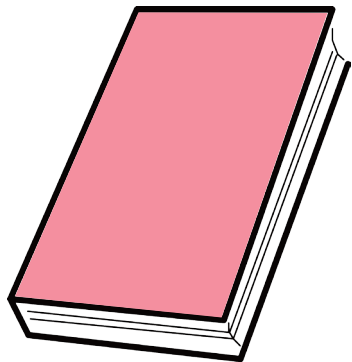


参赛文件制作指引手册

Manual for Preparation of Application Documents

本手册内明确深圳歌剧院建筑方案设计国际竞赛参赛文件制作相关格式、内容及封装要求。手册未提及内容请参考竞赛文件。内容如有冲突请以竞赛文件为准。

This manual specifies the format, content and encapsulation requirements of the Application documents for International Architecture Design Competition of Shenzhen Opera House. Please refer to the Rules for any unmentioned contents. If there is any conflict in the content, please follow the Rules.



报名文件

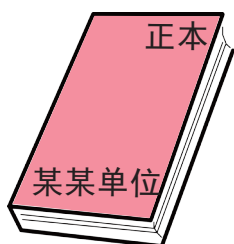
尺寸：A4 竖版

页数：30 页，即正反面打印
60 面（除封面封底扉页目录外）

封面：软面胶装

文件封面无格式要求

需标明单位名称，并且在右上角标明正本 / 副本



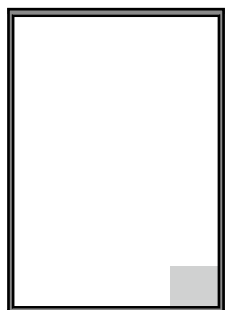
X1



X9

正本（内附盖章及签名原件）

副本



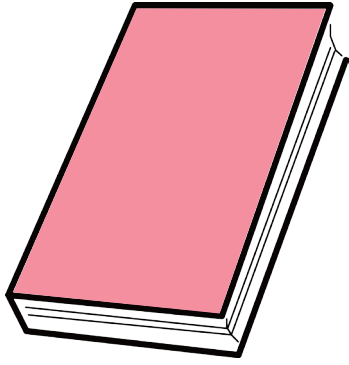
概念提案

尺寸：A0 竖版

数量：2 张

要求：裱白色 KT 版（白色封边、亚膜）并标注图版顺序。

图板正面不得出现反映设计机构名称或设计师名字的任何标识，随附一张图板缩略图（A4 打印），并标明设计机构的名称。（格式自定）



Registration document

Size: A4 portait

Page: 30 pages Maximum (60 sides)
excluding front and back covers,

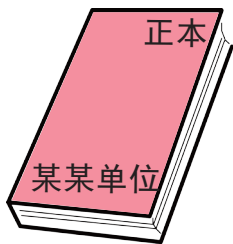
title page and table of contents

Cover:Soft surface gluing

No format requirement for the cover page

The company name should be marked

Original/copy should be marked in the lower right corner



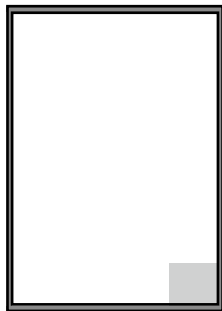
X1

Original(with original stamp)



X9

Copy



Early Design Document

Layout: A0 portait

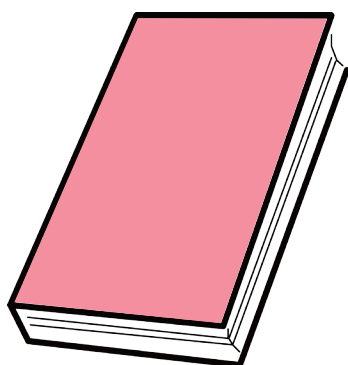
Page: 2

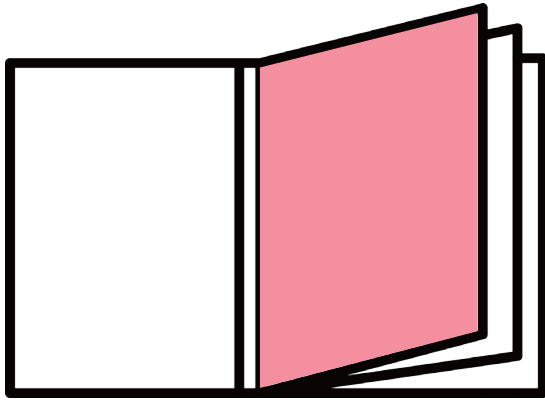
Requirement: white KT boards
(with white edge binding and
non-reflective pressed film),
with sequence number of
drawing duly indicated.

The front of the drawing boards shall avoid to show the company name(s) of the design team or any signs that may help identify the designer. Besides, it is required to provide A4-printed drawing images that bear the company name(s) of the design team(in any appropriate format).

报名文件

Registration documents





扉页需包含内容 Title page should contains

参赛声明及授权
Statement and authorization
联系人信息
Contact information
公司公章
Corporate seal
法定代表人签名
Signature

参赛声明 Statement:

我谨代表前述申请参加本次国际竞赛的设计机构声明：所填一切内容属实，并同时在此授权本次国际竞赛组织机构在其认为适当的时间和场合公开、使用有关信息。

On behalf of the aforesaid design firm registering for participation in this Open Call, I hereby certify that all contents filled herein are true and authentic and I authorize the Organizer to disclose and use the relevant information at a time and place considered appropriate in its opinion.

公司名称 Company Name:
项目联系人 Contact Name:
电话 Tel:
邮箱 E-mail:
职位 Position:



法定代表人签名
Sign by the corporate juridical person

只需在正本的扉页处加盖公章，用以证明设计机构及文件的真实性，无需在正本的其他页面或副本上盖章。

The official seal is needed on the title page of the original document to prove the authenticity of the company and documents. No need to stamp at other pages or copies document.

项目联系人负责日常项目资料及情况对接，需清楚项目进展、设计团队及设计方案的情况。

Project contact person is responsible for all project related communication and needs to be clear about the project progress, the design team and the design proposal.

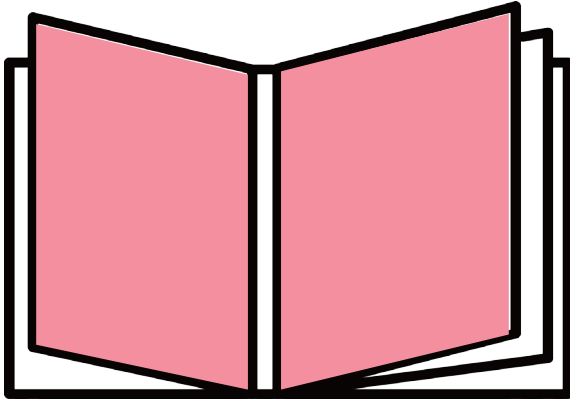
参赛声明由法定代表人签名，正本需为签名原件，副本可彩印正本此页。

The statement must be signed by the corporate juridical person. The original must be the original signature.

参赛声明 Statement:

我谨代表前述申请参加本次国际竞赛的设计机构声明：所填一切内容属实，并同时在此授权本次国际竞赛组织机构在其认为适当的时间和场合公开、使用有关信息。

On behalf of the aforesaid design firm registering for participation in this Open Call, I hereby certify that all contents filled herein are true and authentic and I authorize the Organizer to disclose and use the relevant information at a time and place considered appropriate in its opinion.



联合体合作声明（若有） Consortium Agreement (if applicable)

公司公章
Official Seal

法定代表人或授权代表签字
Signature of Legal Representative or
Authorized Representative

联合体合作声明 Statement of Design Consortium

_____（所有成员单位名称）自愿组成联合体共同参加“新桥智创城”（暂定名）即新桥东片区重点城市更新单元城市设计国际咨询，_____（某成员单位名称）为国际咨询的联合体牵头单位，联合体全部成员在此承诺：

We, as a design consortium, hereby make the statement that _____ (the names of all members) voluntarily form a consortium to jointly participate in the Design Competition for Xin Qiao Smart and Innovation City (tentative name): Key Urban Renewal Units in East Xinqiao Area (hereinafter referred to as the "Design Competition"). _____ (The name of a member) serves as the Representative of the design consortium for the Design Competition.

1. 国际咨询工作由联合体牵头单位负责；联合体牵头单位合法代表联合体各成员提交并签署设计成果文件；联合体牵头单位在国际咨询中的所有承诺均代表了联合体各成员。

1. The leading party will direct the works under the Design Competition, legally submit and sign the design submissions on behalf of the members. All undertakings made by the leading party for the Design Competition shall represent the same of the members.

2. 联合体获胜后，由联合体牵头单位与由国际咨询的承办方签订合同书，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有同等法律约束力。
2. Should the consortium be selected winner of the Design Competition, the leading party will sign a contract with the Co-Organizer, and implement all contractual documents accordingly. The contractual agreement thus signed shall be legally binding upon each member of the design consortium.

3. 联合体获胜后，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。

3. Should the consortium be selected as the winner, the leading party shall legally submit and receive the relevant data, information and instructions and handle all relevant matters on behalf of the members of the design consortium.

4. 联合体各成员在本国际咨询所占有的权益份额、承担的工作内容、工作分工及担负的责任由联合体内部自行决定。联合体全体成员对本次国际咨询主办方及承办方负有单独和连带的责任。

4. Each member's equity percentage, proposed work contents, work division and responsibilities at the Design Competition shall be decided by the design consortium. All members of the design consortium are severally and jointly liable to the Organizer and Co-organizer of the Design Competition.

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。

5. All members of the design consortium shall work closely with each other with due diligence and care and efficiently complete their respective work contents.

联合体牵头单位：（盖章）

Leading party of the design consortium: (stamp)

法定代表人或授权代表：（签字）

Legal representative or authorized representative: (signature)

联合体成员单位：（盖章）

Members of the design consortium: (stamp)

法定代表人或授权代表：（签字）

Legal representative or authorized representative: (signature)

（可增加）

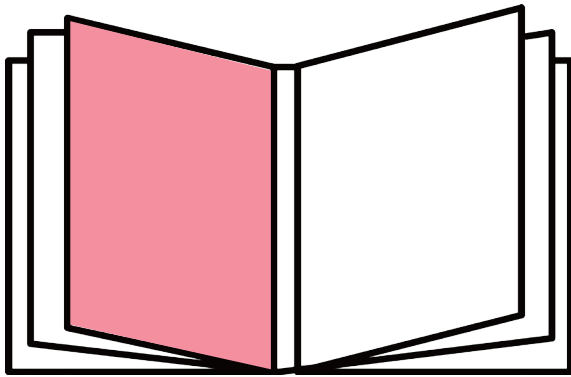
(Add more members as may be necessary)

如果由授权代表签字需提供授权书

A power of attorney is required if it is signed by an authorized representative.

联合体合作声明需加盖公章及签字，不允许更改及调整里面的条款。

The Statement of Design Consortium only needs to be stamped and signed, and no modification or adjustment is allowed.

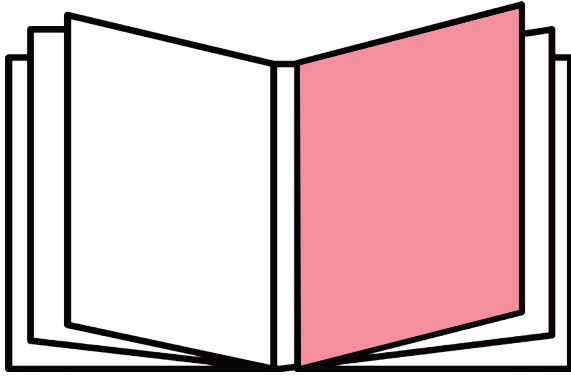


公司营业执照或
有效机构注册文件
用以证明设计机构及
文件的真实性

Business license or effective business
registration document of the design
practice



5 & 6



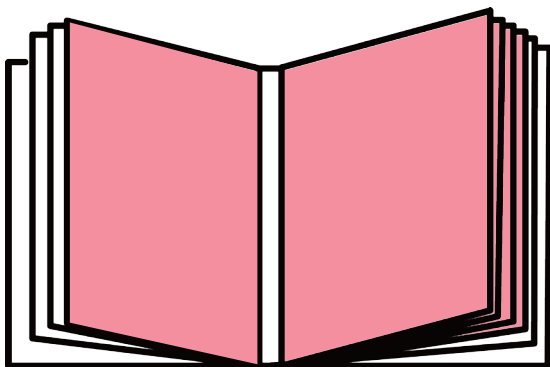
设计团队人员总表

Schedule of design team

| 设计团队人员总表 Schedule of design team | | |
|-------------------------------------|----------------------------|------------------|
| 姓名 Name | 职位 Title in the project | 专业 Profession |
| 周田田 | 首席设计师 | 建筑设计 城市规划 |
| 吴日日 | 城市规划专业负责人 | 城市规划 |
| Peter Bunny | 建筑设计主要设计人员 | 建筑设计 |
| Tom Kitten | 景观设计主要设计人员 | 景观设计 |
| Puddle Duck | 城市规划主要设计人员 | 城市规划 |

将设计团队人员资料汇总于一张表上，放置与各成员详细简历之前，方便评审专家查阅。

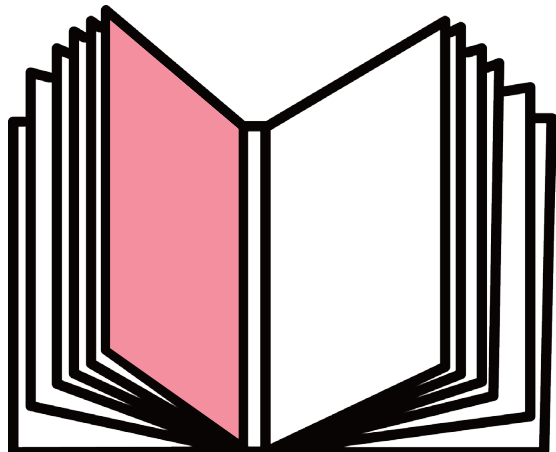
Place the main designers on one chart for the convenience of reviewer.



设计团队人员简历 页数可根据实际需求调整

Resumes of team members
Pages can be adjusted according to actual needs

7 & 8



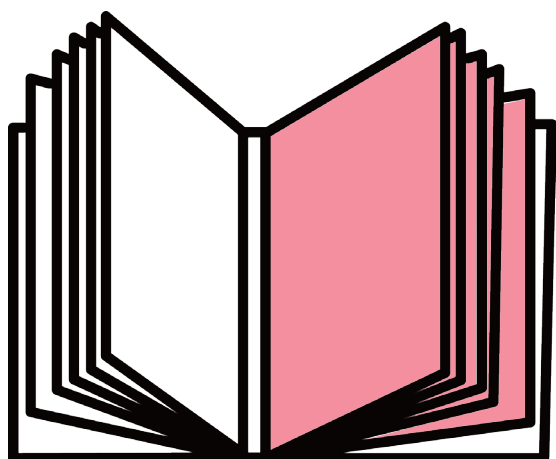
类似项目经验总表

Master schedule of similar projects

| 类似项目经验总表 Master schedule of similar projects | | | |
|---|-------------------------------|--------------------------|-----------------------|
| 完成时间 Completion Time | 项目名称 Project Name | 项目地点 Project Location | 项目规模 Scale |
| 在建 | 中康 8 号城市规划 | 深圳 | 4600 m ² |
| 2018 | SCD 海绵城市屋顶花园项目 | 深圳 | 50000 m ² |
| 2016 | Urban Planning of The Burrows | Zootopia | 270000 m ² |
| | | | |
| | | | |

将类似项目经验汇总于一张表上，放置于项目详细介绍之前，方便评审专家查阅。

Place the similar project experience on one chart for the convenience of reviewer.



类似项目经验介绍

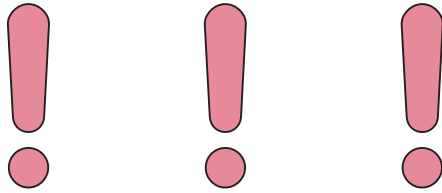
页数可根据实际需求调整

Schedule of documentary evidence of similar projects

Pages can be adjusted according to actual needs

注意

Attention



正本

所有提交正本文件中，有且仅需要

Among all original document, only should include

2 个公章原件

2 original seal

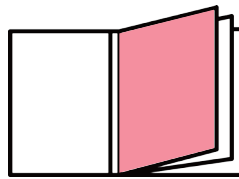
2 个签名原件

2 original sign

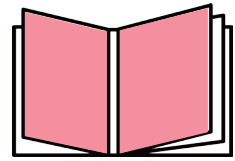
YES



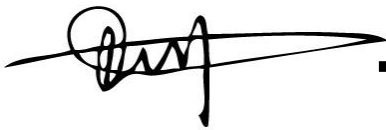
公章原件
2 original seal



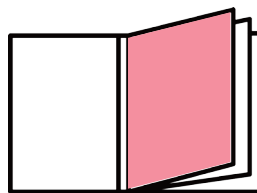
报名文件正本扉页
The title page of the Original
Registration documents



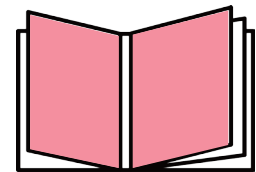
联合体协议（如有）
Consortium Agreement
(if applicable)



签名原件
2 original sign



报名文件正本扉页
The title page of the Original
Registration documents



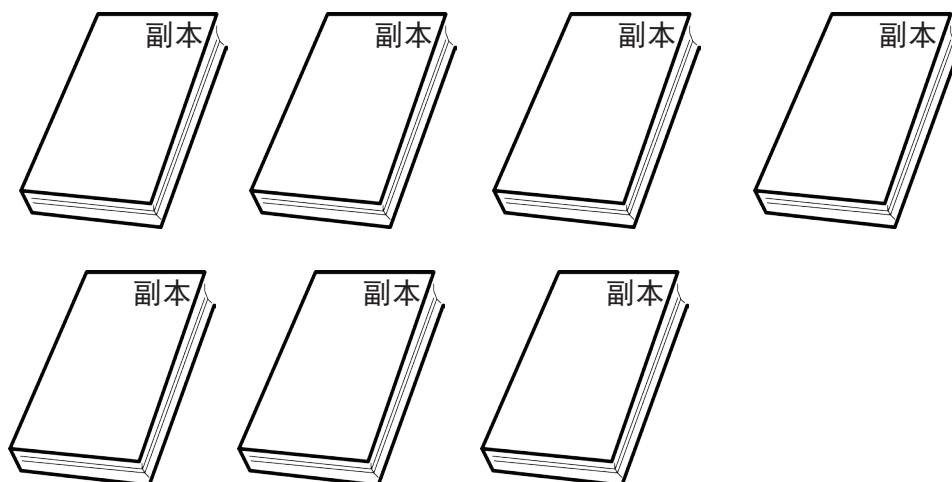
联合体协议（如有）
Consortium Agreement
(if applicable)

YES 鲜章 or 电子章

可接受鲜章或电子章

Electronic stamp acceptable

报名文件副本



报名文件副本可彩印正本，无需公章及签名原件

The copies of registration documents can be the scan version of the original, do NOT need to include original seal and sign

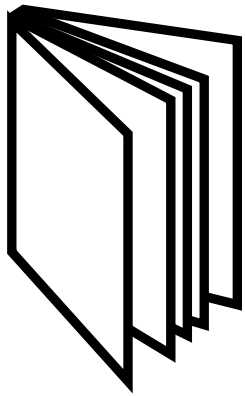
电子



提交的电子文件无需包含公章及签名

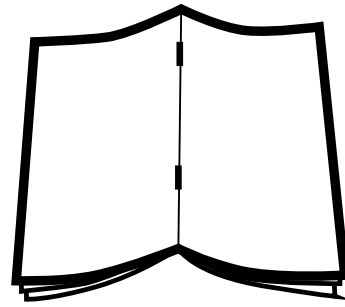
The electronic document does NOT need to include original seal and sign

装订方式



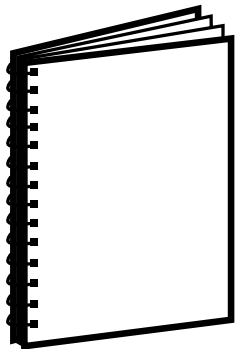
简单胶装

simple binding
(perfect binding
preferred)
with soft cover



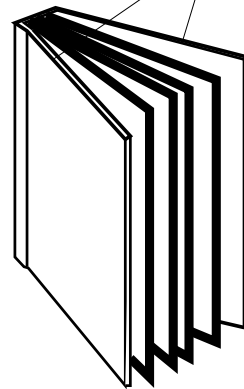
骑马钉

Saddle-stitched



不要圈装

No wire binding



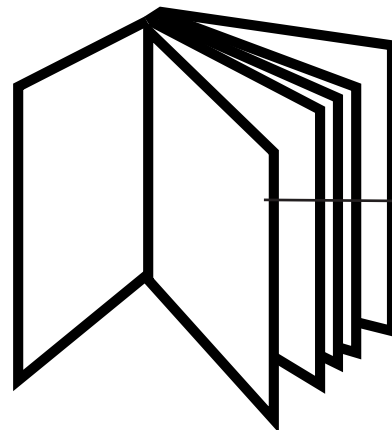
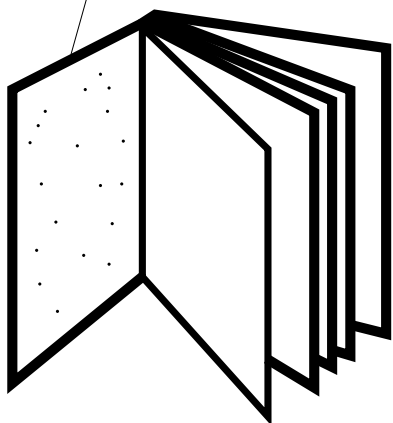
不要硬壳封面

No Hard cover



不要任何形式的额外封面

No Extra cover



不要太厚的
内页纸张

No thick paper inside

