applicant
由客户安排收回样品

Post Service sent by cash
客户支付运费

If Applicant doesn't agree in any of both choices above the samples will be destroyed confidentially by NCT after a certain period.
如果客户不同意以上两种方法，诺测检测将在一定时间后秘密销毁样品

Applicant agrees in destruction of sample(s) 客户同意销毁样品

Documentation 资料要求

- Certification Application Form 认证申请表
- Technical documentation (drawings, sketches, photos, BOM, component certificate etc.)
- 技术文档（图纸，电气原理图，照片，零部件清单，关键零部件证书复印件等）
- Operation Manual (in German for GS certification) 使用说明书 (对于 GS 认证，需要德文说明书)
- Marking plate (according ProDSG for GS certification) 铭牌(对于 GS 认证，需要依据《产品安全法》)
- Chemical reports from an accredited laboratory per AfPS GS 2014:01 PAK (for GS certification) 认可实验室出具的 AfPS GS 2014: 01 PAH 化学报告 (对于 GS 认证)
- Others 其它

Dear Madam/Sir,
尊敬的客户:

Please fill in this sample list and put it in the sample package before you prepare to send out samples. Thank you very much for your kind cooperation.

请在送样时填写本清单连同样品一并寄出，谢谢您的配合。

Sample List

送样清单

Quotation Number 报价号		
Company Name 公司名称		
Product Designation 产品名称	Model 型号	Quantity 数量
Sending Date 送样日期		
Sample Status 样品状态	<input type="checkbox"/> New Samples 新样品	<input type="checkbox"/> Retest Samples 重测样品
Other Information 其他说明		

Representative of Factory (signature)
工厂代表(确认签字)

Appendix of Quotation 报价附件

1. Remarks 报价正文的注释：

1.1. The prices mentioned are flat rates for one-time testing according to the applicable test documents as mentioned in the service description. The above charges do not include any re-testing, testing of uncertified components or modification fees if required.

本报价是根据报价正文中提到的适用测试标准、要求的基本价格。如果发生重测及未认证零部件的随机测试，所涉及的费用将另行收取。

The "Turnaround Time" promised in this quotation is based on the Principal's effective cooperation and the fulfillment of all the following items. Otherwise, Shenzhen NCT Testing Technology Co., Ltd. (called as "the Company" hereinafter) is not subject to the restriction of "Turnaround Time".

本报价承诺的“测试/认证服务周期”建立于委托方的有效配合，并在满足下列条款的基础上，否则深圳诺测检测技术有限公司（以下简称“本公司”）不受该“测试/认证服务周期”的约束。

1.1.1. Advance payment should be fully paid by the Principal.

委托方全额支付预付款；

1.1.2. The application form submitted from the Principal shall be clear and integrated.

委托方提交清晰和内容完整的申请表；

1.1.3. The sample(s) should be submitted as per this quotation required by the Principal.

委托方根据报价的要求送样；

1.1.4. The necessary technical documents are submitted in time.

委托方及时提供相关技术资料。

1.2. This quotation is offered based on submitted information from the Principal. The Company reserves the right to adjust this quotation if the samples and documents received indicate what the Principal informed is different from the reality.

本报价是基于委托方提供的信息作出的。在收到全部样品及相关文件后若发现与委托方最初提供的信息有差别，本公司保留调整报价的权力。

1.3. Reissue of Certificate 重新发证：

Any reissue of certificates, confirmations test reports etc. by NCT due to incorrect or incomplete information given above will be charged separately.

由于客户提供信息的不正确或不完整而导致证书或测试报告需要重新签发等，由此产生的费用须分别支付。

1.4. Test reports are prepared in English. Reports in other languages can be prepared upon request and the translation will be charged separately.

测试报告以英文编写。可以根据要求准备其他语言的报告，翻译将另行收费。

1.5. Lead Time 交付期限：

The estimation of the lead time has been made by NCT according to the current capacity of laboratories and staff. However, the real lead time depends on the date of order confirmation and the availability of test samples and related technical documentation by the Customer. Once the preparation work is detailed scheduled by the Customer he shall contact the responsible project manager for a tailor made project course.

交付期限由诺测检测根据目前的实验室和人员能力来预估。但是实际的交付时间取决于订单确认，获得测试样品，以及客户提供相关技术文件的日期。一旦客户已经做好详细的准备工作，就应立即联系项目负责人确定项目处理程序。

2. Payment Terms 支付条款

(These terms are deemed as complementary articles which should be added to “ Terms and Conditions of Shenzhen NCT Testing Technology Co., Ltd.” and have a priority to be applied)

(这些条款被视为“深圳诺测检测技术有限公司的条款和条件”的补充条款，并优先适用)

2.1. Once the quotation is counter-signed, an advance payment (50% of the total quotation amount if no otherwise specified) should be remitted to the Company.

签署本报价后，预付款（若无其他说明为总报价的 50%）应在测试服务开始前支付给本公司。

2.2. Normal payment terms: within 30 calendar days from the invoice date other than the advance payment. This also applies to interim billing in long run project and to circumstances stipulated in 2.3 below.

正常支付期：除预付款外，其他款项的支付应在自开发票日起 30 天内。此支付期亦适用于长期项目中产生的阶段性付款，及下面的第 2.3 款。

2.3. In the event of project suspension or termination caused by any reason from the Principal’s side, the Company reserves the right to require payment of the service carried out by the Company.

由于委托人的原因致使项目延迟或终止，本公司有权要求委托人支付已发生的款项。

2.4. Billing information 支付信息

	RMB Account 人民币帐户	USD Account 美元帐户	EUR Account 欧元账户
Beneficiary 受益人	Shenzhen NCT Testing Technology Co., Ltd.	Shenzhen NCT Testing Technology Co., Ltd.	Shenzhen NCT Testing Technology Co., Ltd.
Bank 开户银行			
Account No. 银行帐号			
Swift Code 银行交换代码			

3. Factory Inspection 工厂检查

	Initial Factory Inspection 初始工厂检查		Follow-Up Factory Inspection 后续工厂检查	
	Frequency 频率	Fee 费用	Frequency 频率	Fee 费用
NCT MARK or NCT Tested Mark or NCT Certified Mark NCT标志，或者 NCT测试标志，或者 NCT认证标志	One time 一次性	RMB 7500+ traveling fee 7500 人民币+ 差旅费	Annually 每年一次	RMB 7500+ traveling fee 7500 人民币+ 差旅费

Note 备注:

- 1) For NCT Mark or NCT Tested Mark or NCT Certified Mark, if more than one report is required for a manufacturer, the additional fee per report shall be RMB 200. If one factory inspection is performed for NCT MARK and NCT Tested Mark or NCT Certified Mark, only one type of factory inspection fee will be charged.
对于NCT认证如需要对一个工厂出多份工厂检查报告,每一份额外的报告收取 200 人民币。如果NCT的工厂检查同时进行,我们收取一项工厂检查费。
- 2) If one manufacturer has two certification inspections (NCT Mark or NCT Tested Mark or NCT Certified Mark), only additional RMB 2000 will be charge for each time besides the inspection fee shown above.
如果一个工厂有两次工厂检查 (NCT 标志和 OTHER 标志认证), 除上述检查费外, 每次仅收取 2000 元人民币的费用。

4. GS Annual License Fee GS 的年度许可费

The basic charge of 2000 RMB.is levied only once per calendar year, regardless of the number of certified products.

无论认证产品的数量如何, 每个日历年收取 2000 元人民币的基本费用。

The Company reserves the right to adjust the above prices periodically. Once any adjustment is made, the Company will immediately update the relevant clauses of the quotation and keep the Principal informed with a written notification. In case that any conflict is found against those fees notified in the previously signed quotation, the factory inspection fee is subject to the prevailing price when factory inspection actually performed as final.

本公司保留定期调整上述价格的权利。一旦作出任何调整, 公司将立即更新报价的相关条款, 并通知书方通知书。如果发现与先前签署的报价中通知的费用发生冲突, 工厂检查费用以工厂检查实际执行时的现行价格为准。

5. Shenzhen NCT Testing Technology Co., Ltd. reserves the rights to subcontract testing or parts of the testing to other recognized laboratories.

我们保留将测试或者部分测试转包给其他分包试验室的权利。

6. Following annexes are an integral part of this quotation:

以下附件是本报价的组成部分:

- 6.1. Terms and conditions of Shenzhen NCT Testing Technology Co., Ltd. Please check www.ncttesting.cn or ask our Marketing Department for "Terms and Conditions".
深圳诺测检测技术有限公司“条款和条件”。请查看 www.ncttesting.cn 或向我们的市场部询问“条款和条件”。
- 6.2. For the NCT Mark: NCT Mark Certification Program. (see appendix)
对于 NCT 标志认证: NCT 标志认证方案 (见附件)

7. Conditions 条件

(unless other conditions are agreed) (除非其他条件同意)

Validity of the quotation: 报价有效期	The prices mentioned in this quotation are valid for 60 days from the offer date. In addition, we will stick to these prices till the order is completed but maximum until 31st of December of the current year. 上述报价有效期为 60 天。此外，我们将维持该报价直到项目完成，但最大限度延长至当年 12 月 31 日。
Other dates: 其它时间:	Other inspection dates, meetings, etc. may be agreed only in consultation with the Company. 其他检查日期，会议日期安排，需与本公司协商后确定。
Documentation 资料	All the schedules, reports and other documents needed for the testing, inspection and certification, should be provided free of charge in printed form or in electronic form by the customer. The customer has to give his consent for the Company to keep copies of such documents. 测试，检验和认证所需的所有时间表，报告和其他文件应由客户以印刷形式或电子形式免费提供。客户必须同意本公司保留此类文件的副本。
Confidentiality 保密	Shenzhen NCT Testing Technology Co., Ltd. and its employees are obliged to maintain confidentiality regarding all facts they become aware of via the order. Customer information or data will be disclosed to third parties only if required by law. This quotation may be reproduced in part or full only with the express consent of Shenzhen NCT Testing Technology Co., Ltd. 深圳诺测检测技术有限公司及其员工有义务对他们通过项目了解的所有事实保密。只有法律要求，客户信息或数据才会透露给第三方。只有获得深圳诺测检测技术有限公司的书面同意，客户才能部分或全部复制此报价。

附件A 认证价格 /Attachment A Price of Certification

序号 No.	产品认证种类 Product certification category	产品认证描述 Description	定价 Price (CNY)
1	G-mark	GCC Conformity Marking (Toy)	Application fee: 2,000 Certificate fee: 3,000 Registration fee:1, 000/year Test fee: Charge according to ISO/IEC17025 laboratory fee standard
2	NCT mark	NCT Marking (Toy)	Application fee: 2,000 Certificate fee: 3,000 Test fee: Charge according to ISO/IEC17025 laboratory fee standard
3	SASO	SASO Conformity Marking (Electrical Batteries:)	Application fee: 2,000 Certificate fee: 3,000 Registration fee:1,000/year Test fee: Charge according to ISO/IEC17025 laboratory fee standard
4	NCT mark	NCT Marking (Electrical Batteries:)	Application fee: 2,000 Certificate fee: 3,000 Test fee: Charge according to ISO/IEC17025 laboratory fee standard