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| **上海交通大学****碳中和示范校区规划方案****国际竞赛****The 2022 SJTU International Competition on the Design of a Carbon Neutral Campus** |
| 资格预审申请文件要求The Content Requirements of Application Materials |
| 上海交通大学Shanghai Jiao Tong University二〇二二年一月January 2022 |

**目 录 Contents**

[一、 资格预审文件 Application materials 1](#_Toc18708)

[1. 资格预审文件的内容要求 2](#_Toc20064)

[1. The Content Requirements of application materials 2](#_Toc32617)

[2. 资格预审文件递交注意事项 6](#_Toc12916)

[2. Submission of Application Materials 6](#_Toc27660)

[3. 特别要求 8](#_Toc6025)

[3. Special Requirements 8](#_Toc23285)

[4. 否决性条款 8](#_Toc4852)

[4. Veto Clause 8](#_Toc10334)

[二、 资格预审申请文件参考格式 Reference Format of Application Materials 10](#_Toc9053)

[附件1. 报名表 12](#_Toc26201)

[Appendix 1. Registration Form 12](#_Toc4207)

[附件2. 法定代表人资格证明书、法定代表人授权书 14](#_Toc19516)

[Appendix 2. Certificate of Qualifications of Legal Representative and Power of Attorney of the Legal Representative 14](#_Toc28954)

[附件3. 联合体协议书 18](#_Toc9830)

[Appendix 3. Consortium Agreement 18](#_Toc21696)

[附件4. 同类项目经验 22](#_Toc28964)

[Appendix 4. Experience in Parallel Cases 22](#_Toc12046)

[附件5. 设计人员总表 30](#_Toc24511)

[Appendix 5. List of Designers 30](#_Toc25419)

[附件6. 项目负责人及主创设计师简历及证明材料 31](#_Toc22780)

[Appendix 6. Resumes and Certificates of Project Leader and Chief Designers 31](#_Toc29533)

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# 资格预审文件 Application Materials

为便于各报名机构通过资格预审，报名机构的全部资料必须真实准确、详细和直观，以便主办方做出有依据的判断，证明其能有效地履行设计义务。

All information included in an application must be true, complete, and clear so that the organiser can facilitate the eligibility review and make an informed judgment on whether the applicant can conduct the design project or not.

报名机构必须按以下要求编制资格预审文件，同时在编制目录时编制对应的页码。所提供的各类证明材料如为复印件，报名机构应在复印件上加盖公章确认其真实性。任何提供虚假证明资料的设计机构，均将被取消进入资格预审的资格。

The applicant must prepare the application materials according to the following requirements and add page numbers in documents. The hard copies of supporting materials must be certified by the official stamp. Those who provide counterfeit materials will be disqualified from the competition.

注：请各报名机构按照以下顺序编制资格预审文件，并制作目录。

Note: all applicants shall prepare the application documents in accordance with the following order and make a table of contents.

## 资格预审文件的内容要求

## The Content Requirements of Application Materials

报名文件要求A4规格（210mm×297mm），双面打印，软皮封面装订成册，并附目录。

Standard A4 size (210 mm X 297 mm) paper should be used for preparing the materials. The documents must be printed on both sides of each page, bound in softcover, and have a table of contents.

1. 上海交通大学碳中和示范校区规划方案国际竞赛报名表（正本，签字并加盖公章，联合体各成员需分别填写，见附件1）。提供设计机构简介、企业获得资质情况（如有）、项目获奖情况（如有）和其他企业实力证明。提供的资料应包括：有效的营业执照（或商业登记证明）（提供复印件，加盖公章）、企业资质证明文件（如有）、项目获奖证明文件（如有）、其他认为有必要的证明材料。
2. The Registration Form of the 2022 SJTU International Competition on the Design of a Carbon Neutral Campus (See Appendix 1. The original document shall be signed and officially stamped, and co-applicants shall fill in their information respectively) includes the profile of the participant, qualifications (if any), and awards (if any). The supporting materials shall include: a valid business license/ a certificate of incorporation (officially stamped photocopy), enterprise qualification certificates (if any), the certification of design awards (if any), and other related materials.
3. 法定代表人资格证明书（签字并加盖公章）；
4. The Certificate of Qualifications of the Legal Representative (signed and officially stamped).
5. 法定代表人授权书及受委托人有效身份证明文件（签字并加盖公章）；
6. The power of attorney of the legal representative and the valid identification document of the entrusted party (signed and officially stamped).
7. 报名机构如为境外单位，需提供当地相应的执业资格、身份证明及授权证明材料（非中文的需翻译为中文，并盖章）；
8. Applicants outside the Chinese mainland must provide the officially stamped Chinese version of the qualification certificate by local authorities, the identity certificate, and the certificate of authorisations.
9. 联合体协议书：以设计联合体名义报名的应提交所有联合体设计机构共同签署的“设计联合体协议书”，设计联合体协议书需加盖联合体所有成员公章或签字，并明确牵头设计的主体单位。提交的联合体协议书应注明各成员在竞赛阶段拟承担的工作内容、工作分工及担负的责任；
10. Consortium agreement: co-applicants shall submit *the Consortium Agreement* signed by all participating members. The agreement shall be stamped or signed by all members, specifying the leading member. The submitted agreement shall show the work content, assignment, and the responsibilities of each member.
11. 同类项目经验：提供报名单位在近 10 年内承担的低碳规划、大学校园规划、校园建筑设计、绿色建筑设计等业绩，需提供参与过的同类项目的简介（不超过 10 个）。提供的资料应包括：项目类型；名称；规模、特点；设计机构在该项目承担的工作范畴；项目完成情况；主要设计人员的姓名、职务、作用及责任分工；获奖情况；设计合同关键页扫描件；设计作品的委托方的联系人及有效办公电话；相关照片或效果图；其他证明资料。
12. Experience in Parallel Cases: no more than 10 parallel project overviews in low-carbon development planning, college campus planning and design, campus architecture design, green building design in the most recent decade. The information provided shall include: project type; project title; background information (the host country and city, total land area, floor area, major functions, design features, etc.); work undertaken in the project; results/achievements; Main designers’ name, position, role, and contribution; award(s); Scanned copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp); contact person of the agent and his/her telephone number; photos or renderings of the design work; other supporting materials.
13. 设计人员总表，该表需明确团队成员及拟承担的设计工作；
14. List of designers: Positions and responsibilities of the design team members.
15. 设计人员简历及证明材料。项目负责人及主创设计人员需提供个人简介、职业资质证明文件和近 10 年参与过同类型项目的证明文件（不超过 5 个）。相关业绩在其他设计单位完成的，需注明且说明在原设计团队中参与的工作内容，并提供联系人。
16. The resume and supporting materials of designers. The project leader and the chief designer shall provide the personal resume, professional qualification certificates and proofs of participation in no more than 5 parallel projects in the past 10 years. It is necessary to specify the work content and provide the contact information of the institute if the parallel project is completed in other institutes.

注：设计机构（含联合体）须指定拟派项目负责人1人，均为拟参与本项目最终人员，项目负责人与主创设计师可为同一人。为了保证项目设计人员对中国地区背景和相关要求的准确理解，项目设计人员中应至少有一名通晓中文的人士。

Note: The representative of the application shall be designated. The project leader and the chief designer can be the same person. To ensure that all designers can have an advanced understanding of what is going on in China and relevant requirements, there shall be at least one person who is fluent in Chinese in the design team.

1. 设计机构（联合体）认为其他有必要提供的材料。
2. Other materials offered by the participant.
3. 简版的资格预审汇报文件。可包含以上[1-9]的内容及说明，高度概况设计单位报名资格，用于在资格预审评审会展示设计单位实力信息。（15页以内可编辑的PPT格式和PDF格式的电子文件）。（格式自拟）
4. Brief version of all application materials. It can include the summary of the above requirements, and the highlight of qualifications of the participant, which serve to demonstrate the design capabilities. (Electronic documents in the PPT and PDF format within 15 pages; no specific style is required).

以上所有资料均需确保真实有效，并加盖单位公章或签字。如在资格预审中发现报名文件存在不实的虚假情况，主办方将保留进一步追究的权利。

All the above materials shall be true and valid, which shall be signed and officially stamped. The organizer shall reserve the right to take legal action against those who submit counterfeit and fraudulent application materials.

## 资格预审文件递交注意事项

## Submission of Application Materials

1. 设计机构（联合体）必须按要求编制资格预审文件，同时在编制目录时编制对应的页码，提交的文件应遵循环保原则，避免过度包装。
2. Participants must prepare the application materials as required and add page numbers in documents. Over-packaging must be avoided when submitting materials.
3. 纸质文件：资格预审文件需要独立封装成册，分别提供1份正本和5份副本：正本1份，正本封面须标注“正本”、注明项目名称和设计机构名称、由牵头单位加盖公章或签字（境外单位接受电子章）；副本5份，可使用正本彩色复印件，并在封面标注“副本”。
4. Paper materials: the application documents shall be packaged in 1 original and 5 duplicates, respectively. The original document shall be marked with the word “original” on the front cover with the project title, the name of the design institute, the official stamp/signature of the leading member (for overseas applicants, e-stamping is accepted). The 5 duplicates can be coloured copies of the original, with the word “duplicate” marked on the front cover.
5. 电子文件：含盖章后的报名文件正本扫描件；副本为可编辑 WORD/PDF 文件，需提交U盘 2 个。同时请资格预审文件及资料清单发送至以下邮箱：CN\_Campus@sjtu.edu.cn。
6. Electronic materials: the original document and its scanned copies; the electronic duplicates prepared in editable WORD/PDF format in 2 USB storage devices. All these materials should be sent to: CN\_Campus@sjtu.edu.cn.
7. 密封要求：资格预审报名文件及电子文件应分别密封包装在2个包装袋内，并在密封袋上注明“上海交通大学碳中和示范校区规划方案国际竞赛”、“设计机构名称”。密封袋的封口处均应加盖设计机构公章（如为联合体，可由联合体牵头单位盖章）。设计机构需将纸质版报名文件在北京时间2022年2月12日17:00前送达或邮寄至：上海市浦东新区银莲路3号，联系人：李佳 021-80160860。递交截止时间如有调整以最新通知的为准。
8. Sealing requirements: the paper and electronic materials shall be sealed and packed in two separate bags, with the project title “The 2022 SJTU International Competition on the Design of a Carbon Neutral Campus” and the name of the design institute marked. The two bags must be officially stamped on perforation (in case of a consortium, it can be stamped by the leading member). Paper materials must be submitted or sent to the address below BEFORE 17:00 on February 12th, 2022:

Li Jia

Phone: +86-21-8016-0860

Address: No.3 Yinlian Road, Pudong New Area, Shanghai, China

In case of any change, the submission deadline is subject to the latest notice.

1. 资格预审文件以最终收到的纸质资料为准，在截止时间以后收到的文件将不予受理。
2. The eligibility review is based solely on the submitted paper materials. All submissions must be submitted before the deadline, and submission will be refused after the deadline.

## 特别要求

## Special Requirements

报名机构应当对其提供的资格预审文件的真实性负责，主办方在发出竞赛通知书前任何时间发现报名机构提供虚假文件或涉嫌造假的，均有权拒绝报名机构的应征或取消其竞赛资格。

The applicant shall be responsible for the authenticity of the application materials. Applicants who provide counterfeit or fraudulent materials before releasing the announcement of invited participants will be disqualified for the competition.

## 否决性条款

## Veto Clauses

1. 资格预审文件送达时间及地点不符合本文件规定的，主办方将不予受理；
2. The submission miss the deadline or be sent to the wrong address；
3. 资格预审文件有下列情形之一的，资格预审不合格：

(2) In case of one of the following conditions, the applicant shall be disqualified:

① 报名机构不符合资格预审报名条件要求的；

① The applicant fails to meet the registration conditions;

② 组成联合体应征，未提交联合体协议书的；

② The consortium fails to submit the consortium agreement;

③ 相互间有直接控股关系或法定代表人为同一人的两个或两个以上的法人提交资格预审申请文件的；

③ Application materials are submitted by two or more legal persons who have a controlling interest in one another or whose legal representatives are the same person.

④ 参加联合体的各成员以自己的名义单独应征，同时参加两个或两个以上的联合体应征。

④ Those who are registered as co-applicants join in duplicate participation individually or in other joint-application teams.

**二、资格预审申请文件参考格式 Reference Format of Application Documents**

附件1.报名表

Appendix 1. Registration Form

附件2.法定代表人资格证明书、法定代表人授权书

Appendix 2. Qualification Certificate of Legal Representative and Power of Attorney to Legal Representative

附件3.联合体协议书

Appendix 3. Consortium Agreement

附件4.同类项目经验

Appendix 4. Experience in Parallel Cases

附件5.设计人员总表

Appendix 5. List of Designers

附件6.项目负责人及主创设计师简历及证明材料

Appendix 6. Project Leader’s and Chief Designers’ Resume and Supporting Materials

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| **上海交通大学****碳中和示范校区规划方案国际竞赛****The 2022 SJTU International Competition on the Design of a Carbon Neutral Campus** |
| **资格预审申请文件**Application Materials |
| 参赛单位 Participant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（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 participant's signature shall be consistent with its name in the business license. In case of any participating by the consortium, the leading member and consortium members shall be indicated)日期 Date：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **报名表**

**Appendix 1. Registration Form**

若为联合体，以下材料联合体成员分别提供。

For co-applicants, the following materials shall be provided individually.

1. **参赛单位基本情况 Background information**

|  |  |
| --- | --- |
| 公司注册名称 Full Company Name |  |
| 公司详细资料 Details |
| 国家或地区 Country or Region |  |
| 法定代表人 Legal Representative |  |
| 常驻地址 Address |  |
| 电话 Tel |  |
| 传真 Fax |  |
| 网址 Website |  |
| 电子邮箱 E-mail |  |
| 公司成立日期 Establishment Date |  |
| 本项目联系人 Contact  |
| 姓名 Name |  |
| 头衔和职务 Title & Position |  |
| 电话 Tel |  |
| 传真 Fax |  |
| 电子邮箱 E-mail |  |
| 通信地址及邮政编码Address & Postcode |  |
| 公司简介Company Profile |  |
| 其他证明文件Supporting Materials |
| 有效的营业执照（或商业登记证明）（提供复印件，加盖公章）Valid business license (or registration certificate)(*photocopy with official stamp*) |
| 企业资质证明文件（复印件，加盖公章,如有）Qualification certification (*if any*)(*photocopy with official stamp*); |
| 获奖文件（复印件，加盖公章，如有）Award-winning documents (*if any*)(*photocopy with official stamp*); |
| 其他认为有必要的证明材料Additional materials |

1. **法定代表人资格证明书、法定代表人授权书**

**Appendix 2. Qualification Certificate of Legal Representative and Power of Attorney to Legal Representative**

**法定代表人资格证明书**

**Qualification Certificate of Legal Representative**

单位名称：

Company name:

地址：

Address:

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！

\_\_\_\_\_\_\_\_\_ (Name), \_\_\_\_\_\_\_\_\_\_\_\_(Gender), \_\_\_\_\_\_\_\_\_\_(Age), \_\_\_\_\_\_\_\_\_(Position), is acting as the legal representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

For the project to be maintained, the representative is to sign the competition document for \_\_\_\_\_\_\_\_\_ (project name), register for competition, conclude contracts, and handle all relevant matters.

设计机构（盖章或签字）：

Design Institute (stamp or signature):

日期： 年 月 日

Date (yy/mm/dd):

说明：

Note:

1. 本证明书要求参赛单位提供加盖公章或法人签名后的原件方为有效。

1. The certificate shall only be deemed to be valid after the participant or its legal person has signed it and affixed their seal(s).

2. 须提供法定代表人的身份证明材料（附后）。

2. Identity certificate of the legal representative must be offered (enclosed).

附：法定代表人的身份证复印件

Attached: Photocopy of the legal representative's identification card

|  |
| --- |
| 身份证明材料（正面）粘贴处**Front side** |
| 身份证明材料（反面）粘贴处**Backside** |

**法定代表人授权书**

**Power of Attorney of Legal Representatives**

（设计机构全称）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，参加贵方组织的 （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。设计机构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。设计机构代表无转委权。特此授权。

This is to confirm that I, \_\_\_\_\_\_\_\_(Name), \_\_\_\_\_\_\_\_(Position) of\_\_\_\_\_\_\_\_(Full Name of the Design Agency), the undersigned, do hereby grant a limited and specific power of attorney to \_\_\_\_\_\_\_\_(Full Name), \_\_\_\_\_\_\_\_(Position), as my attorney-in-fact in the competition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Project Name).

Said attorney-in-fact shall have full power and authority to undertake and perform on my behalf any one or all the following acts, deeds, and things in the competition, including (but not limited to) registration, negotiation, and contract conclusion.

The authority herein shall include such incidental acts as are reasonably required to carry out and perform the specific authorities granted herein.

The Attorney may not delegate the authority.

本授权书于\_\_\_\_年\_\_月\_\_日签字生效,特此声明。

It is specially stated here that the power of attorney was signed and took effect on\_\_\_\_\_\_\_\_(date).

The power of attorney shall become effective as of the date of signature (\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 20\_\_\_\_\_)

被授权人：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 职务：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted and agreed to by:

\_\_\_\_\_\_\_\_\_\_\_(Authorized Person’s Full Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Position)

身份证号码：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 联系电话：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identification card number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

设计机构（盖章）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Design Institute (stamp): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Person granting power of attorney (stamp or signature): \_\_\_\_\_\_\_\_\_\_

授权委托日期： 年 月 日

Date of authorization:

附：被授权人身份证复印件

Attached: Photocopy of the authorized person's identification card

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| --- |
| 身份证明材料（正面）粘贴处**Front side** |
| 身份证明材料（反面）粘贴处**Backside** |

1. **联合体协议书**

**Appendix 3. Consortium Agreement**

**联合体协议书**

**Consortium Agreement**

1. 本联合体声明：自愿参加上海交通大学碳中和示范校区规划方案国际竞赛（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：
2. The consortium agree that we will partake in the project: The 2022 SJTU International Competition on the Design of a Carbon-neutral Campus (“the Project”). The parties hereby bind themselves to undertake a Consortium Agreement (“Agreement”) under the following terms and conditions:
	1. 联合体授权联合体牵头单位对联合体各成员的资质等级、业务能力、工作业绩等资料进行统一汇总后由联合体牵头单位一并提交主办单位，联合体牵头单位所提交的资质等级、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。
	2. The leading member(s) of the consortium is authorized by the consortium to collect and compile each member’s qualification, business operations, and track of record, and submit as required to the organizer.
	3. 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竞赛相关成果文件。
	4. The leading member(s) of the consortium takes charge of logistics in the competition; the leading member(s) is authorized to submit the deliverables related to the competition on behalf of all the consortium members.
	5. 联合体获胜后，联合体成员共同与主办单位签订合同书，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。
	6. In case of winning the competition, the consortium members shall jointly sign a contract with the organizer and comply with all documents specified in the contract. The contract is binding on each and every member of the consortium.
	7. 联合体中选后，联合体牵头单位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。
	8. When the entry is accepted, the leading member(s) is authorized to submit and collect relevant materials, messages, and instructions, and to handle all affairs related thereto.
	9. 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。
	10. The consortium members shall work closely throughout this project with due diligence and in fulfilment of the duty and responsibility.
3. 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。
4. This Agreement takes effect from the date of signature. \_\_\_\_\_ copies of the Agreement shall be made and distributed among members of the consortium, with one submitted to the organizer.
5. 附加条款（若有）
6. Additional articles (if any)
7. 联合体成员单位一览表
8. List of current members of the consortium

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 设计联合体成员单位名称Name of the consortium | 牵头单位Leading member(s) | 成员单位Member | 成员单位Member | 成员单位Member |
| 资质情况Qualifications |  |  |  |  |
| 在设计联合体中工作比例划分(%)Workload (%) |  |  |  |  |
| 在设计联合体中拟承担的工作内容和工作量Assignment |  |  |  |  |
| 拟配备主要人员的名单Main participants |  |  |  |  |

注：可根据联合体成员数量进行调整。

Note: Adjust this table whenever necessary as appropriate.

**牵头单位**

**Leading member(s) of the Consortium**

单位名称（盖章或签字）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (stamp or signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Legal representative or authorised representative (stamp or signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**联合体成员1**

**Consortium member A**

单位名称（盖章或签字）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (stamp or signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Legal representative or authorised representative (stamp or signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**联合体成员2**

**Consortium member B**

单位名称（盖章或签字）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (stamp or signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Legal representative or authorised representative (stamp or signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

（可增加）

(Extend the list if necessary)

签订日期： 年 月 日

Date:

1. **同类项目经验**

**Appendix 4. Experience in Parallel Cases**

表1：同类项目清单

List 1: Name(s) of the Projects

|  |  |  |
| --- | --- | --- |
| **序号****No.** | **项目名称****Project Title** | **设计机构****Design Institute** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

表2：同类项目简介

List 2: Project Overview

|  |
| --- |
| 填写要求：Basic information include:项目类型；名称；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）；设计机构在该项目承担的工作范畴；项目完成情况；主要设计人员的姓名、职务、作用及责任分工；获奖情况；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)；设计作品的委托方的联系人及有效办公电话；相关照片或效果图；其他证明资料。Project type; project title; background information (the host country and city, total land area, floor area, major functions, design features, etc.); work undertaken in the project; results/achievements; Main designers’ name, position, role, and contribution; award(s); Scanned copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp); contact person of the agent and his/her telephone number; photos or renderings of the design work; other supporting materials. |
| **项目1****Project 1** |
| 项目类型 Project type |  |
| 项目名称 Project title |  |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.)  |  |
| 设计机构在该项目承担的工作范畴Work undertaken in the project  |  |
| 项目完成情况Results/Achievements |  |
| 主要设计人员的姓名、职务、作用及责任分工Main designers’ name, position, role, and contribution |  |
| 获奖情况Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number  |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work (at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| **项目2** **Project 2** |
| 项目类型Project type |  |
| 项目名称 Project title |  |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.)  |  |
| 设计机构在该项目承担的工作范畴Work undertaken in the project  |  |
| 项目完成情况Results/Achievements |  |
| 主要设计人员的姓名、职务、作用及责任分工Main designers’ name, position, role, and contribution |  |
| 获奖情况Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number  |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work (at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| **项目3****Project 3** |
| 项目类型Project type |  |
| 项目名称 Project title |  |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.)  |  |
| 设计机构在该项目承担的工作范畴Work undertaken in the project  |  |
| 项目完成情况Results/Achievements |  |
| 主要设计人员的姓名、职务、作用及责任分工Main designers’ name, position, role, and contribution |  |
| 获奖情况Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number  |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work (at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| **项目4****Project 4** |
| 项目类型Project type |  |
| 项目名称 Project title |  |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.)  |  |
| 设计机构在该项目承担的工作范畴Work undertaken in the project  |  |
| 项目完成情况Results/Achievements |  |
| 主要设计人员的姓名、职务、作用及责任分工Main designers’ name, position, role, and contribution |  |
| 获奖情况Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number  |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work (at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| **项目5****Project 5** |
| 项目类型Project type |  |
| 项目名称 Project title |  |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.)  |  |
| 设计机构在该项目承担的工作范畴Work undertaken in the project  |  |
| 项目完成情况Results/Achievements |  |
| 主要设计人员的姓名、职务、作用及责任分工Main designers’ name, position, role, and contribution |  |
| 获奖情况Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number  |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work (at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| （可增加）(Extend the list when necessary) |

1. **设计人员总表**

**Appendix 5. List of Designers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **姓名**Name | **单位**Company | **职务**Position | **拟承担的设计工作**Tasks | **备注**N.B. |
| 项目负责人Project Leader |  |  |  |  |  |
| 主创设计师Chief Designers |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 项目组成员Members |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **项目负责人及主创设计师简历及证明材料**

**Appendix 6. Project Leader’s and Chief Designers’ Resume and Supporting Materials**

**（1）项目负责人Project Leader’s Resume and Supporting Materials**

|  |
| --- |
| **项目负责人基本情况 Basic Information**  |
| 姓名 Name |  |
| 学历、学位及专业特长Education background, degree and specialty |  |
| 职业资格及证明Professional qualifications and certificates  |  |
| 任职历史（自现职开始）Employment History (in chronological order) |  |
| 个人获得国内或国际行业奖项National/International Awards |  |
| **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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.) |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 项目完成情况 Results/Achievements |  |
| 获奖情况 Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work(at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.) |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 项目完成情况 Results/Achievements |  |
| 获奖情况 Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work(at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| **项目3 Project 3** |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.) |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 项目完成情况 Results/Achievements |  |
| 获奖情况 Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work(at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| **项目4 Project 4** |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.) |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 项目完成情况 Results/Achievements |  |
| 获奖情况 Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work(at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| **项目5 Project 5** |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.) |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 项目完成情况 Results/Achievements |  |
| 获奖情况 Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work(at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |

**（2）主创设计师 Chief Designers’ Resume and Supporting Materials**

|  |
| --- |
| **主创设计师 基本情况 Basic Information of Chief Designer** |
| 姓名 Name |  |
| 学历、学位及专业特长Educational background, degree and specialty  |  |
| 职业资格及证明Professional qualifications and certificates  |  |
| 任职历史（自现职开始）Employment History (in chronological order) |  |
| 个人获得国内或国际行业奖项National/International Awards |  |
| **项目1 Project 1** |
| 项目类型Project type |  |
| 项目名称 Project titile |  |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.) |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 项目完成情况 Results/Achievements |  |
| 获奖情况 Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work(at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| **项目2 Project 2** |
| 项目类型 Project type |  |
| 项目名称 Project title |  |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.) |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 项目完成情况 Results/Achievements |  |
| 获奖情况 Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work (at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| **项目3 Project 3** |
| 项目类型 Project type |  |
| 项目名称 Project title |  |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.) |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 项目完成情况 Results/Achievements |  |
| 获奖情况 Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work(at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| **项目4 Project 4** |
| 项目类型 Project type |  |
| 项目名称 Project title |  |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.) |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 项目完成情况 Results/Achievements |  |
| 获奖情况 Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work (at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |
| **项目5 Project 5** |
| 项目类型 Project type |  |
| 项目名称 Project title |  |
| 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）Background information (the host country and city, total land area, floor area, major functions, design features, etc.) |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 项目完成情况 Results/Achievements |  |
| 获奖情况 Award(s) |  |
| 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 copy of essential pages of the design contract(s) (giving the contract title, design work and scale, phases, signing date, signature/stamp) |  |
| 设计作品的委托方的联系人及有效办公电话Contact person of the agent and his/her telephone number |  |
| 相关照片或效果图（不超过5张）Photos or renderings of the design work(at most 5)  |  |
| 其他证明材料（如有）Other supporting materials (if any) |  |