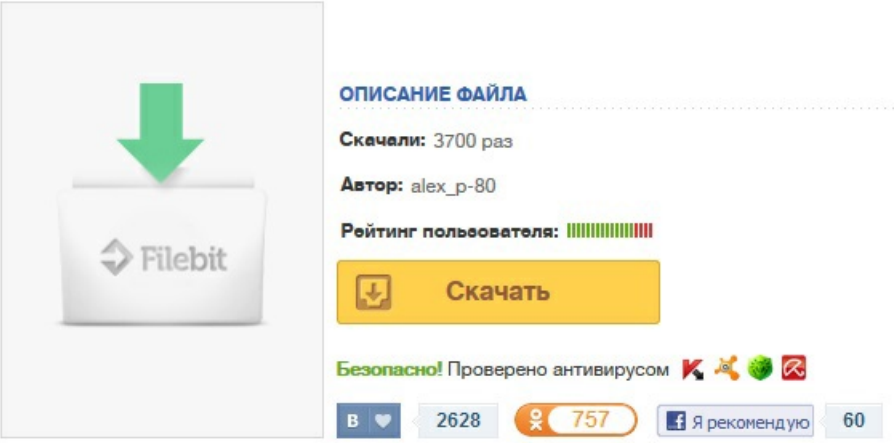план закупок форма образец скачать