### 第三部分 附件资料

### Part III Attachments

## 附件1 联合体协议书（如需）

Attachment 1: Consortium Agreement (If needed)

**联合体协议书**

**Consortium Agreement**

1. 本联合体声明：自愿参加字节跳动后海中心项目概念方案设计公开招标（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 consortium hereby declares that we voluntarily participate in the Open Tender for the Conceptual Schematic Design of ByteDance Houhai Center Project (hereinafter referred to as this project). We hereby conclude this Agreement on relevant matters as follows (including but not limited to):

1.1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招标人，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。

1.1 The consortium authorizes the consortium leading member to collect data on the qualification grade, business capability, and work achievements, etc. of each member of the consortium and summarize and submit them to the Tenderee. Such data submitted by the consortium leading member represent the true circumstances of the consortium members.

1.2投标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投标成果文件；联合体牵头单位在投标中的所有承诺均代表了联合体各成员。

1.2 The consortium leading member is responsible for the bidding work. The consortium leading member legally represents the consortium members to submit and sign the bidding deliverables. All commitments made by the leading member in the bidding represent all the consortium members.

1.3联合体获胜后，联合体成员共同与招标人签订合同书，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。

1.3 After winning the bid, the consortium members shall jointly sign the contract with the Tenderee and perform all contract documents. The signed agreement shall be legally binding upon each member of the consortium.

1.4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。

1.4 After winning the bid, the consortium leading member legally represents the consortium members to submit and receive relevant data, information and instructions and handle all affairs relating thereto.

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 The consortium members shall cooperate closely during the cooperation for this project with due diligence and efficiently complete respective work with high quality.

2. 本协议书自签署之日起生效，本协议书一式\*份，送交招标人一份，联合体成员各一份。

2. This Agreement takes effect from the date of signature. This Agreement is in \* (copies), with one sent to the Tenderee and one for each member of the consortium.

3. 附加条款（若有）

3. Additional articles (if any)

4. 联合体成员单位一览表

4. List of the consortium members

|  |  |  |
| --- | --- | --- |
| 联合体成员单位名称Name of the consortium member |  |  |
| 资质情况Qualification |  |  |
| 在联合体中的权益份额(%)Equity share in the consortium (%) |  |  |
| 在联合体中拟承担的工作内容和工作量Proposed work content and quantity in the consortium |  |  |
| 拟配备主要人员的名单List of proposed key personnel |  |  |

注：可根据联合体成员数量进行调整。

Note: This table may be adjusted according to the number of consortium members.

联合体牵头单位：（盖章或签字）

Consortium 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）

Consortium 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)

（说明：联合体协议中应约定各成员在投标阶段所占有的权益份额、拟承担的工作内容、工作分工及担负的责任。联合体协议中应明确中标后的设计合同须由联合体各成员单位加盖公章或法人签名，并由各成员单位的法定代表人或合法授权代表签字。联合体全体成员对招标人负有单独和连带的责任。）

(Note: The Consortium Agreement shall agree on the equity share, proposed work content, division of work and responsibilities of each member at the bidding stage. It shall also specify that after winning the bid, all consortium members shall affix their official seal on the design contract and have their legal or authorized representative sign it. All members of the consortium are jointly and severally liable to the Tenderee.)

## 附件2 报名表

**Attachment 2: Application Form**

**报名表简表（注：本表请保持与报名文件内容一致）**

**Simplified Table of Application Form (Note: Please keep this table with the same content as the application document)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 公司注册名称Registered company name | 国家或地区Country or region | 公司类似业绩（5个以内）Similar achievements of the company (within 5) | 主创团队名单Name of chief design team | 主创团队业绩（5个以内）Achievements of chief design team (within 5) | 主创设计师奖项/荣誉（5个以内）Awards/honors of the chief designer (within 5) | 项目联系人Contact person for this project联系电话及邮箱Contract phone and email address |
|  |  |  |  |  |  |  |

**A、参赛单位基本情况**

**A. Basic Information of the Participant**

若为联合体，以下材料联合体成员分别提供。

For consortium, the consortium members shall provide the following materials respectively.

**A、设计机构（联合体）基本情况**

**A. Basic information of the design agency (consortium)**

|  |  |
| --- | --- |
| 公司注册名称Company name |  |
| **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Address |  |
| 电话Tel |  |
| 传真Fax |  |
| 网址Website |  |
| 电子邮箱Email |  |
| 公司成立日期Founding Date |  |
| **本项目联系人Contact for the project** |
| 姓名Name |  |
| 头衔和职务Title & 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 |  |
| **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 certificate of incorporation) (provide photocopy, affixed with official seal) |
| 企业资质证明文件（复印件，加盖公章,如有）Supporting document for company qualification (photocopy, affixed with official seal) |
| 获奖文件（复印件，加盖公章，如有）Award document (photocopy, affixed with official seal, if any) |
| 其他认为有必要的证明材料 Other supporting documents that it thinks necessary |

**B、公司同类型项目设计经验（不超过5个）**

**B. Company’s design experience in similar projects (no more than 5)**

|  |
| --- |
| 填写要求：Filling requirements:1. 简述项目名称、地点、所承担的设计内容及项目规模。

Describe the project name, location, design content undertaken, and project scale.1. 项目完成情况和获奖情况。

Describe the project completion and prize winning situation.1. 招标人情况和招标人联系方式（通讯地址、电话、传真和电子邮件）。

Describe the tenderee’s information and contact information (mailing address, Tel, Fax, and e-mail).1. 主要参加人（设计师）的姓名、职务、作用及责任分工。

Describe the name, post, role and division of responsibilities of main participants (designers). |
| 项目1 Project 1 |
|  |
| 项目2 Project 2 |
|  |
| 项目3 Project 3 |
|  |
| 项目4 Project 4 |
|  |
| 项目5 Project 5 |
|  |

**C、本项目中拟出任的主要设计人员**

**C. Main designers proposed for this project**

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名 Name | 职务 Position | 拟承担的设计工作Design work to be undertaken | 备注 Remark |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**主创人员业绩介绍 Introduction to chief designer’s achievements**

|  |  |
| --- | --- |
| 姓名 Name |  |
| 学历、学位及专业特长Education background, degree and expertise |  |
|  |  |
| 详细任职历史（自现职开始）Detailed history of appointment (in reverse chronological order) |  |
|  |  |
| 获得国内或国际奖项Domestic or international awards obtained |  |
|  |  |
| 设计经验 （不超过5个）Design experience (no more than 5) |  |
| 项目名称 Project name |  |
| 项目规模、特点及性质 Project scale, characteristics and nature |  |
| 项目名称 Project name |  |
| 项目规模、特点及性质 Project scale, characteristics and nature |  |
| 项目名称 Project name |  |
| 项目规模、特点及性质 Project scale, characteristics and nature |  |
| 项目名称 Project name |  |
| 项目规模、特点及性质 Project scale, characteristics and nature |  |
| 项目名称 Project name |  |
| 项目规模、特点及性质 Project scale, characteristics and nature |  |
| 拟在本项目中承担的职责及任务Proposed responsibilities and tasks in this project |  |

**D、签字盖章**

**D. Signature and seal**

|  |
| --- |
| 我谨代表前述申请参加本次投标的设计公司声明：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 above design agency that applies for participating in the tender, I make this statement: on every page of the form, with the official seal for the note, all the content completed is true, and I hereby authorize the organizer of the tender to make public and use relevant information at the time and place it thinks fit. |
| 填表人姓名Name＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿公司法定代表人Legal representative＿＿＿＿＿＿＿＿＿＿＿＿＿＿日期Date＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ |  |

## 附件3 法定代表人资格证明书（参考备用）

**Attachment 3: Certificate of Qualifications of the Legal Representative (For Reference)**

单位名称：

Company name:

地址：

Address:

姓名： 性别： 年龄： 职务：\_\_\_\_\_\_\_\_ 系 的法定代表人。

特此证明！

It is hereby certified as follows:

 (name), (sex), (age), (title), is the legal representative of .

投标单位（盖章）：

Bidder (seal):

日期： 年 月 日

Date:

说明：1. 本证明书要求投标单位提供加盖公章后的原件方为有效。

Notes: 1. The Certificate is valid only when it is an original affixed with the official seal of the bidder.

2. 须提供法定代表人的身份证复印件（附后）。

2. A photocopy of the legal representative shall be provided (attached).

## 附件4 法定代表人授权书（参考备用）

**Attachment 4: Power of Attorney of the Legal Representative (For Reference)**

致

To:

（投标单位全称）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，参加贵司组织的字节跳动后海中心项目概念方案设计公开招标项目的招标活动，代表本公司处理招标活动中的一切事宜。包括但不限于：投标、谈判、签约等。投标单位代表在招投标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。投标单位代表无转委托权。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 tender activity for the Open Tender for the Conceptual Schematic Design of ByteDance Houhai Center Project organized by you, and to handle all matters in the tender activity on behalf of the Company, including but not limited to the bidding, negotiation, contract signing, etc. The Company will acknowledge and take responsibility for all documents signed and all relevant affairs handled by the bidder's representative during the bidding process. The bidder'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 is signed and effective from (date).

被授权人： 职务：

Authorized representative: Title:

联系电话： 手机：

Contact No.: Mobile phone:

身份证号码：

ID No.:

投标单位（盖章）：

Bidder (seal):

法定代表人（签名）：

Legal representative (signature):

被授权人（签名）：

Authorized representative (signature):

说明：1.本授权委托书要求投标单位提供有代理人签字、法定代表人的签字（或盖私章）和加盖公章后的原件方为有效；

Notes: 1. The Power of Attorney is valid only when it is an original bearing the signature of the agent, signature (or personal seal) of the legal representative and the official seal of the bidder;

提供代理人的身份证复印件（附后）。

 A photocopy of the agent’s ID card shall be provided (attached).

## 附件5 投标确认函（模板，入围后提交）

**Attachment 5: Participation Confirmation Letter (Template, submitted after being shortlisted)**

**投 标 确 认 函**

**Participation Confirmation Letter**

致

To:

我方在此确认参加字节跳动后海中心项目概念方案设计公开招标活动，我方承诺遵守本次招标活动的一切规则，并同意和承诺如下事项：

We hereby confirm that we will participate in the Open Tender for the Conceptual Schematic Design of ByteDance Houhai Center Project. We undertake to abide by all the rules of the tender, and agree and promise the following matters:

1.我方承诺按照招标文件中的要求按时提交设计成果。

1. We undertake to submit the deliverables on time in accordance with the requirements in the Tender Document.

2.我方承诺按照《投标确认函》所承诺的提交的主创设计人员将全程参与设计竞标阶段的设计工作（附投标单位主创设计人员名单及工作分配表）。

2. We undertake that the chief designers as promised in the *Participation Confirmation Letter* will fully participate in the design work during the design competition stage (the list of the bidder’s chief designers and the job list are attached).

3.我方承诺按照设计竞标阶段设计任务书要求的深度完成设计成果。

3. We undertake to complete the deliverables to the extent required by the Design Brief in the design competition stage.

4.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。若评标过程中查出有虚假，同意作无效投标文件处理并取消参赛资格。若中标之后查出有虚假，同意废除中标资格接受处罚，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。

4. 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 the bid, we agree to abolish our winning qualification and accept punishment, and bear the related legal and economic liabilities arising from the infringement upon others' intellectual property rights.

5.如我方中标，我方将按照《投标确认函》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。如未经主办方书面同意更换项目设计组成员，招标人有权取消我方的中标资格或单方面终止合同，由此给招标人造成的损失由我方承担。

5. If we win the bid, we will set up a project design team constituted by the designers promised in the Participation Confirmation Letter 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 Tenderee shall have the right to disqualify us for winning the bid or unilaterally terminate the contract, and the corresponding losses caused to the Tenderee thereby shall be borne by us.

在正式委托合同签署并生效之前，贵方的《招标公告》、《招标文件》、《投标确认函》和《中标通知书》将成为约束我方和招标人的合同文件的组成部分。

Prior to the execution and entry into force of the formal contract, your *Tender Announcement, Tender Document,* *Participation Confirmation Letter and Letter of Bid 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）出任本次投标工作联系人。联系电话：＿＿＿＿＿＿，邮箱：＿＿＿＿＿＿

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

特此函告！

Witness whereof!

附：投标单位主创设计人员名单及工作分配表

Attachment: List of the bidder’s chief designers and the job list

|  |  |  |
| --- | --- | --- |
| 序号No. | 主创人员名单List of chief designers | 拟承担的工作内容Proposed work content |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| … |  |  |

单位名称（加盖公章）Company name (affixed with official seal) ：

主创设计师（签字）Chief designer (signature)：

法定代表人或被授权人（签字）Legal representative or authorized representative (signature) ：

地址 Address：

电话 Tel：

传真 Fax：

日期 Date：

## 附件6 商务标文件

**Attachment 6: Commercial Bid Document**

**请注意：以下为商务标文件模板，商务报价在提交最终设计成果时提交，资审阶段无需提交。**

**Kindly note that the following is the template of commercial bid document. The commercial quotation shall be provided when submitting the final deliverables, and it’s not needed during the prequalification stage.**

**商务报价表 Commercial Quotation Form**

|  |  |  |
| --- | --- | --- |
| **序号****No.** | **项目名称 Project name** | 字节跳动后海中心项目概念方案设计Conceptual Schematic Design of ByteDance Houhai Center Project |
| **一****1** | **报价依据 Quotation basis** |  |
| **二****2** | **不含税报价金额 Quotation amount net of tax**（不含增值税）(net of VAT)（元 人民币）RMB |  |
| **三****3** | **税金**（ %）Tax（元 人民币）RMB |  |
| **四****4** | **合计报价金额 Total quotation amount**（二+三） (No. 2+ No.3)（元 人民币）RMB |  |
| **五****5** | 备注 Remark |  |

备注：Remark

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号****S/N** | **项目内容****Quotation item** | **不含税报价（元）****Quotation net of tax (RMB)** | **（ %）税金（元）****Tax (RMB)** | **含税报价（元）****Quotation inclusive of tax (RMB)** | **备注****Remarks** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **投标总价（含税 元）** **Total (inclusive of tax, RMB)** |  |  |  |  |

**投标单位（盖章） Bidder (seal)：**

**法定代表人或授权代理人（签字） Legal representative or authorized representative (signature)：**

**备注：**

**Remark:**

1、所有报价均并以人民币为单位；请严格按本表的形式报价，否则视为无效。

1. All the quotation is in RMB. Please quote strictly based on this form; otherwise, it will be regarded as being invalid.

2、**投标总价为含税报价，发票要求：合法专用发票；发票税金需符合中国大陆以及投标人所属境外主体（如投标人为境外主体）所在国的合法税务要求；**所报税率请务必仔细复核，如有错误，自行承担。

2. **The total quotation price is inclusive of tax. Requirement for invoice: legal special invoice; the tax in the invoice shall conform to the legal taxation requirement of Mainland China and the country where the bidder’s overseas main entity is located) if the bidder is the overseas main entity);** please double check the applied tax rate. Bidder will take the responsibility in case of any mistake.

3、本合同将为【固定总价合同】；报价内已包含投标人完成本项目设计服务所需发生的全部费用。包括但不限于人工费、加班费、差旅费、管理费、保险费等、所有为甲方提供的文件资料的印刷、装订及复印费、以及需由投标人应交纳的所有税费等；

3. This contract is lump sum price contract; the quotation already covers all expenses of the bidder in completing the design service of this project, including but not limited to labor fee, overtime fee, traveling fee, management fee, insurance premium, printing, binding and photocopy fees of all the documents provided for the Client, all taxes duly paid by the bidder, etc.

4、联合体投标人需在报价内标明，在获得设计合同后，各自将占有的权益份额、承担的工作内容、工作分工及担负的责任、以及对应费用比例。

4. The consortium needs to indicate in the quotation the equity share, proposed work content, work division, responsibility, and corresponding fee proportion of each member after the design contract is awarded.