**附件1Annex 1**

**入围简案阶段竞赛文件格式**

**Format of Brief Scheme Submission Stage Competition Document**

特别提示：文件内容均应提供中英文表述，并以中文为准。

Please notice that Chinese translation shall be provided and shall prevail over inconsistency that arises from languages.

**目录 Content**

1入围简案阶段竞赛申请书 Brief Scheme Submission Stage Application Form 1

2联合团队协议（如需）Joint team Agreement (if needed) 4

3参赛联合团队报名情况一览表List of Application Information 7

4法定代表人身份证明文件Certificate of Legal Representative 11

5法定代表人授权委托书Power of Attorney of Legal Representative 13

6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 business registration certificate) (provide a copy with official seal) 15

7企业相关资质证明文件复印件（如有）Relevant Qualification Documents of the Company (if any) 16

8参赛联合团队基本情况表Basic Information of the join team members 17

9参赛联合团队同类项目业绩一览表List of Similar Projects of the Join Team 19

10拟派本项目负责人情况及业绩表Project Leader Introduction and Experiences 24

11拟派本项目主创设计师情况及业绩表Principal Designer Introduction and Experiences 29

12知识产权承诺书Intellectual Property Commitment 36

13签字盖章Signature and Seal 37

14（现场递交申请文件）授权委托书Letter of Attorney (for on-site submission) 39

15入围简案阶段参赛确认函Competition Participation Confirmation at Brief Scheme Submission stage 40

封面Front Cover

**大鹏公共事务中心（暂定名）概念方案设计竞赛**

**Competition for Conceptual Design of Dapeng Public Affairs Center(tentative name)**

**入围简案阶段竞赛文件**

**Brief Scheme Submission Stage Competition Document**

**设计机构Design Agencies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**（联合团队参赛需标明牵头设计机构及联合团队成员，设计机构署名应与营业执照名称一致）**

**(Joint team should indicate leading design member and joint team members, and the design agency's signature shall be consistent with its name on the business license）**

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

编制要求Preparation Requirements

1. 根据入围简案阶段竞赛文件5-入围简案阶段竞赛文件。

Please refer to "Article 5 - Brief Scheme Submission Stage Competition Documents”.

1. 参赛联合团队必须按要求编制入围简案阶段竞赛文件，同时在编制目录时编制对应的页码。

Joint team must prepare the brief scheme submission stage competition document according to the requirements, and compile the corresponding page numbers in the table of content.

1. 14.（现场递交申请文件）授权委托书及15. （确认为入围简案阶段入围联合团队后提交）参赛确认函无需编制在竞赛文件中。

14 Letter of Attorney (for on-site submission) and 15 Competition Participation Confirmation shall not be included in the Brief Scheme Submission Stage Competition Document.

# 1入围简案阶段竞赛申请书 Brief Scheme Submission Stage Application Form

致：深圳市大鹏新区管理委员会

To: Shenzhen Dapeng New District Management Committee

1. 经分析研究了主办方提供的入围简案阶段竞赛文件，我方申请参与大鹏公共事务中心（暂定名）概念方案设计竞赛。After analyzing and studying the Competition Document at Brief Scheme Submission Stage provided by the Organizer, we apply to participate in the Competition for Conceptual Design of Dapeng Public Affairs Center(tentative name).
2. 我方愿意接受本项目入围简案阶段竞赛文件的全部要求及入围简案阶段专家评审结果。 We accept all the requirements of the Competition Document at Brief Scheme Submission Stage and expert review results at the Brief Scheme Submission Stage of this project.
3. 我方在此声明本入围简案阶段竞赛文件中，陈述和提供的资料是完整的，每一细节是真实有效和无误的，并无条件承担由于资料不实所引致的不能成为入围简案阶段参赛入围联合团队的后果。We hereby declare that the information submitted and provided in this Competition Document is complete and that each detail is true, valid and correct. We are unconditionally responsible for the consequences of not being able to become a shortlisted joint team at Brief Scheme Submission Stage due to false information.
4. 我方将按附件组建设计联合团队，全程参与大鹏公共事务中心（暂定名）概念方案设计竞赛工作（附设计人员名单及工作分配表）。We will organize the design team as mentioned in the attached form, and will fully participate in the design work during the Competition for Conceptual Design of Dapeng Public Affairs Center(tentative name) (the list of the principal designers and the job list are attached).
5. 我方理解贵方不负担我方参加竞赛所支出的任何费用，也不承担与此相关的任何风险。We understand that Organizer will not be responsible for any expenses incurred by us in Open Tender stage and will not bear any risks associated.
6. 如有违反上述要求的，我方承诺愿无条件承担因此对主办方造成的任何损失和不利影响的责任。In case of violation of the above requirements, we promise to unconditionally assume any responsibility for any loss and adverse impact on the Organizer.

参赛设计机构（署名、盖章）Joint team (Signature and Official Seal):

法定代表人（签名）Legal Representative(Signature):

或委托代理人（签名）Or Authorized Representative (Signature):

日期 Date： 年 (Year) 月 (Month) 日 (Day)

联系电话Contact Telephone Number :

备注：参赛设计机构署名应与营业执照名称一致。

Note: The signature of the Joint team shall be consistent with the business license.

设计人员名单及工作分配表

List of the principal designers and the work allocation list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **团队**  **Team** | **设计机构**  **Design Agency** | **姓名**  **Name** | **职务**  **Position** | **拟承担的设计工作**  **Design work to be undertaken** |
| 项目负责人  Project leader |  |  |  |  |
| 主创设计师1  principal designers 1 |  |  |  |  |
| 主创设计师2  principal designers 2 |  |  |  |  |
| 主创设计师3  principal designers 3 |  |  |  |  |
| 项目组成员（项目组成员行数  可根据实际需要自行增减）  Members of the project team  Project members subject to adjustment |  |  |  |  |
|  |  |  |  |

参赛设计机构（盖章)Name (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):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 2联合团队协议（如需）Joint team Agreement (if needed)

**联合团队协议书 Joint team Agreement**

本联合团队声明：各方自愿组成联合团队共同参加“大鹏公共事务中心（暂定名）概念方案设计竞赛”（下称本项目）。现就联合团队参与事宜订立如下协议:The joint team declares that each party voluntarily forms as joint team and participates in the Competition for Conceptual Design of Dapeng Public Affairs Center(tentative name) (hereinafter referred as “the project”). This agreement is signed accordingly, which has (including but not limited to) following contents with respect to the participation in competition and subsequent implementation of the Project :

协议（包括但不限于）如下内容：

Agreement contents are as follow (including but not limited to):

1. 联合团队牵头设计机构合法代表联合团队各成员负责本项目文件编制，并代表联合团队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物，负责合同实施、组织和协调工作。The joint team leading member legally represents all joint team members to prepare the competition deliverables, and represents all joint team members to submit and receive the relevant documents, information and instructions, and handle all the related affairs.
2. 联合团队授权联合团队牵头设计机构对联合团队各成员的资质等级、业务能力、工作业绩等资料进行统一汇总后由联合团队牵头设计机构一并提交给主办方，联合团队牵头设计机构所提交的资质等级、业务能力、工作业绩等资料代表了联合团队各成员的真实情况。The joint team authorizes its leading member to collect such information of each member as qualification, business capability and work achievements and then submit to the Organizer. The qualification, business capability and work achievements and then that are submitted to the Organizer by the joint team leading member shall represent the fact of each joint team member.
3. 项目联络及文件提交等工作由联合团队牵头设计机构负责；联合团队牵头设计机构合法代表联合团队各成员提交并签署相关文件；联合团队牵头设计机构在本次竞赛提交的文件中的所有承诺均代表了联合团队各成员。The joint team leading member shall be responsible for project contact, document submission and other relevant work. It legally represents all joint team members to submit and sign the relevant documents. All the commitments made by the leading member in the competition represent those of all joint team members.
4. 联合团队各成员在本项目合作中密切配合、尽职尽责，优质高效地完成各自负责的工作内容。All joint team members shall be responsible and fully participate in the project, and complete the work content that each member responsible for with high quality and high efficiency.
5. 联合团队将严格按照竞赛相关文件的各项要求，递交相关文件。联合团队各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团队各成员均具法律约束力。The joint team shall submit the relevant documents strictly according to requirements of relevant competition documents. All joint team members will jointly sign the contract with the Organizer and execute all contract documents. The signed contract and agreements are legally binding on each member of the joint team.
   1. （联合团队牵头设计机构）承担\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_工作，在联合团队中的权益份额为\_\_\_%；

(Name of joint team leading member) will be responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , its equity share in the consortium is \_\_\_\_\_\_\_\_\_%.

* 1. （联合团队成员设计机构）承担\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_工作，在联合团队中的权益份额为\_\_\_%；

(Name of joint team member) will be responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , its equity share in the consortium is \_\_\_\_\_\_\_\_\_%.

* 1. （联合团队成员设计机构）承担\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_工作，在联合团队中的权益份额为\_\_\_%。

(Name of joint team leading member) will be responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , its equity share in the consortium is \_\_\_\_\_\_\_\_\_%.

1. 本协议书自签字并盖章之日起生效，一式\_\_\_\_\_\_\_\_份，联合团队各成员和主办方各执一份，具有同等法律效力。This agreement takes effect from the date of signing, with \_\_\_\_ copies. One copy for the Organizer and one copy for each member of joint team respectively, with equal legal effect.

牵头设计机构 设计机构名称（盖章):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leading member of the joint team Design Agency’s name (seal)

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

Legal or authorized representative (seal or signature)

联合团队成员1 设计机构名称（盖章):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 1 of the joint team Design Agency’s name (seal)

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

Legal or authorized representative (seal or signature)

联合团队成员2 设计机构名称（盖章):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 2 of the joint team Design Agency’s name (seal)

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

Legal or authorized representative (seal or signature)

日期 Date： 年 (Year) 月 (Month) 日 (Day)

# 3参赛联合团队报名情况一览表List of Application Information

**注：本表格需在提交的电子文件中另附可编辑Excel格式文件**

**Note: This table needs to have enclosed editable Excel file in the electronic documents.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **设计机构名称** | **营业执照注册地点** | **联合团队占比** | **设计机构情况** | | **项目负责人** | | | **主创设计师** | | | **备注** |
| **类似业绩** | **类似业绩所获奖项** | **项目负责人 （仅1人）** | **项目负责人类似业绩** | **项目负责人所获奖项或个人荣誉** | **主创设计师 （不超过3人）** | **主创设计师类似业绩** | **主创设计师所获奖项或个人荣誉** |  |
| 设计机构名称需与此次提交的营业执照一致 |  |  | 1. 联合团队所有设计机构共同提交。 2. 提供2010年1月1日至公告截止之日为止（以合同签订时间为准）在建或已竣工同类公共建筑方案设计或设计（须含方案）业绩。业绩应充分体现参赛设计机构的水平、能力、创意，业绩总数不超过3个，超过3项的，只取前3项。 | 上述类似业绩所获奖项总数不超过3项，超过3项的，只取前3项。 | 1.注明人员所属设计机构。 2.项目负责人和主创设计师不可为同一人。 | 项目负责人的同类公共建筑设计业绩，项目负责人的业绩总数不超过3项，超过3项的，只取前3项。 | 荣誉证书、获奖证书总数不超过3项，超过3项的，只取前3项。 | 1. 注明人员所属设计机构。 2.项目负责人和主创设计师不可为同一人。   3.主创设计师不超过3名，超过3名的，只取前3名。 | 每名主创设计师的同类公共建筑项目的设计业绩不超过1项，超过1项的，只取第1项。 | 每名主创设计师的荣誉证书、获奖证书应有对应主创设计师名字，不超过1项，超过1项的，只取第1项 | 填写说明提交时可删除 |
| **例： （牵头设计机构名称）A设计机构 + （联合团队成员名称）B设计机构**  **+ （联合团队成员名称）C设计机构** | 例： 中国成都 + 中国香港  + 美国 | 例： （牵头设计机构名称）A公司：20%  （联合团队成员名称）B公司：50%  （联合团队成员名称）C公司：30% | 例： （牵头设计机构名称）A公司： 1.《项目名称》，建筑面积：XXX平方米，合同签订日期  ……  （联合团队成员名称）B公司：  ……  （联合团队成员名称）C公司：  …… | 例： （牵头设计机构名称）A公司： 1.《项目名称》获得xxxx年XXXX奖项XX等奖  （联合团队成员名称）B公司： ……  （联合团队成员名称）C公司： …… | 例： （牵头设计机构名称）A公司或（联合团队成员名称）B/C公司： **A某某**（项目负责人） | 例： 1.《项目名称》，建筑面积：XXX平方米，设计时间  2.《项目名称》，建筑面积：XXX平方米，设计时间 | 例： 1.《项目名称》获得xxxx年XXXX奖项XX等奖  2.《项目名称》获得xxxx年XXXX奖项XX等奖 | 例： （牵头设计机构名称）A公司或（联合团队成员名称）B/C公司： **B某某** | 例： **B某某：** 1.《项目名称》，建筑面积：XXX平方米，设计时间 2.《项目名称》，建筑面积：XXX平方米，设计时间 | 例： **B某某：** 1.《项目名称》获得XXX年XXX奖项XX等奖 |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Design Agency’s name** | **Registered place of business license** | **Percentage at join team** | **Design Agency information** | | **Project leader** | | | **principal designer** | | | **Remark** |
| **Achievements of similar projects** | **Similar projects awards** | **Project leader (only 1)** | **Project leader achievements of similar projects** | **Awards of project leader** | **principal designer (no more than 3)** | **principal designer achievements of similar projects** | **Awards of principal designer** |  |
| **Design Agency’s name shall be the SAME as the name on the business license (submitted for this competition)** |  |  | All join team members shall provide campus project achievements together, up to 3, from January 1, 2010 to the announcement deadline (subject to the contract signing date).If there are more than 3 items, only the first 3 items will be taken. | The total number of awards of similar projects shall not exceed 3. If there are more than 3 items, only the first 3 items will be taken. | 1. Specify the design dgency of the person. 2. Project leader and principal designer can not be the same person. | Project leader achievements in similar project shall not exceed 3. If there are more than 3 items, only the first 3 items will be taken. | The total number of awards shall not exceed 3.If there are more than 3 items, only the first 3 items will be taken. | 1. Specify the join team of the person. 2. Project leader and principal designer can not be the same person  3. principal designers: no more than 3 person.If there are more than 3 principal designers, only the first 3 principal designers will be taken. | Achievements of each principal designer in similar project shall not exceed 1. If there are more than 1 items, only the first 1 items will be taken. | Each principal designer have their own awards. If there are more than 1 items, only the first 1 items will be taken. | Filling instructions could be deleted when submitting |
| **e.g.**  **(name of leading member) Join Design Agency A + (name of Join team member) Design Agency B** | e.g.  Chengdu, China + Hong Kong, China | e.g.  (name of leading member) Design Agency A: 20% (name of join team member) Design Agency B: 80% | e.g.  (name of leading member) Design Agency A: d1. Project name, floor area: xxx m2 (name of join team member)Design Agency B: … | e.g.  (name of leading member) Design Agency A: 1. Project name was awarded with xxx prize in (year) of xxx (name of join team member m) Design Agency B: … | e.g.  (name of leading member) Design Agency A or (name of join team member) Design Agency B: Axxx (project leader) | e.g.  1. Project name, floor area: xxxm2,  2. Project name, floor area: xxxm2, | e.g.  1. Project name was awarded with xxx prize of xxx in year of xxx 2. Project name was awarded with xxx prize of xxx in year of xxx | e.g.  (name of leading member) Design Agency A or (member of join team) Design Agency B: Bxxx | e.g.  Bxxx: 1. Project name, floor area: xxxm2,  2. Project name, floor area: xxxm2, | e.g. Bxxx: 1. Project name was awarded with xxx prize of xxx in year of xxx |  |

# 4法定代表人身份证明文件Certificate of Legal Representative

设计机构名称：

Design Agency’s name:

（设计机构名称应与营业执照名称一致）

(The design agency’s name shall be consistent with the name in the business license)

地址：

Address:

法定代表人姓名： 性别： 年龄： 职务：

Name of legal representative: gender: age: position:

特此证明。

Hereby certified.

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

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

日期 Date： 年 (Year) 月 (Month) 日 (Day)

附：法定代表人身份证扫描件

Attached: scanned copy of legal representative'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 |

# 5法定代表人授权委托书Power of Attorney of Legal Representative

本授权委托书声明：我（姓名）系（参赛设计机构名称）的法定代表人，现授权委托（设计机构名称）的（姓名及职务）为我公司签署大鹏公共事务中心（暂定名）概念方案设计竞赛文件的法定代表人的授权委托代理人，我承认代理人全权代表我所签署的文件的内容。

This power of attorney makes the following statement: I (name) am the legal representative of (name of design agency) and now authorize (name and title) of (design agency’s name) to be the authorized agent of the legal representative for signing the Competition Document related to Competition for Conceptual Design of Dapeng Public Affairs Center(tentative name). I acknowledge the content of documents signed by the agent on behalf of me.

代理人无转委托权，特此委托。

The agent has no right of sub-entrustment and is hereby entrusted.

代理人： 性别： 年龄：

Agent: gender: age:

身份证号码： 职务：

ID card number:  position:

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

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

法定代表人（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：代理人身份证扫描件

Attached: scanned 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 |

# 6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 business registration certificate) (provide a copy with official seal)

# 7企业相关资质证明文件复印件（如有）Relevant Qualification Documents of the Company (if any)

# 8参赛联合团队基本情况表Basic Information of the join team members

联合团队参赛的，各方均需填写本表。Each member of the join team must fill out the form separately.

|  |  |  |
| --- | --- | --- |
| 1 | 设计机构注册名称  Design agency’s registered name |  |
| 设计机构简介  Design agency’s profile |  |
| 2 | 设计机构详细资料  Design agency’s details | |
| 设计机构注册国家或地区  Registered 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  E-mail |  |
| 设计机构成立日期  Date of establishment |  |
| 设计机构规模（总公司及相关竞赛分公司各专业人数等信息）  Design agency’s scale (number of personnel of each discipline of head office and relevant competition branch office, etc.) |  |
| 设计资格的种类/级别Category/grade of design qualification |  |
| 3 | 本项目联系人  Contact person for this project | |
| 姓名  Name |  |
| 头衔和职务  Title |  |
| 电话  Tel |  |
| 电子邮箱  E-mail |  |
| 通信地址及邮政编码  Mailing address and postal code |  |
| 4 | 其他证明文件另附在表格后  Other supporting documents attached behind the table | 1. 参赛设计机构简介；   Brief introduction to the design agency;  2）相关项目经验简述。  Brief introduction of similar project experience; |



# 9参赛联合团队同类项目业绩一览表List of Similar Projects of the Join Team

|  |  |
| --- | --- |
| 填写要求Filling Requirements:   1. 提供2010年1月1日至公告截止之日为止（以合同签订时间为准）在建或已竣工同类公共建筑方案设计或设计（须含方案）业绩。业绩应充分体现参赛单位的水平、能力、创意。   Provide the achievements of university projects from January 1, 2010 to the announcement deadline (subject to the contract signing date). The achievements shall fully reflect the level, ability and creativity of the applicant.   1. 参赛联合团队业绩总数不超过3个（联合团队参赛共同提供3个），提供业绩总数量超过3项的，只取前3项。   The total number of achievements of the join team shall not exceed 3 (provided by join team leading member and join team members together). If more than 3, only the first 3 shall be taken.   1. 业绩证明材料：（1）项目名称、规模（总建筑面积）、参与的设计内容、主要效果图及总图或照片、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、参与的设计内容、合同签订时间、合同签章页)；（2）项目获国家级或国外相应级别专业奖项（建筑、景观、室内）（如有）；（3）项目获得绿色建筑认证（如有）；   Achievement supporting materials: (1) Project name, scale (gross floor area), client’s information, design content, main renderings or photo of completed project, scanned copy of key pages of the design contract (showing contract name, design content and scale, design stage, date of contract signing, signatory page of the contract); (2) Awards of above projects (If any, please provide the highest honors, up to 3.);(3)Project obtained green building certification(If any). | |
| **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、甲方信息、总用地面积、建筑面积、主要功能、设计内容等）  Project scale and characteristics (briefly describe the project location, client, total land area, GFA, major functions, design content 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 |  |
| 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 |  |
| 相关照片或效果图  Relevant photos or renderings |  |
| 项目的实施情况（如有）  Project implementation information (if any) |  |
| 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、参与的设计内容、合同签订时间、合同签章页)  Scanned materials of achievements (contract, bid-winning notice, relevant drawings) |  |
| 项目获国家级或国外相应级别专业奖项（建筑、景观、室内）（如有）  Prize winning information |  |
| 项目获得绿色建筑认证（如有）  Project obtained green building certification(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、甲方信息、总用地面积、建筑面积、主要功能、设计内容等）  Project scale and characteristics (briefly describe the project location, client, total land area, GFA, major functions, design content 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 |  |
| 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 |  |
| 相关照片或效果图  Relevant photos or renderings |  |
| 项目的实施情况（如有）  Project implementation information (if any) |  |
| 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、参与的设计内容、合同签订时间、合同签章页)  Scanned materials of achievements (contract, bid-winning notice, relevant drawings) |  |
| 项目获国家级或国外相应级别专业奖项（建筑、景观、室内）（如有）  Prize winning information |  |
| 项目获得绿色建筑认证（如有）  Project obtained green building certification(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、甲方信息、总用地面积、建筑面积、主要功能、设计内容等）  Project scale and characteristics (briefly describe the project location, client, total land area, GFA, major functions, design content 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 |  |
| 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 |  |
| 相关照片或效果图  Relevant photos or renderings |  |
| 项目的实施情况（如有）  Project implementation information (if any) |  |
| 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、参与的设计内容、合同签订时间、合同签章页)  Scanned materials of achievements (contract, bid-winning notice, relevant drawings) |  |
| 项目获国家级或国外相应级别专业奖项（建筑、景观、室内）（如有）  Prize winning information |  |
| 项目获得绿色建筑认证（如有）  Project obtained green building certification(If any). |  |



# 10拟派本项目负责人情况及业绩表Project Leader Introduction and Experiences

|  |  |
| --- | --- |
| 填写要求Filling Requirements:   1. 项目负责人1人（联合团队参赛共同指派1人），超过1人的，只取前1人。   There shall be only one project leader (appointed by join team leading member and join team members together), and only the first person will be selected if there is more than one.   1. 项目负责人和主创设计师不可为同一人。   The project leader and the principal designer can not be the same person.   1. 提供项目负责人担任过同类公共建筑设计项目负责人的业绩，业绩数量不超过3项，超过3项的，只取前3项。   Provide the achievements of the project leader in university design. If the number of achievements provided exceeds3, only the first 3 shall be taken.   1. 证明材料：(1) 项目名称、规模（总建筑面积和场地面积）、甲方信息、设计时间、参与的设计内容及主要效果图及总图或照片；（2）项目获国家级或国外相应级别专业奖项（如有）；（3）项目获得绿色建筑认证（如有）；（4）个人所获行业国家或国际奖项或荣誉（如有，荣誉证书、获奖证书应有项目负责人名字，总数不超过3项，超过3项的，只取前3项）。   Supporting materials: (1) Similar projects: project name, scale (gross floor area and land area), client’s information, design time, participatory design content, main renderings or photo of completion; (2) Awards of above similar projects, personal awards or honors (If any, please provide the highest honors, up to 3.) | |
| **项目负责人基本情况Basic Information of Project Leader** | |
| 姓名Name |  |
| 学历、学位及专业特长  Education background, degree and expertise |  |
| 任职历史（自现职开始）  History of employment (since present employment) |  |
| 个人所获行业国家或国际奖项或荣誉（如有，荣誉证书、获奖证书应有项目负责人名字）。  The international industrial awards or honors received by the person (if any, the honorary certificate and award certificate shall have the name of the project leader) |  |
| **设计经验Design Experience** | |
| **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、甲方信息、总用地面积、建筑面积、主要功能、设计内容等）  Project scale and characteristics (briefly describe the project location, client, total land area, GFA, major functions, design content etc.) |  |
| 在该项目承担的工作  Work undertaken in the project |  |
| 相关照片或效果图  Relevant photos or renderings |  |
| 项目的实施情况（如有）  Project implementation information (if any) |  |
| 项目获国家级或国外相应级别专业奖项（如有）  The project has won national or foreign professional awards at the corresponding level(If any). |  |
| 项目获得绿色建筑认证（如有）  Project obtained green building certification(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、甲方信息、总用地面积、建筑面积、主要功能、设计内容等）  Project scale and characteristics (briefly describe the project location, client, total land area, GFA, major functions, design content etc.) |  |
| 在该项目承担的工作  Work undertaken in the project |  |
| 相关照片或效果图  Relevant photos or renderings |  |
| 项目的实施情况（如有）  Project implementation information (if any) |  |
| 项目获国家级或国外相应级别专业奖项（如有）  The project has won national or foreign professional awards at the corresponding level(If any). |  |
| 项目获得绿色建筑认证（如有）  Project obtained green building certification(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、甲方信息、总用地面积、建筑面积、主要功能、设计内容等）  Project scale and characteristics (briefly describe the project location, client, total land area, GFA, major functions, design content etc.) |  |
| 在该项目承担的工作  Work undertaken in the project |  |
| 相关照片或效果图  Relevant photos or renderings |  |
| 项目的实施情况（如有）  Project implementation information (if any) |  |
| 项目获国家级或国外相应级别专业奖项（如有）  The project has won national or foreign professional awards at the corresponding level(If any). |  |
| 项目获得绿色建筑认证（如有）  Project obtained green building certification(If any). |  |



# 11拟派本项目主创设计师情况及业绩表Principal Designer Introduction and Experiences

|  |  |  |  |
| --- | --- | --- | --- |
| 主创设计师姓名  Name | 职务  Title | 拟承担的设计工作  Design work to be undertaken in this project | 所属单位  Affiliated Company |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 填写要求Filling Requirements:   1. 主创设计师不超过3名，超过的3名的，只取前3名。   The principal designers no more than 3 person.If there are more than 3 principal designers, only the first 3 principal designers will be taken.   1. 项目负责人和主创设计师不可为同一人。   The project leader and principal designer can not be the same person.   1. 主创设计师曾担任过同类公共建筑项目的设计业绩，每名主创设计师的业绩不超过1项，超过1项的，只取第1项。   Only 1 achievements in university project from each principal designer are need.  证明材料：（1）名称、规模（总建筑面积和场地面积）、甲方信息、设计时间、参与的设计内容及主要效果图及总图；（2）项目获国内省部级及以上或国外相应级别专业奖项（如有）；（3）项目获得绿色建筑认证（如有）；（4）个人所获行业国家或国际奖项或荣誉（如有，每名主创设计师的荣誉证书、获奖证书应有对应主创设计师名字，不超过1项，超过1项的，只取第1项）。  Supporting materials: (1) Similar projects: project name, scale (gross floor area and land area), client’s information, design time, participatory design content, main renderings or photo of completion;(2)The project has won national or foreign professional awards at the corresponding level(If any).(3)Project obtained green building certification(If any). (4)Individual national or international awards or honors in the industry(if any,The honor certificate and award certificate of each principal designer should have the corresponding name of the principal designer, no more than one item, if there is more than one item, only the first item will be taken).  注：后续项目竞赛及实施过程中除因不可抗力外，不可更换主创人员；如确需更换人员，需书面与主办方详细确认更换情况并取得主办方书面同意。联合团队参赛，需标明人员所属的联合团队成员设计机构。  Note: principal designers cannot be changed in the subsequent project competition and implementation process unless due to force majeure; if indeed the person has to be changed, it must communicate in written form with the Organizer to confirm the change information and get the written consent from the Organizer. The join team needs to indicate which join team member that the principal designer belongs to. |



|  |  |  |
| --- | --- | --- |
| **主创设计师1 principal designer 1** | | |
| 姓名Name |  | |
| 学历、学位及专业特长  Education background, degree and expertise |  | |
| 任职历史（自现职开始）  History of employment (since present employment) |  | |
| 设计经验Design experience | | |
| **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、甲方信息、总用地面积、建筑面积、主要功能、设计内容等）  Project scale and characteristics (briefly describe the project location, client, total land area, GFA, major functions, design content etc.) |  |
| 在该项目承担的工作  Work undertaken in the project |  |
| 相关照片或效果图  Relevant photos or renderings |  |
| 项目的实施情况（如有）  Project implementation information (if any) |  |
| 项目获国内省部级及以上或国外相应级别专业奖项（如有）  The project has won professional awards at the domestic provincial and ministerial level and above or the corresponding foreign level |  |
| 项目获得绿色建筑认证（如有）  Project obtained green building certification(If any). |  |

|  |  |  |
| --- | --- | --- |
| **主创设计师2 principal designer 2** | | |
| 姓名Name |  | |
| 学历、学位及专业特长  Education background, degree and expertise |  | |
| 任职历史（自现职开始）  History of employment (since present employment) |  | |
| 设计经验Design experience | | |
| **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、甲方信息、总用地面积、建筑面积、主要功能、设计内容等）  Project scale and characteristics (briefly describe the project location, client, total land area, GFA, major functions, design content etc.) |  |
| 在该项目承担的工作  Work undertaken in the project |  |
| 相关照片或效果图  Relevant photos or renderings |  |
| 项目的实施情况（如有）  Project implementation information (if any) |  |
| 项目获国内省部级及以上或国外相应级别专业奖项（如有）  The project has won professional awards at the domestic provincial and ministerial level and above or the corresponding foreign level |  |
| 项目获得绿色建筑认证（如有）  Project obtained green building certification(If any). |  |

|  |  |  |
| --- | --- | --- |
| **主创设计师3 principal designer 3** | | |
| 姓名Name |  | |
| 学历、学位及专业特长  Education background, degree and expertise |  | |
| 任职历史（自现职开始）  History of employment (since present employment) |  | |
| 设计经验Design experience | | |
| **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、甲方信息、总用地面积、建筑面积、主要功能、设计内容等）  Project scale and characteristics (briefly describe the project location, client, total land area, GFA, major functions, design content etc.) |  |
| 在该项目承担的工作  Work undertaken in the project |  |
| 相关照片或效果图  Relevant photos or renderings |  |
| 项目的实施情况（如有）  Project implementation information (if any) |  |
| 项目获国内省部级及以上或国外相应级别专业奖项（如有）  The project has won professional awards at the domestic provincial and ministerial level and above or the corresponding foreign level |  |
| 项目获得绿色建筑认证（如有）  Project obtained green building certification(If any). |  |







# 12知识产权承诺书Intellectual Property Commitment

致：深圳市大鹏新区管理委员会

To: Shenzhen Dapeng New District Management Committee

参赛设计机构承诺：参赛设计机构提交的设计成果不侵犯任何第三方知识产权或其他合法权益，参赛设计机构对此承担全部法律责任；参赛设计机构对设计成果中所涉及的任何来自第三方的知识产权或其他合法权益均已得到合法有效授权，所涉授权费用（如果有）由参赛设计机构承担且已包含在合同（或竞赛文件）规定的设计费用或奖金中。参赛设计机构的设计成果不存在任何权利缺陷或权利行使障碍，如因此给主办方造成任何责任或损失（包括但不限于被追索连带责任、侵权赔偿或支付许可费等），均由参赛设计机构承担或赔偿。

特此承诺。

The design agency promises that its design results does not infringe any third party’s intellectual property rights or other legitimate rights or interests, and the design agency bears all legal responsibility; all intellectual property rights or other legal rights and interests in the Design Results of the design agency have been legally and effectively licensed, and the licensing costs involved (if any) have been borne by the design agency and have been included in the design costs or bonus stipulated in the contract (or competition document). The design results of design agency does not have any rights defects or obstacles to their exercise. Any liability or loss caused to the Organizer (including but not limited to joint liability, compensation for infringement or the payment of royalties, etc.) shall be borne or compensated by the applicant.

We hereby make the above commitment.

参赛设计机构（盖章）Design agency (Signature and Official Seal):

法定代表人（盖章或签字）Legal Representative (Signature):

或委托代理人（盖章或签字）Or the Authorized Agent (Signature):

日期Date： 年 (Year) 月 (Month) 日 (Day)

联系电话 Contact Telephone Number:

备注：参赛设计机构署名应与营业执照名称一致。

Note: The signature of the design agency shall be consistent with the name on the business license.

# 13签字盖章Signature and Seal

|  |  |
| --- | --- |
| 我谨代表前述申请参加本次竞赛的参赛设计机构（联合团队）声明：本表各页，加盖公章为记，所填一切内容属实，并同时在此授权本次竞赛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 above design agency (design join team) that applies for participating in this competition, I make this statement: on every page of the table, with official seal for the note, all the content completed is true, and I hereby authorize the organizer of this competition to make public and use relevant information at the time and place it thinks fit. | |
| 参赛设计机构（联合团队牵头设计机构）  Design agency (Join team Leading member)  设计机构（联合团队牵头设计机构）法人代表签名  Signature of Legal Representative of the design agency (leading member of the join team)  ＿＿＿＿＿＿＿＿＿＿＿＿＿＿  日期  Date  ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ | 盖章处  Official Stamp |

**以下内容无需编制在入围简案阶段竞赛文件内**

**The rest of the contents need not be included in the Brief Scheme Submission Stage Competition Document**

# 14（现场递交申请文件）授权委托书Letter of Attorney (for on-site submission)

致：深圳市大鹏新区管理委员会

To: Shenzhen Dapeng New District Management Committee

因受新冠疫情影响，我设计机构授权委托（姓名），年龄：（），身份证号码：（）为我公司提交大鹏公共事务中心（暂定名）概念方案设计竞赛入围简案阶段竞赛文件的授权委托代理人，其全权负责将我司的竞赛文件盖章电子版制作成纸质版并递交。

Due to the outbreak of COVID-19, our design agency hereby declares that \_\_\_\_\_(Name)\_\_\_\_, Age \_\_\_\_, ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is our authorized agent to submit the brief scheme submission stage competition document for the Competition for Conceptual Design of Dapeng Public Affairs Center(tentative name) for our design agency. He / She will take full responsibility for making our stamped e-version of brief scheme submission stage competition document into the paper version and then submit it.

我司确认由以上列明的授权委托代理人所递交入围简案阶段竞赛文件的准确性。

Our company confirms the accuracy of the brief scheme submission stage competition document submitted by authorized agent listed above.

代理人无转委托权，特此委托。

The agent has no right of sub-entrustment.

参赛设计机构（盖章）Design agency (Official Seal)：

法定代表人（签名或盖章）Legal Representative (Signature or Seal):

有效期限(Validity Period): 年 月 日 至 年 月 日

(Year) (Month) (Day) to (Year) (Month) (Day)

签发日期Signed Date： 年 (Year) 月 (Month) 日 (Day)

# 15入围简案阶段参赛确认函Competition Participation Confirmation at Brief Scheme Submission stage

致：深圳市大鹏新区管理委员会

To: Shenzhen Dapeng New District Management Committee

我方在此确认参加大鹏公共事务中心（暂定名）概念方案设计竞赛活动，我方承诺遵守本次竞赛的一切规则，并同意和承诺如下事项：

We hereby confirm to attend the Competition for Conceptual Design of Dapeng Public Affairs Center(tentative name), and we undertake to abide by all the rules of this competition, and agree and promise as follows:

1. 我方承诺按照《入围简案阶段竞赛文件》和《参赛确认函》所承诺的提交的主创设计人员将全程参与设计工作（附设计人员名单及工作分配表）。

We undertake that the principal designers as promised in the Brief Scheme Submission Stage Competition Document and the Competition Participation Confirmation will fully participate in the design work (the list of the designers and the work allocation are attached).

1. 我方承诺按照设计任务书要求的深度完成设计成果。

We undertake to complete the deliverables to the extent required by the Design Brief.

1. 我方保证提交的设计成果内容无任何虚假、未侵犯他人知识产权。若在奖金发放前任何时间查出有虚假，同意作无效成果文件处理并取消参赛或获奖资格，同时承担因侵犯他人知识产权而由此引起的全部法律责任和经济责任。

We guarantee that the contents of the submitted deliverables are free from any false content and do not infringe upon the intellectual property rights of others. If our deliverables are found to be false at any time before the bonus is paid or contract is signed, we agree that they will be treated as invalid and we will be disqualified for participation or getting the prize. Meanwhile, we will bear all the legal liabilities and economic responsibilities arising from the infringement upon others' intellectual property rights.

在正式协议签署并生效之前，贵方的《入围简案阶段竞赛文件》、《参赛确认函》和《获奖通知书》将成为约束双方的合同文件的组成部分。

Prior to the execution and entry into force of the formal agreement, your Brief Scheme Submission Stage Competition Document, Competition Participation Confirmation and Letter of Award will form integral part of the contract documents binding the parties.

为方便联系，我方指派＿＿＿＿＿＿（先生/女士）出任本次竞赛的工作联系人。联系电话：＿＿＿＿＿＿，邮箱：＿＿＿＿＿＿

For your convenience, we have appointed (Mr. / Ms.) ＿＿＿＿＿＿as the contact person for the competition: Tel: ＿＿＿＿＿＿, E-mail: ＿＿＿＿＿＿

特此函告！

Hereby informed!

附：

Attached:

设计人员名单及工作分配表

List of the designers and the work allocation list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **团队**  **Team** | **设计机构Design Agency** | **姓名**  **Name** | **职务**  **Position** | **拟承担的设计工作**  **Design work to be undertaken** |
| 项目负责人  Project leader |  |  |  |  |
| 主创设计师1  principal designers 1 |  |  |  |  |
| 主创设计师2  principal designers 2 |  |  |  |  |
| 主创设计师3  principal designers 3 |  |  |  |  |
| 项目组成员  Members of the project team |  |  |  |  |
|  |  |  |  |
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