**附件：**

# 资格预审报名格式文件

Format of Prequalification Application Document

**龙华人民路国际商业街区城市设计国际竞赛**

**International Competition on Urban Design of Longhua International Business District on Renmin Road**

**资格预审报名文件**

**Prequalification Application Document**

参赛单位Bidder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

（参赛单位署名应与营业执照名称一致，

如联合体参赛需标明牵头单位及联合体成员）

(The bidder's signature shall be consistent with its name in the business license. In case of any bidding by the consortium, the leader and consortium members shall be indicated)

日期Date：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## 1、报名表 Registration Form

|  |
| --- |
| **公司详细资料 Company details** |
| 1 | 公司注册名称 Company name |  |
| 国家或地区 Country or region |  |
| 法定代表人 Legal representative |  |
| 常驻地址 Permanent address |  |
| 电话 Tel |  |
| 网址 Website |  |
| 电子邮箱 Email |  |
| 公司成立日期 Date of establishment |  |
| 公司规模 Company Scale |  |
| 设计资格的种类/级别 Category / grade of design qualification |  |
| **联合体资料（如有，可自行增加联合体数量） Consortium Information (if any, the number of consortiums can be added)** |
| 2 | 公司注册名（联合体成员1） Company name (Consortium Member 1) |  |
| 国家或地区（联合体成员1） Country or Region (Consortium Member 1) |  |
| 法定代表人（联合体成员1）Legal representative (Consortium Member 1) |  |
| 公司规模（联合体成员1）Company Scale (Consortium Member 1) |  |
| 公司邮箱（联合体成员1）E-mail (Consortium Member 1) |  |
| **本项目联系人 Contact for the project** |
| 3 | 姓名 Name |  |
| 头衔和职务 Title and Position |  |
| 电话 Tel |  |
| 电子邮箱 Email |  |
| 通讯地址及邮政编码 Address and postcode |  |

## 2、联合体协议书 Consortium Agreement

**联合体协议书**

**Consortium Agreement**

1. 本联合体声明：自愿参加“龙华人民路国际商业街区城市设计国际竞赛”(下称本项目)。现就有关事宜订立协议，协议(包括但不限于)如下内容：

1. The statement of the consortium is as follows: We are voluntarily participating in the "International Competition on Urban Design of Longhua International Business District on Renmin Road”(hereinafter referred to as the Project).The Agreement hereby is established based on relevant issues with specific contents (including but not limited to) displayed as below

1.1 联合体授权联合体牵头人对联合体各成员的业务能力、工作业绩等资料进行统一汇总后，由联合体牵头人一并提交主办方，联合体牵头人所提交的业务能力、工作业绩等资料代表了联合体各成员的真实情况。

1.1 The consortium authorizes a leading member that gathers the materials regarding capabilities and performance of each group member and submit them to the host. The materials submitted by the leading member are authentic.

1.2竞赛工作由联合体牵头单位负责；联合体牵头单位合法代表联合体各成员提交并签署成果文件。

1.2 The consortium leading member is responsible for the bidding work. The leading member legally represents the members to submit and sign the deliverables.

1.3联合体中选后，联合体成员共同与主办方签定合同书，切实执行一切合同文件，签署的合同协议书对联合体每一成员均具法律约束力。

1.3 After the consortium wins, all members shall jointly sign a contract with the hosts and implement all contracted documents accordingly. The signed contract shall be legally binding to each member.

1.4联合体中选后，联合体牵头人合法代表联合体各成员提交和接收相关的资料、信息及指示，并处理与之有关的一切事务。

1.4 After the consortium wins, the leading member, who is as the legal representative of all group members, shall be in charge of submitting and receiving relevant materials, messages, and instructions, and deal with all the relevant errands.

1.5联合体成员在本项目合作中密切配合、尽职尽责，双方优质高效地完成各自负责的工作内容。

1.5 Members of the consortium shall work in close cooperation to fulfill relevant responsibilities for the Project. Each member shall complete their respective working content with high quality and efficiency.

2. 本协议书自签署之日起生效，本协议书一式\_\_\_\_\_\_\_份，送交主办方一份，联合体成员各一份。

2. The Agreement shall come into effect from the date of signature. The Agreement shall be\_\_\_\_\_\_ (copies), with one copy submitted to the host, and the rest to each group member.

3. 附加条款（若有）

3. Additional provisions (if any)

4. 联合体成员单位一览表

4. List of the consortium members

表：设计联合体列表

Table: List of joint design groups

|  |  |  |
| --- | --- | --- |
| **序号****Serial number** | **联合体成员单位名称****Names of consortium members** | **联合体各成员的工作比例划分****Work division of each group member** |
|  |  |  |
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注：可根据联合体成员数量进行调整。

Note: Adjustment can be made based on the group members.

联合体牵头人单位：(盖章或签字)

Leading member of consortium: (seal or signature)

法定代表人或授权代表：(盖章或签字)

Legal or authorized representative: (seal or signature)

联合体成员单位：(盖章或签字)

Members of consortium: (seal or signature)

法定代表人或授权代表：(盖章或签字)

Legal or authorized representative: (seal or signature)

（可增加）

(More can be added)

签订日期： 年 月 日

Signing date:

## 3、法定代表人资格证明书、法定代表人授权书 Certificate of Qualifications of Legal Representative and Attorney of the Legal Representative

**法定代表人资格证明书**

**Certificate of Qualifications of Legal Representative**

单位名称：

Company name:

地址：

Address:

姓名： 性别： 年龄： 职务：

Name: Gender: Age: Title:

系的法定代表人。为维护的项目，签署 (项目名称) 的竞赛文件、进行竞赛报名、签署合同和处理与之有关的一切事务。

特此证明！

 \_\_\_\_\_\_\_\_ is the legal representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For the project maintained, the representative takes charge of signing the bidding documents for (project name), bidding for the contract, signing contracts and handling all relevant matters.

设计单位（盖章）：

Design entity (seal):

日期： 年 月 日

Date:

说明：1. 本证明书要求设计单位提供加盖公章或法人签名后的原件方为有效。

2. 须提供法定代表人的身份证明材料（附后）。

Notes: 1. Only the original certificate with the official seal or the signature of legal representative submitted by the entity shall be considered valid.

1. Hard copy of legal representative's identity card shall be provided (attached).

|  |
| --- |
| 身份证明材料（正面）粘贴处ID documents (front) are affixed here |
| 身份证明材料（反面）粘贴处ID documents (back) are affixed here |

**法定代表人授权书**

**Attorney of the Legal Representative**

致：

To:

 （设计单位全称） 法定代表人 （姓名、职务） 授权 （被授权代表姓名、职务） 为本公司合法代理人，参加贵单位组织的 （项目名称) 项目的竞赛活动，代表本公司处理竞赛活动中的一切事宜。包括但不限于：报名、谈判、签约等。设计单位代表在竞赛过程中所签署的一切文件和处理与之有关的一切事务，本公司均予以认可并对此承担责任。设计单位代表无转委权。特此授权。

The legal representative (name and title) of (full name of the bidder) hereby authorizes (the name and title of the authorized representative) as the Company’s legal agent to participate in the competition activity for the project (project name) organized by your honored entity, and to handle all errands in the competition activity on behalf of our company including but not limited to application, negotiation, contract signing, etc. Our company acknowledges all documents signed and all relevant matters handled by the company’s representative during the competition process, and undertake the responsibilities for all these. The company’s representative does not have the right of sub-entrusting.

本授权书于 年 月 日签字生效，特此声明。

It is specially stated here that the attorney is signed and takes effect on (date) .

代理人： 性别： 年龄：

Agent: Gender: Age:

身份证号码： 职务：

ID No.: Title:

联系电话：

Telephone:

设计机构（盖章或签字）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Design agency (seal or signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

法定代表人或授权委托人（盖章或签字）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal representative or authorized representative (seal or signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

授权委托日期： 年 月 日

Date of authorization:

附：代理人身份证明材料扫描件

Attached: scanning copy of the agent's ID card

|  |
| --- |
| 身份证明材料（正面）粘贴处ID documents (front) are affixed here |
| 身份证明材料（反面）粘贴处ID documents (back) are affixed here |

## 4. 参赛设计机构（联合体）基本情况 Brief Introduction of Design Institutions (Consortium)

|  |  |  |
| --- | --- | --- |
| **设计机构****Design institution** | **承担的主要工作（联合体填写）****Main Work (filled by the consortium members)** | **单位简介****Brief introduction of the Institution** |
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☆ 如参与本次国际竞赛活动的为联合体，需要清晰的表述联合体各方参与者所承担的重要工作，明确各方分工。

☆ In case the consortium participates in the present competition, major work undertaken by each group member shall be explicitly stated for a clearer work division.

## 5. 营业执照等资质证明文件 Certified Documents for Qualification Including Business License

## 同类项目经验一览表Lists of Experience in Similar Projects

同类项目是指商业中心(包括市级商业中心、中央活力商业区等)城市设计或建筑设计。

Similar projects refer to urban design or architecture design for commercial centers (including municipal commercial centers, central vibrant commercial districts, etc.).

**表1：同类项目清单**

**List 1: Detailed list of similar projects**

|  |  |  |
| --- | --- | --- |
| **序号No.** | **项目名称****Project Name** | **设计机构****Design Agency** |
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**表2：同类项目简介**

**List 2: Brief introduction of similar projects**

|  |
| --- |
| 填写要求 / Requirements:1. 简述项目名称、地点、规模（规划设计用地面积或建筑面积）2. 设计机构所承担的主要设计内容、项目完成情况、项目图片（建成照片或设计效果图）。3. 委托方联系方式（通讯地址、电话、传真和电子邮件）及相关证明材料设计合同关键页面，加盖公章。4. 项目完成情况和获奖情况（需提供获奖通知书或其他证明材料）。5. 主要设计人员的姓名、职务、作用及责任分工。1. A brief statement of the project name, location, and scale (planned site area or floorage)2. Main design content, project completion status, and project images (photos of established results or design renderings) conducted by the design institution.3. Contacts of the client (address, telephone number, fax number and email) with relevant certified materials and the key pages of the design contract with official seal).4. The project completion status and granted awards (award notification or other certified documents are required).5. Name, position, practice and responsibility division of the main designers. |
| **项目1** **Project 1** |
| 项目类型Project type |  |
| 项目名称 Project name |  |
| 项目规模、特点（简短说明项目国家及城市、总用地面积、建筑面积、主要功能、设计特点等）Project scale and characteristics (describe the project country and city, total land area, floor area, major function, design features, etc.)  |  |
| 设计机构在该项目承担的工作范畴Scope of work undertaken by the design agency in the project  |  |
| 项目完成情况Project completion status |  |
| 主要设计人员的姓名、职务、作用及责任分工Name, post, role and division of responsibilities of main designers |  |
| 获奖情况Prize winning information |  |
| 设计合同关键页扫描件(应能体现合同名称、设计内容及规模、设计阶段、合同签订时间、合同签章页)Scanned copies of key pages of design contracts (showing contract name, design content and scale, design stage, contract signing date, signing/stamping page) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person and valid office telephone number of the client of design works |  |
| 相关照片或效果图（不超过5张）Relevant photos or renderings (not more than 5)  |  |
| 其他证明材料（如有）Other certification documents (if any) |  |
| **项目2** **Project 2** |
| 项目类型Project type |  |
| 项目名称 Project name |  |
| 项目规模、特点（简短说明项目国家及城市、总用地面积、建筑面积、主要功能、设计特点等）Project scale and characteristics (describe the project country and city, total land area, floor area, major function, design features, etc.)  |  |
| 设计机构在该项目承担的工作范畴Scope of work undertaken by the design agency in the project  |  |
| 项目完成情况Project completion status |  |
| 主要设计人员的姓名、职务、作用及责任分工Name, post, role and division of responsibilities of main designers |  |
| 获奖情况Prize winning information |  |
| 设计合同关键页扫描件(应能体现合同名称、设计内容及规模、设计阶段、合同签订时间、合同签章页)Scanned copies of key pages of design contracts (showing contract name, design content and scale, design stage, contract signing date, signing/stamping page) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person and valid office telephone number of the client of design works |  |
| 相关照片或效果图（不超过5张）Relevant photos or renderings (not more than 5)  |  |
| 其他证明材料（如有）Other certification documents (if any) |  |
| **…… 可自行增加 / Can be added** |
|  |

## 7. 设计人员总表 Summary List of Designers

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **姓名****Name** | **单位****Company** | **职务****Position** | **拟承担的设计工作****Design work to be undertaken** | **备注****Remark** |
| 项目负责人Project leader  |  |  |  |  |  |
| 主要设计人员Main designers |  |  |  |  |  |
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| 项目组成员Members of the project team |  |  |  |  |  |
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## 8.项目负责人及主要设计人员简历及证明材料Resumes and Certified Materials of Project Responsible Person and Main Designer

**（1）项目负责人Project leader**

|  |  |
| --- | --- |
| **姓名 Name** |  |
| **学历、学位及专业特长Education background，academic degree, and specialties** |  |
| **详细任职历史（自现职开始）Detailed professional experience (starting from the present occupation)** |  |
| **职业资质（需提供证明文件）Professional qualifications (certified documents required)** |  |
| **获得国际及国内奖项（需提供证明文件）International and domestic awards obtained (certified documents required)** |  |
| **设计经验 (需明确说明在下述项目中所承担的角色) Design Experience (the roles for the Projects shall be clearly stated as below)** |
| **项目类型 Project Type** |  |
| **项目名称 Project Name** |  |
| **项目规模、特点及性质Project scale, feature and property** |  |
| **本设计人员所承担的角色 Role in the project** |  |
| **可自行添加…… Can be added** |

**（2）主创设计师Chief designer**

|  |  |
| --- | --- |
| **姓名 Name** |  |
| **学历、学位及专业特长Education background，academic degree, and specialties** |  |
| **详细任职历史（自现职开始）Detailed professional experience (starting from the present occupation)** |  |
| **职业资质（需提供证明文件）Professional qualifications (certified documents required)** |  |
| **获得国际及国内奖项（需提供证明文件）International and domestic awards obtained (certified documents required)** |  |
| **设计经验 (需明确说明在下述项目中所承担的角色) Design Experience (the roles for the Projects shall be clearly stated as below)** |
| **项目类型 Project Type** |  |
| **项目名称 Project Name** |  |
| **项目规模、特点及性质Project scale, feature and property** |  |
| **本设计人员所承担的角色 Role in the project** |  |
| **可自行添加…… Can be added** |

我谨代表前述申请参加本次竞赛的参赛者（设计联合体）声明：本表各页，加盖公章或法人签名为记，所填一切内容属实，并同时在此授权本次活动组织者在其认为适当的时间和场合公开、使用有关信息。

On behalf of the application mentioned above (design consortium), I hereby state that all contents in the pages of the present table are authentic, certified by the official seal or signature of legal representative. In the meanwhile, I hereby authorize the organizer(s) of the present competition to disclose and use relevant information at proper time and occasions.

项目负责人签名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of project responsible person:

联合体牵头单位法人代表签名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of legal representative of the consortium leading member :

日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 9.知识产权承诺书 Intellectual Property Commitment

为明确本次竞赛设计成果的知识产权归属，保护龙华人民路国际商业街区城市设计国际竞赛主办方使用竞赛设计成果的权利，维护竞赛公平、公正秩序，主办方及所有参赛方作如下承诺：

In order to clarify the ownership of the intellectual property rights of the design deliverables of the present competition, and to protect the rights of the organizer of the Longhua Renmin Road International Business District Urban Design International Competition to use the design deliverables of the competition, maintain the fairness and the order of the competition, the organizer and all participants shall make the following commitments:

1. 主办方在支付设计奖金后，与参赛方共享设计成果的版权。所有参与竞赛的设计成果在评审后不退回设计机构（联合体）。
2. After the payment of design bonus, the hosts shall share mutual the copyright of design deliverables with the prize winners. All design deliverables sent to the competition will not be returned to design institutions (consortium) after the review.
3. 主办方有权在评审结束后公布评审成果，并通过传媒、专业杂志、专业书刊或其它形式介绍、展示及评价设计成果。在公开展示设计成果后，并征得主办方同意，设计机构(联合体)享有对其设计成果“报奖评选”、“论文研究”、“商业宣传”的权利。
4. The host shall have the right to announce the results after the review, and to introduce, display and evaluate the design deliverables through mass media, specialized magazines, specialized books & periodicals or in other forms. After the public display of the design deliverables and with the consent of the host, the design institutions (consortium) shall be entitled to perform the “award application and selection”, “thesis research” and “commercial publicity” for their design deliverables.
5. 设计机构（联合体）应保证设计成果中所有内容均为设计机构（联合体）原创，不得包含任何侵犯第三者知识产权的资料。如发生侵权行为，将由涉及侵权的设计机构（联合体）自行承担一切法律后果，并取消其参与本次国际竞赛的资格。
6. Design institutions (consortium) shall ensure that all contents in the design deliverables are original and completed by them alone and that the contents shall not contain any documents that infringe the intellectual property rights of a third party. In case of an infringement, the design institution (consortium) involved shall bear all legal consequences and will be disqualified from the participation in the present competition.
7. 主办方提供所有资料（文字、图纸、电子数据等）均受版权保护。未得授权，任何人不得将内容复制、改编、分发、发布、外借、转让，否则将依法追究其相应法律责任，并取消其参与本次国际竞赛的资格。
8. All materials (text, drawings, digital data, etc.) provided by the hosts are protected with copyrights. No one may copy, adapt, distribute, publish, lend or transfer these materials without authorization, otherwise the corresponding legal liability will be ascertained in accordance with the law and the institution will be disqualified from the participation in the present international competition.
9. 评审委员会认为设计机构（联合体）提交的成果文件未达到本次竞赛设计工作深度及要求的，主办方将不予支付其设计奖金，提交的项目成果文件的知识产权归该设计机构（联合体）所有。
10. If the judge panel conclude that the deliverables submitted by design institutions (consortium) do not stand in line with the depth and requirements of the competition design work, the host shall have the rights of not paying out the design bonus, and the intellectual property of the submitted deliverables shall belong to the corresponding design agency (consortium).
11. 本次国际竞赛规则受中华人民共和国法律管辖，竞赛工作和所有文件适用中国法律，若发生争议，经协商不成时，双方同意提交华南国际经济贸易仲裁委员会进行仲裁。仲裁为终局裁决，对双方当事人均有约束力。
12. Rules of the present international competition are subject to the laws of the People's Republic of China. The competition work and all documents are subject to Chinese law as well. In case of disputes and failed negotiation, both parties shall agree to submit the issue to the South China International Economic and Trade Arbitration Commission for arbitration. The arbitration shall be final and legally binding on both parties.
13. 国际竞赛结束前，设计机构（联合体）或其设计人员未征得主办方和组织咨询服务单位的许可，不得以任何方式披露、公开或展示设计成果，否则将依法追究其相应法律责任，并取消其参与本次国际竞赛的资格。
14. Before the international competition comes to the end, design institutions (consortium) or the participating designers shall not disclose, publish or display design deliverables in any form without the permission of the host and the consultation organization service entity, otherwise the corresponding legal liability will be ascertained in accordance with the law, and the institution involved shall be disqualified from participating in the present international competition.

参赛单位名称（盖章）Name of the Participating Entity (Seal)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

日期 Date：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_