

附件 2

资格预审申请文件参考格式

Reference of Prequalification Application File

附件一：《海盐古城复兴城市设计及重点片区建筑概念设计方案国际征集》报名表

附件二： 联合体协议书

Attachment 2: The Agreement of Joint Design Groups

附件三： 法定代表证明、法定代表授权委托书

附件四： 设计机构(联合体)简介

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附件七： 设计人员总表

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Attachment 8: Resume and Supporting Materials of Project Responsible Person and Main Designers

附件九： 简版的资格预审汇报文件

Attachment8: Simplified Prequalification Report which may include the summary and description of the aforesaid Attachment

附件一：报名文件.

Attachment I: Application documents

1. 《海盐古城复兴城市设计及重点片区建筑概念设计方案国际征集》报名表

**1. Attachment 1: Application Form for International Architecture Competition Announcement:
Urban Renaissance and Key Areas Design for Haiyan Ancient City, China**

公司注册名称 Registered name of the company	
公司详细资料 Company details	
国家或地区 Country or region	
法定代表人 Legal representative	
常驻地址 Permanent address	
联系电话 Tel	
传真 Fax	
网址 Website	
电子邮箱 Email	
公司成立日期 Date of establishment	
设计资格的种类/级别 Category/grade of design qualification	

本项目联系人 Contact person for this project	
姓名 Name	
头衔和职务 Title and position	
电话 Tel	
传真 Fax	
电子邮箱 Email	
通信地址及邮政编码 Mailing address and postal code	

2. 联合体协议书

1. 本联合体声明：自愿参加“海盐古城复兴城市设计及重点片区建筑概念设计方案国际征集”（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：

1.1 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 joint design group authorizes a leading member to gather materials regarding capabilities and performance of each group member. The leading member shall submit all the materials that describe actual condition of all members to the hosts.

1.2 报名工作由联合体牵头人负责；联合体牵头人合法代表联合体各成员提交并签署报名文件；联合体牵头人在报名中的所有承诺均代表了联合体各成员。

1.2 The leading member shall take charge of the application. It shall submit and sign the application documents as the legal representative of all group members. All commitments made by the leading member in the application represents all members in the joint design group.

1.3 联合体中选后，联合体成员共同与主办方签订合同书，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 If the joint design group is selected, all members shall jointly sign a contract with the hosts and implement all contract documents earnestly. 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 If the joint design group is selected, as the legal representative of all group members, the leading member shall submit and receive relevant materials, messages, and instructions, and handle all relevant matters.

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 joint design group shall work in close cooperation to fulfill relevant responsibilities for the Project. All parties shall respectively complete their working content in high quality and efficiency.

2. 本协议书自签署之日起生效，本协议书一式____份，送交主办单位一份，联合体成员各一份。

2. The Agreement shall enter into force from the date upon signature. The Agreement is made into ____ (number of copies). One **copy** shall be submitted to the hosts, and the others shall be respectively distributed to each group member.

3. 附加条款（若有）

3. Additional provisions (if any)

4. 联合体成员一览表

4. List of the joint group members

注：可根据联合体成员数量进行调整。

Note: It can be adjusted based on quantity of group members.

表：设计联合体列表

Table: List of joint design groups

序号 Serial number	联合体成员名称 Name of the joint group member	联合体各成员的工作比例划分 Work division of the group member

联合体牵头人单位：（盖章或签字）

Institution of the leading member: (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）

Institution of the member: (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）

(Can be added)

3. 法定代表证明、法定代表授权委托书

Certificate of legal representative and power of attorney of legal representative

法定代表人资格证明书（参考）

Qualification Certificate of Legal Representative (for reference)

单位名称：

地址：

姓名： 性别： 年龄： 职务：

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

特此证明！

Company Name:

Address:

Name: Gender: Age: Position:

Is the legal representative of the Department. Sign consultation documents, register, sign contracts and deal with all matters related to (project name) for the project to be maintained.

Deliberately here to prove this matter!

设计单位（盖章）：

日期：年 月 日

TheCompany Signature

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复印件（附后）。

法定代表人授权书（参考）

致：

（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，参加贵司组织的（项目名称）项目的咨询活动，代表本公司处理咨询活动中的一切事宜。包括但不限于：报名、谈判、签约等。设计单位代表在咨询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托。特此授权。

本授权书于__年__月__日签字生效，特此声明。

被授权人：职务：

联系电话：手机：

身份证号码：

设计单位（盖章）：

法定代表人（签名）：

被授权人（签名）：

说明：1.本授权委托书要求设计单位提供有代理人签字、法定代表人的签字（或盖私章）和加盖公章（如有）后的原件方为有效；

2.提供代理人的身份证复印件（附后）。

Letter of Attorney of Legal Representative (for reference)

To:

(full name of the design company) legal representative (name, position)
Authorized (name, position of the authorized representative) as the company's legal agent, to participate in the (project name) project consulting activities organized by your company, on behalf of the company to deal with all matters in the consulting activities. Including but not limited to: registration, negotiation, contract signing, etc. All documents signed by the representative of the design company during the consultation process and all matters related to them shall be recognized and accepted by the company and shall be held responsible.

The representative of the design company has no right to subcommission. Hereby authorized.

It is hereby declared that this power of attorney has come into force since the date of
_month, _2021_year.

Authorized Person:

Position:

Phone:

ID card number:

Design Company (seal) :

Legal representative (signature) :

Authorized Person (signature) :

Note: 1. This power of attorney requires the design company to provide the original with the signature of the agent, the signature of the legal representative (or with the private seal) and the official seal (if any);

2. Provide a copy of the agent's ID card (attached).

4.设计机构（联合体）简介

Brief Introduction to Design Institutions (Joint Design Groups)

设计机构 Design institution	承担的主要工作 Main work undertaken (联合体填写) (filled by the joint group design group)	单位简介 Brief introduction to the institution

☆ 如参与本次国际咨询活动的为联合体，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。

☆ If the candidate of the international consultation is a joint design group, major work undertaken by each group member shall be explicitly stated in order to define the work division.

5.营业执照等资质证明文件

Proof Documents for Qualification Including Business License

6. 同类项目经验
Experience of Similar Projects

表：同类项目清单

Table: List of similar projects

序号 Serial number	项目名称 Name of the project	设计机构 Design institution

表：同类项目简介

<p>填写要求 Filling requirements</p> <ol style="list-style-type: none"> 1、 简述项目名称、地点、规模（规划设计用地面积或建筑面积） 1. Briefly state the project name, location, and scale (planned site area and floor area). 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）。 2. Main design content, project completion, and project images (photos of built project or design renderings) undertaken by the design institution. 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）。 3. Contacts of the client (address, telephone number, fax number and email) with relevant supporting materials (crucial pages of the design contract with official seal). 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）。 4. The situation of project completion and awards (award notices or other supporting documents are required). 5、 主要设计人员的姓名、职务、作用及责任分工。 5. Name, position, function and responsibility division of main designers.
<p>项目 1: Project 1:</p>
<p>项目 2 Project 2:</p>
<p>.....可自行增加 Can be added</p>

7. 设计人员总表

Summary List of Design Personnel

	姓名 Name	单位 Institution	职务 Position	拟承担的设计工作 Design work to undertake	备注 Note
项目负责人 Project responsible person					
主要设计人员 Main designers					
项目组成员 Members of project group					

8.项目负责人及主要设计人员简历及证明材料

Resume and Supporting Materials of Project Responsible Person and Main Designers

项目负责人:

Project responsible person:

姓名 Name	
学历、学位及专业特长 Education background, degree, and specialties	
详细任职历史（自现职开始） Detailed post history (from the current post)	
职业资质（需提供证明文件） Professional qualifications (supporting documents required)	
获得国际及国内奖项 International and domestic awards obtained (需提供证明文件) (supporting 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 role in the projects below shall be clearly stated)	
项目类型 Project type 项目名称 Name of the project	
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 at one's discretion	

主要设计人员:

Main designers:

姓名 Name	
学历、学位及专业特长 Education background, degree, and specialties	
详细任职历史 (自现职开始) Detailed post history (from the current post)	
获得国际及国内奖项 International and domestic awards obtained (需提供证明文件) (supporting documents required)	
职业资质 (需提供证明文件) Professional qualifications (supporting documents required)	
设计经验 (需明确说明在下列项目中所承担的角色) Design experience (the role in the projects below shall be clearly stated)	
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招标的投标人 (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招标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 bidder mentioned above (joint design group) who applies to participate in this tender, I hereby claim that all contents in the pages of this table are true, proven by the official seal or signature of legal representative. Meanwhile, I hereby authorize the tenderee(s) to disclose and use relevant information on 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 leading member of joint design group:

日期：_____

Date: _____

9. 简版的资格预审汇报文件

可包含以上[1-8]附件的汇总及说明，高度概况设计单位应征资格，用于向资格预审评审专家展示设计单位实力信息。（20 页以内可编辑的 PPT 格式和 PDF 格式的电子文件）。（主要内容包括但不限于单位介绍、牵头人介绍、相关项目案例、**项目理念表达**，格式自拟）

It can include the summary and description of the attachments in [1-8] above, and a high profile of the design unit's qualification, which is used to show the strength information of the design unit to the pre qualification evaluation experts.

(Electronic documents in PPT format and PDF format that can be edited within 20 pages).

(The main contents include but are not limited to the introduction of the company, the introduction of the leader, the relevant project cases and **the expression of the project concept**, Self made format)