## 第二部分 咨询文件附件 Part II Attachments of consultation documents

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## 附件一：报名文件. Attachment I: Application documents

## 1.《西丽综合交通枢纽地区城市设计国际咨询》报名表 1. Application Form of *International Consultation on the Urban Design of Shenzhen Xili Hub Area*

|  |  |
| --- | --- |
| 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 |  |
| 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 2. The Agreement of Joint Design Groups

1. 本联合体声明：自愿参加“西丽综合交通枢纽地区城市设计国际咨询”（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 joint design group claims to voluntarily participate in the “International Consultation on the Urban Design of Shenzhen Xili Hub Area” (hereinafter referred to as the Project). The Agreement is hereby established on relevant issues with content as below (includes, but is not limited to):

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 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 |
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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 3. Legal Representative Certification & Authorization

**法定代表人资格证明书（参考）**

**Certificate of Qualifications of Legal Representative (For Reference)**

单位名称：

Company name

地址：

Address

姓名：性别：年龄：职务：

Name: Sex: Age: Title:

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！

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

设计单位（盖章）：

Competitor (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复印件（附后）。

Notes: 1. Only the original certificate bearing official seal or legal signature of legal representative submitted by the competitor is valid.

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

**法定代表人授权书（参考）**

**Power of Attorney of the Legal Representative（**[**For Reference**](http://www.baidu.com/link?url=_p4JhETLGmp4GbhQU6jwLB99NXf4w_OrWIfEUJ20mRCpFTTZUyg5l86muA02mX6Uy_ll8us1a_jIH5yl0D-hyjzy5ja_WSuNp3vE1r1Kz97pKQYpkMITFKU5DAzWO_Mt)**）**

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 lawful agent to participate in the consulting activity for the project (project name) organized by you respected company, and to handle all matters in the consulting activity on behalf of our company, including but not limited to applying, negotiation, contract signing, etc. Our company will acknowledge all documents signed and all relevant matters handled by the company's representative during the bidding process, and will undertake responsibilities for all these. The company's representative does not have the right of sub-entrustment.

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).

被授权人：职务：

Authorized representative: Title:

联系电话：手机：

Telephone: Mobile Phone:

身份证号码：

ID No.:

设计单位（盖章）：

Company (seal):

法定代表人（签名）：

Legal representative (signature):

被授权人（签名）：

Authorized representative (signature):

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）。

Notes: 1. The Power of Attorney shall be submitted in the form of original bearing the signature (or personal seal) of agent and legal representative and the public seal of the company;

2. The hard copy of the agent's identity card shall be provided (attached).

## 4.设计机构（联合体）简介 4. 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 |
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☆ 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 5. Proof Documents for Qualification Including Business License

## 6.同类项目经验 6. Experience of Similar Projects

**同类项目是指综合交通枢纽地区（包括轨道交通枢纽、空港枢纽等）城市设计或综合交通枢纽建筑设计。  
Similar projects refer to urban design or architecture design for comprehensive transport hub (including railway transport hub and airport hub).**

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 |
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表：同类项目简介  
Table: Brief introduction to the similar projects

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| --- |
| 填写要求 Filling 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）  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. |
| 项目1: Project 1: |
|  |
| 项目2  Project 2: |
|  |
| …….可自行增加  Can be added |
|  |

## 7.设计人员总表 7. 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 |  |  |  |  |  |
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| 项目组成员 Members of project group |  |  |  |  |  |
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## 8.项目负责人及主要设计人员简历及证明材料 8. 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 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: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

## 附件二： 参与确认函 Attachment II: Confirmation Letter of Participation

参与确认函  
Confirmation Letter of Participation

致：   
To:

我方在此确认参加《西丽综合交通枢纽地区城市设计国际咨询》，我方承诺遵守本次咨询的一切规则，并同意和承诺如下事项：  
We hereby confirm to participate in the *International Consultation on the Urban Design of Shenzhen Xili Hub Area* andpromise to conform to all rules of the Consultation. We agree and commit to the following items:

1. 我方重视并尊重本次参与资格，若递交《参与确认函》后我方因非不可抗力因素中途退出或最终放弃参与，我方理解并尊重贵方有权在今后拒绝我方参加任何主办单位的其他任何项目。  
 1. We value and respect our participation qualification in the Project. If we quit halfway or eventually give up due to reasons other than force majeure after submitting *Confirmation Letter of Participation*, we understand and respect that the hosts have the right of rejecting us to participate in any other their projects in future.

2. 我方承诺按照《西丽综合交通枢纽地区城市设计国际咨询工作规则》中的要求按时提交成果文件。  
 2. We commit to submit the deliverables on time following the requirements in the *Regulations of International Consultation on the Urban Design of Shenzhen Xili Hub Area.*

3. 我方承诺按照《参与确认函》所承诺的项目负责人和主要设计人员将全程参与设计工作（附我方在本项目的项目负责人及主要设计人员名单及工作分配表）  
 3.We promise that the project responsible person and main designers listed in the *Confirmation Letter of Participation* shall participate in the design throughout the process (see the list of project responsible person and main designers of the candidate institution and their work division for the Project in the appendix).

4. 我方承诺按照《西丽综合交通枢纽地区城市设计国际咨询技术任务书》要求的深度完成成果文件。  
 4. We commit to complete the deliverables according to the requirement depth of *Technical Brief of International Consultation on the Urban Design of Xili Hub Area*.

5. 我方保证提交的成果文件内容无任何虚假、未侵犯他人知识产权。若方案评审过程中查出有虚假，同意作无效成果文件处理并取消入围资格。若中选之后查出有虚假，同意废除中选资格并接受处罚，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。  
 5. We guarantee that the submitted deliverables contain no false content or content that infringes intellectual property rights of others. If any false content identified during the planning review, we agree to invalidate our deliverables and cancel our shortlist qualification. If any false content identified after selection, we agree to invalidate our selection qualification, accept corresponding punishment and bear all the legal and financial responsibilities for infringement of intellectual property rights of others.

6. 如我方中选，我方将按照《参与确认函》所承诺的设计人员组建项目设计组，完成本项目的全部设计工作。如未经主办单位书面同意更换项目设计组成员，主办单位有权取消我方的中选资格或单方面终止合同，由此给主办单位造成的损失由我方承担。  
 6. If we are selected, we shall establish a project design group with the design personnel listed in the Confirmation Letter of Participation to complete all the design work of the Project. If we change the members of the project design group without written permission from the hosts, hosts have right to cancel our selected qualification or unilaterally terminate the contract. The loss of hosts thereinafter caused shall be borne by us.

7. 我方理解主办单位对评选结果的选取，且对任何参赛单位不承担任何解释的责任和义务。  
 7. We comprehend that the hosts’ selection among the review results and assume no responsibility or obligation for any interpretation to any candidate institution.

在设计合同签署并生效之前，贵方的《咨询公告》、《西丽综合交通枢纽地区城市设计国际咨询技术任务书》、《西丽综合交通枢纽地区城市设计国际咨询技术任务书》、《参与确认函》和《中选通知书》将成为约束双方合同文件的组成部分。  
 Before the design contract is signed and enters into force, *Consultation Announcement*, *Technical Brief of International Consultation on the Urban Design of Xili Hub Area, Confirmation Letter of Participation, and Finalist Notice* issued by you shall be part of the contract documents binding on both parties.

为方便联系，我方指派 （先生/女士）出任本次应征工作联系人。联系电话： ，邮箱： 。

For the convenience for communication, we assign (Mr./Ms.) \_\_\_\_\_\_\_\_ as the contact person for the application.

Tel: Email:

特此函告！  
This letter is hereby stated.

附：参与单位项目负责人及主要设计人员名单及工作分配表  
Appendix: List of project responsible person and main designers of the candidate institution and the work division

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 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 |  |  |  |  |  |
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| 项目组成员 Members of project group |  |  |  |  |  |
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单位名称（全称、加盖公章）：  
Name of the institution (full name with official seal):

项目负责人（签字或盖章）：  
Project responsible person (signature or seal):

法人代表或委托人（签字） ：  
Legal representative or agent (signature):

地址：   
Address:

电话：   
Tel:

传真：   
Fax:

日期：   
Date:

（如有更多可增加）  
(can be added if necessary)

说明：若为联合体，联合体各成员的法定代表人或联合体的授权代表签字或盖章，并加盖联合体各成员公章(如有)。  
 Note: For joint design groups, the legal representative or authorized representative of all members shall sign or seal here, affixed with official seals of all members (if any).