# 第三部分 资格预审申请文件格式

# Part III Pre-Qualification Application Document Formats

**封面Front Cover**

**国深博物馆（暂用名）建筑方案设计国际竞赛**

International Architecture Design Competition of Guoshen Museum (Tentative Name)

**资格预审申请文件**

Pre-Qualification Application Document

参赛单位Competitor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

（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 competitor's signature shall be consistent with its name in the business license, in case of any bidding by the consortium, the leader and consortium members shall be indicated)

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

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**1.联合体协议书Consortium Agreement**

（所有成员单位名称）自愿组成联合体共同参加“国深博物馆（暂用名）建筑方案设计国际竞赛”（下称本项目）。现就联合体参与事宜订立如下协议。
 (Names of all members) are voluntary to form a consortium to participate in the International Architecture Design Competition of Guoshen Museum (Tentative Name) (hereinafter referred to as the “project”), and hereby conclude the agreement in connection with the consortium’s participation as follows:

协议（包括但不限于）如下内容：

The agreement includes but is not limited to the following:

1. （单位名称）为本项目的联合体牵头单位。

 (Company name) is the consortium leader for the project.

1. 联合体牵头单位合法代表联合体各成员负责本项目文件编制，并代表联合体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 consortium leader legally represents each consortium member to prepare the documents for the project, represents the consortium to submit and receive relevant data, information and instructions and handle all matters relating thereto, and is responsible for the contract implementation, organization and coordination.

1. 设计联合体授权设计联合体牵头单位对设计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设计联合体牵头单位代表人一并提交给承办单位，设计联合体牵头单位代表人所提交的资质等级、业务能力、工作业绩等资料代表了设计联合体各成员的真实情况。

After the consortium authorizes the consortium leader to gather and process all the documents of the joint members such as the company qualification, ability performance proofs and other data, the representative of the consortium leader shall submit them to the client together. The submittals of the representative of the consortium leader represent the actual circumstances of the joint members.

1. 项目联络及文件提交等工作由设计联合体牵头单位代表人负责；设计联合体牵头单位代表人合法代表设计联合体各成员提交并签署相关文件；设计联合体牵头单位代表人在本次竞赛提交的文件中的所有承诺均代表了设计联合体各成员。

The project liaison and submission of documents shall be the responsibility of the representative of the consortium leader; the representative of the consortium leader shall legally submit and sign the relevant documents on behalf of the joint members; all commitments of the representative of the consortium leader in the documents submitted for the competition shall represent those of the joint members.

1. 设计联合体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。

The members shall closely cooperate and fully take each one's responsibility for the quality and efficiency of the project.

1. 联合体将严格按照竞赛相关文件的各项要求，递交相关文件。联合体成员共同与承办单位签定合同书，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。

The consortium shall submit the relevant documents in strict accordance with the requirements of the relevant documents for the competition. The members of the consortium shall jointly sign the contract with the host and earnestly implement all the contract documents, and the signed contract agreement shall be legally binding on each member of the consortium.

1. 联合体各成员单位内部的职责分工如下：

The internal division of responsibilities of each member of the consortium is as follows:

|  |  |  |
| --- | --- | --- |
| 设计联合体成员单位名称Name of the joint group | 牵头单位（名称）： | 成员单位（名称）： |
| 资质情况Qualifications |  |  |
| 在设计联合体中的权益份额(%)Shareholdings in the joint group |  |  |
| 在设计联合体中拟承担的工作内容和工作量Work division of the group |  |  |
| 拟配备主要人员的名单Name list of the main participants |  |  |

注：可根据联合体成员数量进行调整。

Notes: number of the joint group members can be adjusted.

1. 本协议书自签署之日起生效，未入围或者入围后履行完相关责任和义务后自动失效。

The Agreement takes effect from the signing date, and will automatically become invalid if the consortium is not shortlisted or upon performance of the relevant responsibilities and obligations after the consortium is shortlisted.

1. 本协议书一式\_\_\_\_\_\_\_\_份，联合体成员和主办单位、承办单位各执一份。

The Agreement is in \_\_\_\_\_\_\_\_, with the consortium members and the host each holding one.

牵头单位

Consortium leader

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

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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

联合体成员1

Consortium member 1

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

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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

签订日期： 年 月 日

Signing date:

**2.参赛确认函Competition Participation Confirmation**

致： 深圳市前海深港现代服务业合作区管理局

深圳市文化广电旅游体育局

深圳市前海开发投资控股有限公司：

To: Authority of Qianhai Shenzhen-Hong Kong Modern Service Industry Cooperation Zone of Shenzhen

Culture, Radio, Television, Tourism and Sports Bureau of Shenzhen Municipality

Shenzhen Qianhai Development & Investment Holding Co., Ltd.,

我方在此确认参加国深博物馆（暂用名）建筑方案设计国际竞赛活动，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 that we will participate in the International Architecture Design Competition of Guoshen Museum (Tentative Name). We undertake to abide by all the rules of the competition and agree and promise the following matters:

1. 我方承诺按照《竞赛文件》要求按时提交设计成果。

We undertake to submit the deliverables on time in accordance with the rules of work and the requirements in the Design Brief.

1. 我方承诺按照《资格预审申请文件》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（附主创设计人员名单及工作分配表）。

We undertake that the chief designers as promised in the *Prequalification Application Document* and the *Competition Participation Confirmation* will fully participate in the design work (the list of the chief designers and the job list are attached).

1. 我方承诺按照技术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。若评审过程中查出有虚假，同意作无效竞赛成果文件处理并取消参与资格。若获胜之后查出有虚假，同意废除获胜资格接受处罚，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。

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 in the review process, we agree that they will be treated as invalid and we will be disqualified. If our deliverables are found to be false after winning, we agree to abolish our winning qualification and accept the punishment, and bear all the legal liabilities and economic responsibilities arising from the infringement upon others' intellectual property rights.

1. 如我方获胜，我方将按照《参赛确认函》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获胜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。

If we win the competition, we will set up a project design team constituted by the designers promised in the Competition Participation Confirmation to complete all the design work of the project. If any member of the project design team is changed without the written consent of the host, the host shall have the right to disqualify us for winning the competition or unilaterally terminate the contract, and the losses caused to the host thereby shall be borne by us.

在正式协议签署并生效之前，贵方的《竞赛文件》、《参赛确认函》和《中选通知书》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 *Competition Document, Competition Participation Confirmation and Letter of Acceptance* 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:

1.主创设计人员名单及工作分配表

List of the chief designers and the job list

|  |  |  |
| --- | --- | --- |
|  | 姓名Name | 拟承担的工作内容Job duties to be undertaken |
| 项目负责人Project leader  |  |  |
| 主创人员名单Chief designers |  |  |
|  |  |
|  |  |
|  |  |
| 设计人员名单Designers |  |  |
|  |  |
|  |  |

2.营业执照（或商业登记证明文件）扫描件（须加盖公章或法人签名）

Scanning copy of business license (or business registration certificate) (affixed with the official seal or signature of legal representative)

牵头单位

Consortium leader

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

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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

联合体成员1

Consortium member 1

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

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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.报名表Registration Forms**

|  |  |
| --- | --- |
| 公司注册名称Company registered name |  |
| 公司简介Company profile |  |
| **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 post |  |
| 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 |  |
| 其他证明文件Other supporting documents  |
| 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) (photocopy affixed with official seal); |
| 企业资质证明文件（复印件，加盖公章,如有）Enterprise qualification certificate (photocopy affixed with official seal, if any); |
| 获奖文件（复印件，加盖公章，如有）Award-winning documents (photocopies affixed with official seal, if any); |
| 其他认为有必要的证明材料Other certificates deemed necessary |

**4.法定代表证明、法定代表授权委托书**

**Certificate of Legal Representative and Power of Attorney of Legal Representative**

**法定代表证明书**

**Certificate of Legal Representative**

单位名称：

Company name:

（单位名称应与营业执照名称一致）

(The company 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.

设计机构（盖章或签字）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

日期：年月 日

Date:

附：法定代表人身份证扫描件

Attached: scanning 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 |

**法定代表授权委托书**

**Power of Attorney of Legal Representative**

本授权委托书声明：我（姓名）系（设计机构名称）的法定代表人，现授权委托（单位名称）的（姓名及职务）为我公司签署国深博物馆（暂用名）建筑方案设计国际竞赛资格预审申请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 states that I (name) am the legal representative of (name of the design agency) and hereby authorize (name and position) of (company name) as the authorized agent of our legal representative signing the prequalification application for the International Architecture Design Competition of Guoshen Museum (Tentative Name), and I acknowledge the content of the documents signed by the agent on my behalf.

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:

设计机构（盖章或签字）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Design agency (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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

授权委托日期：年月 日

Date of authorization:

附：代理人身份证扫描件

Attached: scanning 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 |

**5. 同类项目经验一览表**

**Lists of Experience in Similar Projects**

**表1：同类项目清单**

**List 1: Detailed list of similar projects**

|  |  |  |
| --- | --- | --- |
| **序号No.** | **项目名称****Project Name** | **设计机构****Design Agency** |
|  |  |  |
|  |  |  |
|  |  |  |

**表2：同类项目简介**

**List 2: Brief introduction of similar projects**

|  |
| --- |
| 填写要求:Filling requirements:提供项目名称、项目规模（总建筑面积）、特点、获奖情况、参与的设计内容、主要效果图及总图或照片、建筑方案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)，：Provide the project name, project scale (total floor area), characteristics, prize winning information, participation in the design content, main renderings and general drawings or photos, scanning copies of key pages of design contracts (reflecting the contract name, design content and scale, design phase, contract signing time and contract signature page) and other performance certificates or descriptions (if any): 注： Notes: 1、业绩不超过3个，超过3个只取前3个。1、No more than 3 achievements, otherwise only the first 3 will be adopted.2、境外单位在境内的全资子公司投标的，如提供母公司的业绩，可以认可为投标人的业绩。2、As a bidder, if the subsidiary in China, which is wholly owned by a foreign company, provides the achievements of its parent company, they can be considered as the bidder’s achievements. |
| **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）Project scale and characteristics (describe the project country and city, total land area, floor area, major function, design features, 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 |  |
| 获奖情况Prize winning information |  |
| 建筑方案设计合同关键页扫描件Scanning copies of key pages of design contracts |  |
| 设计作品的委托方的联系人及有效办公电话Contact person and valid office telephone number of the entrusting party of design works |  |
| 相关照片或效果图（不超过5张）Relevant photos or renderings (not more than 5)  |  |
| 其他证明材料（如有）Other certificates (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）Project scale and characteristics (describe the project country and city, total land area, floor area, major function, design features, 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 |  |
| 获奖情况Prize winning information |  |
| 建筑方案设计合同关键页扫描件Scanning copies of key pages of design contracts |  |
| 设计作品的委托方的联系人及有效办公电话Contact person and valid office telephone number of the entrusting party of design works |  |
| 相关照片或效果图（不超过5张）Relevant photos or renderings (not more than 5)  |  |
| 其他证明材料（如有）Other certificates (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）Project scale and characteristics (describe the project country and city, total land area, floor area, major function, design features, 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 |  |
| 获奖情况Prize winning information |  |
| 建筑方案设计合同关键页扫描件Scanning copies of key pages of design contracts |  |
| 设计作品的委托方的联系人及有效办公电话Contact person and valid office telephone number of the entrusting party of design works |  |
| 相关照片或效果图（不超过5张）Relevant photos or renderings (not more than 5)  |  |
| 其他证明材料（如有）Other certificates (if any) |  |

**6.设计人员总表Summary List of Designers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **姓名****Name** | **单位****Company** | **职务****Position** | **拟承担的设计工作****Design work to be undertaken** | **备注****Remark** |
| 项目负责人Project leader  |  |  |  |  |  |
| 主创设计师Chief designers |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 项目组成员Members of the project team |  |  |  |  |  |
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**7.项目负责人及主创设计师简历及证明材料**

**Resumes and Certificates of Project Leader and Chief Designers**

**（1）项目负责人Project leader（项目负责人1人）**

|  |
| --- |
| **项目负责人基本情况 Basic information of the project leader**  |
| 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）History of employment (starting from the present employment)  |  |
| 个人获得国内或国际行业奖项Domestic or international industry awards received  |  |
| **设计经验**（是否担任过规模1万平方米以上的博物馆、美术馆、展览馆、科技馆等展馆类文化设施项目的项目负责人）**Experience in design** (whether to act as project leader of large integrated transport hub buildings and internationally renowned single building projects)  |
| **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）Project scale and characteristics (describe the project country and city, total land area, floor area, major function, design features, etc.)  |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 获奖情况Prize winning information |  |
| 建筑方案设计合同关键页扫描件Scanning copies of key pages of design contracts |  |
| 设计作品的委托方的联系人及有效办公电话Contact person and valid office telephone number of the entrusting party of design works |  |
| 相关照片或效果图（不超过5张）Relevant photos or renderings (not more than 5)  |  |
| 其他证明材料（如有）Other certificates (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）Project scale and characteristics (describe the project country and city, total land area, floor area, major function, design features, etc.)  |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 获奖情况Prize winning information |  |
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| 设计作品的委托方的联系人及有效办公电话Contact person and valid office telephone number of the entrusting party of design works |  |
| 相关照片或效果图（不超过5张）Relevant photos or renderings (not more than 5)  |  |
| 其他证明材料（如有）Other certificates (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）Project scale and characteristics (describe the project country and city, total land area, floor area, major function, design features, etc.)  |  |
| 在该项目承担的工作Work undertaken in the project  |  |
| 获奖情况Prize winning information |  |
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| 设计作品的委托方的联系人及有效办公电话Contact person and valid office telephone number of the entrusting party of design works |  |
| 相关照片或效果图（不超过5张）Relevant photos or renderings (not more than 5)  |  |
| 其他证明材料（如有）Other certificates (if any) |  |

**（2）主创设计师Chief designer（主创设计师可为多人，但须列明主创1、主创2…）**

|  |
| --- |
| **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）History of employment (starting from the present employment)  |  |
| 个人获得国内或国际行业奖项Domestic or international industry awards received  |  |
| **设计经验****Experience in design** |
| **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）Project scale and characteristics (describe the project country and city, total land area, floor area, major function, design features, etc.)  |  |
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| 相关照片或效果图（不超过5张）Relevant photos or renderings (not more than 5)  |  |
| 其他证明材料（如有）Other certificates (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）Project scale and characteristics (describe the project country and city, total land area, floor area, major function, design features, etc.)  |  |
| 在该项目承担的工作Work undertaken in the project  |  |
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| 其他证明材料（如有）Other certificates (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）Project scale and characteristics (describe the project country and city, total land area, floor area, major function, design features, etc.)  |  |
| 在该项目承担的工作Work undertaken in the project  |  |
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| 其他证明材料（如有）Other certificates (if any) |  |