**前海深港专业服务业小镇、前海深港未来产业小镇及前海深港产学研创新小镇**

**——概念方案设计招标**

**招标文件（工作规则）**

**招标人：深圳市前海产城发展有限公司**

**招标技术支持机构：深圳市日杰瑞欣城市规划设计咨询有限公司**

二〇二〇年十二月

**Qianhai SZ-HK Professional Service Town, Qianhai SZ-HK Future Industrial Town and Qianhai SZ-HK Industry-Academia-Research Innovation Town**

**——Conceptual Scheme Design Bidding**

**BIDDING DOCUMENTS**

 **(WORKING RULES)**

**Tenderee:Shenzhen Qianhai Industry & City Development Co., Ltd.**

**Co-organizer: RJRX Urban Planning & Design Consultants Co. Ltd., Shenzhen**

**2020.12**

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# 项目概况 Project Overview

**1.1项目名称 Project Name**

前海深港专业服务业小镇、前海深港未来产业小镇及前海深港产学研创新小镇概念方案设计招标。

Conceptual Scheme Design Bidding on the Qianhai SZ-HK Professional Service Town, Qianhai SZ-HK Future Industrial Town and Qianhai SZ-HK Industry-Academia-Research Innovation Town

**1.2招标人、招标技术支持单位、招标信息发布平台**

**Tenderer, Co-organizer and Information Platform**

招标人：深圳市前海产城发展有限公司

招标技术支持：深圳市日杰瑞欣城市规划设计咨询有限公司

招标信息发布平台：

1. 深圳市城市设计促进中心网站，网站链接：<https://www.szdesigncenter.org/>。
2. 招标技术支持机构“日杰瑞欣RUPDCSZ”微信公众号。

**“日杰瑞欣RUPDCSZ”微信公众号二维码**

QR code for “日杰瑞欣RUPDCSZ”

Tenderee: Shenzhen Qianhai Industry & City Development Co., Ltd.

Co-organizer: RJRX Urban Planning & Design Consultants Co. Ltd., Shenzhen.

Information Platform:

1. Shenzhen Center for Design, Website: <https://www.szdesigncenter.org/> .
2. WeChat official account of “日杰瑞欣RUPDCSZ”.

**1.3项目背景Project Background**

前海位于广东省深圳市西部，珠江口东岸，毗邻香港，规划为未来的粤港澳深度合作示范区和城市新中心。

本次招标项目位于前海前湾片区，共包括三块用地，分别是十单元01街坊的前海深港专业服务业小镇（以下简称“专业服务业小镇”）、九单元06街坊的前海深港未来产业小镇（以下简称“未来产业小镇”）及九单元04街坊的前海深港产学研创新小镇（以下简称“产学研创新小镇”）。深港专业服务业小镇位于听海大道与前湾三路的西侧；深港未来产业小镇位于前湾二路、前湾三路中间与听海大道相邻；深港产学研创新小镇位于前湾二路与梦海大道的北侧交汇处。

Qianhai is located in the west of Shenzhen, Guangdong Province, on the east bank of the Pearl River Estuary, adjacent to Hong Kong. It is planned as a future Guangdong-Hong Kong-Macao in-depth cooperation demonstration zone and a new urban center.

This bidding includes three projects: Qianhai SZ-HK Professional Service Town (“Professional Service Town” for short), Qianhai SZ-HK Future Industrial Town (“Future Industrial Town” for short) and Qianhai SZ-HK Industry-Academia-Research Innovation Town(“Industry-Academia-Research Innovation Town” for short). The Professional Service Town is located in block 01, Unit 10, on the west side of Tinghai Avenue and Qianwan 3rd Road. Future Industrial Town is located in block 06, Unit 9, between Qianwan 2nd Road and Qianwan 3rd Road, and adjacent to Tinghai Avenue. Industry-Academia-Research Innovation Town is located in block 04, Unit 9, at the intersection of Qianwan 2nd Road and Menghai Avenue on the north side.

**1.4招标范围 Bidding Content**

项目中标后的设计工作具体范围、深度及服务内容主要包括但不限于以下内容：完成建筑方案设计，景观方案设计，室内方案设计等，详见设计任务书。

The specific design scope, depth and service contents after winning the bid mainly include but are not limited to: architectural scheme design, landscape scheme design and interior scheme design, etc. see the design brief for details.

# 工作依据Working Basis

1. 《前海深港专业服务业小镇、前海深港未来产业小镇及前海深港产学研创新小镇概念方案设计招标招标文件》；
2. 《前海深港专业服务业小镇、前海深港未来产业小镇及前海深港产学研创新小镇概念方案设计任务书》及基础资料附件；
3. 《深圳市城市规划标准与准则》；
4. 《深圳市建筑设计规则》；
5. 《深圳市绿色建筑设计导则》；
6. 《深圳市公共建筑节能设计规范》；
7. 国家及深圳市现行的其他设计有关的规范、规定及标准。
8. Bidding documents of conceptual scheme design bidding on the Qianhai SZ-HK Professional Service Town, Qianhai SZ-HK Future Industrial Town and Qianhai SZ-HK Industry-Academia-Research Innovation Town;
9. Design Brief of conceptual scheme design bidding on the Qianhai SZ-HK Professional Service Town, Qianhai SZ-HK Future Industrial Town and Qianhai SZ-HK Industry-Academia-Research Innovation Town;
10. Shenzhen Urban Planning Standards And guidelines;
11. Shenzhen Architectural Design Regulation;
12. Design Guide for Green Building of Shenzhen;
13. Design code For Energy Efficiency of public buildings;
14. Other design codes, regulations and standards currently in force in the P.R. China and Shenzhen.

# 招标规则及方法 Working Rules & Methods

本次招标工作分三个阶段进行，第一阶段资格预审阶段；第二阶段方案投标阶段；第三阶段定标阶段。

This bidding will be undertaken by 3 stages: Stage 1-Pre-qualification, Stage 2-Scheme Bidding, Stage 3-Deciding the Winning Bidder.

**3.1第一阶段-资格预审阶段 Stage1-Pre-qualification**

**3.1.1报名基本要求 Registration requirements**

本次招标采用公开报名的方式，设计机构须是中华人民共和国境内、外注册的企业，允许组建联合体参加，联合体成员单位家数不超过2家，联合体成员不得再单独参加，或者与多家设计机构组成联合体参加。不接受个人报名。

The bidding is open for registration. Design team must be a company registered either in the P.R. China or other countries. Registration in the form of design consortium is acceptable. Each consortium shall have no more than two members, who shall not participate alone again or form a consortium with other design teams. One person registration is not accepted.

参与本次投标活动的设计人员应为该投标人的在册人员，主创设计师须直接参与设计全过程。

All proposed design personnel for this bidding shall be on the payroll of the bidder, and the chief architect must direct the whole design process personally.

在招投标活动中因串通投标被暂停投标资格期间或涉嫌串通投标并正在接受主管部门调查的投标申请人不被接受。

Applicants temporarily disqualified from bidding due to a collusive bid, or under investigation by the competent authority due to a suspected collusive bid, will be rejected from the bidding.

**3.1.2资格预审入围单位 Pre-qualification Principles**

本次招标采用公开报名的方式，由招标人组建资格预审委员会，由资格预审委员会对提交的资格预审申请文件中概念提案、企业类似业绩、项目负责人和主创设计师的业绩和经验、拟投入项目的团队成员及经验、公司资格、行业声誉等内容(详见附件1)进行综合评审，评选出9家入围的投标人进入第二阶段方案投标阶段。同时再评选出2家备选设计机构(须排序)，如有入围的投标人退出，则备选设计机构依序替补。

The tenderee will set up the pre-qualification jury, which will perform a comprehensive review on pre-qualification documents such as concept proposals, the similar performance of the enterprise, the achievements and experiences of the project leader and the chief designers, the team members and experiences of the planned project, company qualifications and industry reputation (Annex 1). 9 name listed bidders will be selected for next stage . And 2 alternatives in order who will enter the competition by order if any of the 9 bidders quit.

**3.1.3资格预审办法**

1. 招标人依法组建资格预审委员会，由5名专家或以上单数组成（包含两名招标人代表）。

The tenderee will set up the pre-qualification jury accordingly, which is composed of an odd number of 5 experts or more (including two representatives of the [tenderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation)).

1. 资格预审委员会由资格预审委员会主席主持评审工作，主席通过推举产生，在评审中与其他成员有同等表决权；具体评审细则由资格预审委员会确定。

The chairman of the jury will chair the review and share the same right as the other jurors. Detailed review rules will be decided by the jurors.

1. 报名截止后，由资格预审委员会对公开报名设计机构所提交报名文件中的概念提案、企业类似业绩、项目负责人和主创设计师的业绩和经验、拟投入项目的团队成员及经验、公司资格、行业声誉等内容进行综合评判。

After the application closes, the pre-qualification jury shall carry out comprehensive review on the concept proposals, similar performance of the enterprise, the achievements and experiences of the project leader and the chief designers, the team members and experiences of the planned project, company qualifications and industry reputation of the application materials submitted by the design institutions.

1. 使用记名投票的方法，选出9家入围的设计机构，参加第二阶段的方案投标工作。同时再评选出2家备选设计机构(须排序)，如有入围的投标人退出，则备选设计机构依序替补。

Select 9 name listed bidders by open ballot to next stage. And 2 alternatives in order who will enter the competition by order if any of the 9 bidders quit.

1. 如果通过资格预审的公开报名的投标申请人刚好9家，则全部为正式投标人；若通过资格预审的投标申请人数量不足9家时，招标人有权重新发布招标公告、组织招标或终止招标，招标人不负担因招标失败给投标人造成的损失。

If there are only 9 applicants who have passed the pre-qualification, all of them will be formal bidders; if the number is less than 9, the tenderee has the right to reissue the bidding announcement, organize the bidding or terminate the bidding. The tenderee shall not bear the losses caused to the bidder due to tender failure.

1. 9家入围投标人应按时提交《投标确认函》（格式详见附件3）。《投标确认函》须投标人签字盖章，如投标人为联合体，则联合体各方均须签字盖章。《投标确认函》递交时间为2020年12月31日。如因疫情等原因在2020年12月31日无法提交鲜章原件的投标人，可以先提交扫描打印文件，并且在2021年1月13日17：00之前递交《投标确认函》的鲜章原件，扫描打印文件与鲜章原件缺一不可。

The 9 name listed bidders should submit the Bid Confirmation Letter on time.( refer to annex 3 for the format), that must be signed and sealed by the bidder. If the bidder is a consortium, all parties of the consortium must sign and seal. And the Bid Confirmation Letter is submitted on December 31, 2020. If the original fresh seal cannot be submitted this time due to epidemic or other reasons, the scanned document can be submitted first, and the original fresh seal of the Bid Confirmation Letter must be submitted before 17:00 on January 13, 2021.

若递交《投标确认函》的投标人因非不可抗力因素中途退出或最终放弃参与，招标人有权在今后拒绝该设计机构参加招标人的任何项目。

After submitting the Bid Confirmation Letter, if any bidder has withdrawn eventually due to non-force majeure, the tenderee have the right to refuse their participation in any other project of the tenderee in the future.

**3.1.4资格预审报名文件要求**

公告发布时间2020年12月22日，报名文件提交截止时间2020年12月28日17：00。报名文件包括以下内容：

The announcement will be released on December 22,2020, and the deadline for submission of application documents will be 17:00, December 28,2020. The application documents include the following contents:

1. 申请报名文件（详见附件1） Application documents (Annex 1)
* 1. 投标申请人基本情况表

Basic Information of the Bidding Applicant

* 2. 联合体投标协议书【格式参考附件1，投标人可自拟格式，联合体协议书内容应至少包括：联合体各方名称，联合体各方工作内容，联合体费用分成比例，联合体各方单位地址、联系电话，联合体各方法定代表人签字（或盖章）、授权委托人签字（或盖章），联合体各方加盖公章，以联合体名义报名的应提交联合体协议书，并明确牵头设计单位（需加盖所有联合体成员公章，需鲜章，若因疫情等因素影响，联合体协议书最迟应于2020年12月29日17:00前递交）。】

Consortium Agreement 【Refer to annex 1 for the format. The bidder may draw up their own format. The Consortium Agreement shall at least include: the names of each party of the consortium, the work contents of each party of the consortium, the cost sharing proportion of the consortium, the address and telephone number of each party of the consortium, and the signature (or seal) of the legal representatives of each party of the consortium, the signature (or seal) of the authorized client, and the official seal of each party to the consortium. Consortium should submit the Consortium Agreement signed by all the members, and specify the leading party (It must be stamped with the official seal of all members of the consortium and fresh seal is required. If affected by factors such as the epidemic, the Consortium Agreement should be submitted by 17:00 on December 29 at the latest). 】

* 3. 法定代表人身份证明文件（格式参考附件1）

Certificate of Legal Representative (Refer to annex 1 for format)

* 4. 法定代表人授权委托书（格式参考附件1）

Letter of Authorization (Refer to annex 1 for format)

* 5. 企业同类项目经验一览表（格式参考附件1，企业近五年内同类业绩汇总表及相关证明文件，例如合同关键页、获奖证明等。）

Lists of Experience in Similar Projects (Refer to annex 1 for format. Summary of similar performance of the enterprise in the past five years and relevant supporting documents, such as key pages of the contract, award certificate, etc.)

* 6. 设计人员总表【格式参考附件1，投入本项目的项目负责人、主创设计师、专业技术人员汇总表及相关证明材料，包括所列人员的职称证、注册证复印件、社保证明（境外单位可提供在职证明）、业绩证明、获奖证明等资料扫描件。】

Summary List of Designers 【Refer to annex 1 for format. A summary table of the project leader, chief designer, professional and technical personnel who invested in this project and related certification materials, including scanned copies of the listed personnel’s title certificates, copies of registration certificates, social guarantee certificates(Overseas units can provide proof of employment), performance certificates, and award certificates. 】

* 7. 项目负责人及主创设计师简历及证明材料【格式参考附件1，项目负责人及主创设计师均需具有类似项目经验。项目负责人（仅一人、业绩文件无时间要求）；主创设计师（不可超2人）近年（业绩文件的证明文件必须为2010年1月1日至今）类似项目证明文件，已完成、在建均可。业绩个数最多不超过5个。】

Resumes and Certificates of Project Leader and Chief Designers 【Refer to annex 1 for format. The project leader and chief designer should have similar project experience. The project leader（Only one person, no time requirement for performance documents）； Certification documents of similar projects for the chief designer (No more than 2 person) in recent years(The supporting documents of performance documents must be from January 1, 2010 to now), either completed or under construction. The number of performance does not exceed 5 at most.】

* 8. 签字盖章（格式参考附件1）

Signature and Seal (Refer to annex 1 for format)

* 9. 关键信息汇总表（另册，格式参考附件2）

Summary of key information (Refer to annex 2 for format, in another file)

1. 概念提案。设计单位统一就未来产业小镇进行设计，提交2页A3成果：含总平面图及能表达设计意图的效果图（形式不限）。

Concept proposal. The bidders design the Future Industrial Town, and submit 2 pages of A3: including the master plan and renderings that can express the design intention (the form is not limited).

1. 投标人认为有必要提供的其它材料。

Other materials considered necessary by the bidder.

1. 资格预审报名文件密封要求：

Document sealing requirements

* 1. 纸质文件：所有纸质文件提供1套正本及4套副本，其中正本须加盖公章或扫描打印电子章；提交的文件应遵循环保原则，双面打印，避免过度包装。1份正本和4份副本先分别密封在两个密封袋内，再统一密封包装在一个外密封袋中，并在外密封袋上注明“投标文件（申请报名文件或概念提案文件）”、项目名称、投标人名称。

Paper documents: 1 original and 4 copies shall be provided for all paper documents, of which the original shall be stamped with official seal or scanned and printed electronic seal; the submitted documents shall follow the principle of environmental protection and be printed on both sides to avoid excessive packaging. One original and four copies shall be sealed in two sealed bags respectively, and then sealed and packed in one outer sealing bag. The outer sealing bag shall be marked with "bidding document (application document or concept proposal document)", project name and name of the bidder.

* 2. 申请报名文件按顺序装订成一册，并列目录。A4尺寸，用软皮质胶装。正本封面及扉页须加盖公章或扫描打印电子章，含封面封底和扉页不超过40页（正反面为1页）。

The application documents shall be bound into one volume in order and listed in the table of contents. A4 size in soft leather. The front cover and front page of the original shall be stamped with official seal or scanned and printed electronic seal, including the back cover and the front page of which shall not exceed 40 pages (1 page for the front and back).

* 3. 概念提案文件为2页A3尺寸（不含封面封底），简装横版文本，正本封面或扉页需加盖公章或扫描打印电子章。

The concept proposal document is a 2-page A3 size (excluding the cover and back cover), and it is simple and horizontal version text. The cover or title page of the original should be stamped with official seal or scanned electronic seal.

* 4. 电子文件：以上文件的电子文档（可编辑版本）拷贝到U盘（2个），与文本一并提交；电子材料分为两个部分，概念提案为单独一个文件，其余内容为一个文件或文件夹。密封包装在1个密封袋中，在密封袋上注明“电子文件”、项目名称、投标人名称。

Electronic documents: the electronic documents (editable versions) of the above documents are copied to USB flash disk (2 copies) and submitted together with the text; the electronic materials are divided into two parts, the concept proposal is a single document, and the rest contents are a document or folder. The sealed package shall be packed in a sealed bag, and the sealed bag shall be marked with "electronic document", project name and the name of the bidder.

* 5. 同时电子文档发送到rjrx@szrjrx.com。

Electronic documents are sent to rjrx@szrjrx.com .

* 6. 申请报名文件、概念提案文件、电子文件分开装订。

Application documents, concept proposal documents and electronic documents shall be bound separately.

* 7. 所有密封袋的封口处均应贴封条，封条要加盖投标人单位公章或扫描打印电子章。

All sealing bags shall be sealed with the official seal or scanning seal of the bidder.

所有资格预审报名文件须在2020年12月28日17：00前送至或邮至招标单位指定地点(地点：深圳市福田区石厦街新天世纪商务中心B座12楼层1212号日杰瑞欣办公室)。

All pre-qualification application documents must delivered or mailed to the location before 17:00, December 28, 2020. (Address: No. 1212, 12F, block B, Xintian Century Business Center, Shixia street, Futian District, Shenzhen).

**3.2第二阶段-方案投标阶段 Stage2-Scheme Bidding**

**3.2.1投标文件要求 Submission Requirements**

1. 设计成果必须符合中华人民共和国、广东省及深圳市有关城市规划与城市设计规章和规范性文件的规定要求，满足招标文件的要求，内容表达必须做到完整、清晰、准确。

The deliverable must meet the requirements of the urban planning and urban design regulations and regulatory documents of the People's Republic of China, Guangdong Province and Shenzhen City as well as the tender document. The content must be complete, clear and accurate.

1. 设计成果必须经设计机构或设计联合体签章方为有效。设计机构应在一份完整的设计成果正本文件的扉页右下角标明设计机构名称，由设计机构盖章（允许扫描打印电子章）并单独封装。

The deliverable must be signed and sealed by the design team or design consortium, and the original shall be stamped at the right corner of the title page(scanning seal is allowed)and packaged individually.

1. 每家设计机构或设计联合体只允许提交一份设计成果。

Each bidder can submit one scheme only.

1. 投标人对3小镇均需提交概念方案，并结合方案特点选择不少于1个小镇进行重点表达。

The bidder shall submit the concept scheme for all 3 towns, and select no less than one town for key expression.

1. 所有成果文件如若被2/3以上的评审委员会成员认为有下列情况之一的，将被视为无效，无效文件由招标人作报废处理。

If over 2/3 (inclusive) of the jurors consider any of the deliverables have one of the following situations, it will be treated as invalid. The invalid documents will be voided by the tenderee.

* 提交成果文件截止日后，擅自更改设计内容的；

Content of deliverables that is changed after submission;

* 未按要求签署和递交《投标确认函》的；

Bid Confirmation Letter isn't submitted as required;

* 成果文件逾期送达的； Overdue deliverables;
* 未按《设计任务书》要求完成方案设计，内容不全，未响应《设计任务书》的实质性要求和条件的；

Do not meet the requirements and terms in the Design Brief, lacking content;

* 经评审委员会评审未通过的成果文件； Hasn't been passed by the jury;
* 非原创已经发表过或经2/3以上评委认为与其他同类作品雷同的；

The submitted scheme is not originally created, or has been published, or is verified similar to other schemes by over 2/3 of members of jury committee;

* 投标报价函的的单方价格超过本招标文件的单方价格上限价（不含上限价）。

The price of Offer Letter exceeds ceiling price of this bidding document (excluding the ceiling price).

1. 无效设计成果由设计机构在收到通知后的7日内取回，招标单位不予支付设计费用，逾期未取的无效设计成果，由组织单位作报废处理。出现以下情形之一的，招标人有权否决全部招标，废止项目服务活动：

The invalid deliverables should be taken back within 7 days after receiving the notification. Otherwise, it will be disposed by the client. In case of any of the following circumstances, the [tenderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation) has the right to reject all bidding and annul the project service activities:

* 符合条件的设计机构或作出实质响应的设计机构不足三家的；

The number of qualified participants is less than three;

* 招标任务因不可抗力取消的；

The bidding task is cancelled due to force majeure;

* 出现影响招标公平、公正的违法、违规行为的。

Illegal behaviors appear that affect the fairness and justice of the bidding.

1. 所有设计成果需中英双语，如果中英文出现不一致的内容，以中文为准。

All deliverables must be bilingual in both Chinese and English. If there is any inconsistency between Chinese and English, the Chinese version shall prevail.

1. 所有设计成果须在规定截止时间前送至或邮至招标单位指定地点。（地点：深圳市福田区石厦街新天世纪商务中心B座12楼层1212号日杰瑞欣办公室）

All deliverables must be delivered or mailed to the location before the specified deadline. (Address: No. 1212, 12F, block B, Xintian Century Business Center, Shixia street, Futian District, Shenzhen)

1. 成果密封要求sealing requirements：
	* 刻盘文件：电子文件2套（U盘），密封包装在1个密封袋中，在密封袋上相应注明“电子文件”，并分别注明项目名称、投标人名称。

Block files: 2 sets of electronic document (USB flash disk), sealed and packaged in a sealed bag, marked "electronic document", and indicate the name of the project and the bidder.

* + 商务文件：投标报价函一份，需投标人签署并加盖公章（必须为鲜章）。

Business files: one Offer Letter, which needs to be signed and sealed by the bidder (must be fresh seal).

* + 设计文本全本文件：设计文本全本1份正本文件，6份副本文件，先分别密封在两个密封袋内，再统一密封包装在一个外密封袋中，并在外密封袋上注明“投标文件（商务标文件、设计文本文件）”、项目名称、投标人名称。

Full version design text: 1 original and 6 copies shall be sealed in two sealed bags, and then packaged in an outer sealing bag, and marked with "bidding document (commercial document, design text)", project name and bidder's name on the outer sealing bag.

* + 简本文件：设计文本简本1份正本文件，6份副本文件，先分别密封在两个密封袋内，再统一密封包装在一个外密封袋中，并在外密封袋上注明“投标文件（商务标文件、设计文本文件）”、项目名称、投标人名称。

Simplified version design text: 1 original and 6 copies shall be sealed in two sealed bags, and then packaged in an outer sealing bag, and marked with "bidding document (commercial document, design text)", project name and bidder's name on the outer sealing bag.

* + 展板：3张A0展板统一密封在一个密封袋内，并在外密封袋上注明“投标文件”、项目名称、投标人名称。

Display board: three A0 display boards are uniformly sealed, and the "bidding documents", project name, and bidder's name are marked on the outer sealed bag.

* + 模型1个（如有），需密封。

1 model (if any), to be sealed.

* + 所有密封袋的封口处均应贴封条，封条要加盖投标人单位公章或扫描打印电子章。

All sealing bags shall be sealed with the official seal or scanning seal of the bidder.

**3.2.2方案投标时间 The Time for Scheme Design**

方案设计与成果制作的时间暂定25个自然天。

The time for scheme design is tentatively 25 natural days.

**3.2.3评审委员会的组建 Establishment of Review Jury**

招标人依法组建评审委员会，成员由7名或以上单数的境内外专家（包含两名招标人代表）组成。评审委员会由评审主席主持评审工作。在评审中与其他成员有同等表决权；具体评审细则由评审委员会确定。

The tenderee will set up the review jury accordingly, which is composed of an odd number of 7 domestic and foreign experts or more (including two representatives of the [tenderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation)).The chairman of the jury will chair the review and share the same right as the other jurors. Detailed review rules will be decided by the jurors.

**3.2.4评标办法 Review Rules**

9名设计单位向评审委员会进行述标答辩：投标人参加述标答辩的人员数量不超过5人，可包含项目分管领导、项目负责人及其他项目组成员；项目负责人或主创设计师就本项目相关要点进行阐述，回答评审委员会的各项提问。每位投标人述标时间不超过20分钟（包含不多于5分钟的多媒体），答辩时间不超过10分钟**；**投标人均可自行准备视频或PPT等汇报材料。

9 design teams explain their plans to the Scheme Review Jury. No more than 5 people participate in the presentation, including the project leader, the person in charge of the project and other members of the project team; the person in charge of the project or chief designer shall elaborate on the design points and answer the questions from the Scheme Review Jury. No more than 20 minutes (including no more than 5 minutes of video) for each person to report, and no more than 10 minutes to answer. All bidders prepare video or PPT by themselves.

本轮投标采用**明标**的方式进行评审，评标会当天，评审委员会根据投标人提交的方案文本、展板、模型（如有）、述标答辩情况以及多媒体文件进行评审。

The Scheme Review Jury evaluate the design scheme according to the text, display board, model (if any), presentation and video submitted by the bidder.

评审委员会通过记名投票法（逐轮淘汰）进行评审，选出无排序的前5名进入定标阶段，后4名获得方案补偿费。

The Scheme Review Jury adopts vote by open ballot to determine the top 5 candidates for winner without ranking, and the last 4 receive compensation fees.

**3.3第三阶段-定标阶段 Stage3-Deciding the Winning Bidder**

**3.3.1定标办法：直接票决法 Rules : Direct voting**

**3.3.2定标主要程序Main process：**

1. 答辩（暂定） Presentation (provisional)

评审委员会研究评选出的不排序的前5名设计单位向定标委员会进行述标答辩：投标人参加答辩澄清的人员数量不超过5人，可包含项目分管领导、项目负责人及其他项目组成员；项目负责人或主创设计师就本项目相关要点进行阐述，回答定标委员会的各项提问。每位投标人述标时间不超过15分钟，答辩时间不超过10分钟**；**投标人均可自行准备视频或PPT等汇报材料。

The top 5 design teams (not ranked) selected by the Scheme Review Jury explain their plans to the Winner Deciding Jury. No more than 5 people participate in the presentation, including the project leader, the person in charge of the project and other members of the project team; the person in charge of the project or chief designer shall elaborate on the design points and answer the questions from the Winner Deciding Jury. No more than 15 minutes for each person to report, and no more than 10 minutes to answer. All bidders prepare video or PPT by themselves.

1. 投票vote

由定标委员会对评审委员会研究评选出的不排序的前5名设计单位，对三个小镇分别进行投票，以每人投票支持一个投标人的方式，得票最多且过半数的投标人为对应小镇的中标候选人。

Each of the 3 towns will vote for one bidder, and more than half of the bidders with the most votes will be the winning candidates of the corresponding towns.

当没有投标人得票超过半数时，选择得票较多的2个投标人（按上一轮得票多少的顺序选择，在选择第2个投标人时出现同票的投标人时，所有同票投标人一并纳入下一轮的投票范围）作为二次投票的范围，直至出现得票过半数的投标人为止。票决的结果作为支付方案补偿费的依据。

When no bidder gets more than half of the votes, the two bidders with more votes shall be selected for the second vote until more than half of the votes are obtained. The result of the vote shall be taken as the basis for the payment of the compensation fees.

根据定标委员会的投票结果，中标候选人将被授予对应小镇的方案设计合同。招标人有权确定同一家设计单位至多可以中标两个小镇的方案设计合同。未中标的设计单位获得方案补偿费。

According to the voting results, the winning bidder will be awarded the design contract for the corresponding town. The [tenderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation) has the right to determine that the same design team can win the contract of at most 2 towns. The unsuccessful design team will get the compensation fee.

若主办单位认为其中一个或多个小镇的设计方案不具备可实施性，则有权不确定中标候选人，给予方案补偿费。若主办单位认为所有设计单位的方案均不具备可实施性，则不授予各投标人合同，给予方案补偿费。

If the [tenderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation) thinks that the design scheme of one or more towns is not feasible, it has the right not to determine the winning bidder and give they the compensation fee. If the [tenderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation) thinks that all the schemes of the design teams are not feasible, the contract will not be awarded and the compensation fee will be given.

# 招标日程计划 Bidding Schedule

**招标日程计划一览表 Bidding Schedule**

|  |  |  |
| --- | --- | --- |
| **阶段Stage** | **时间 Time** | **事项 Items** |
| 报名及资格预审阶段Pre-qualification | 2020年12月22日December 22, 2020 | 发布招标公告及接受报名Bidding announcement and application |
| 2020年12月28日(17:00前)December 28, 2020 (before 17:00) | 资格预审申请资料提交截止Deadline of application |
| 2020年12月30日December 30, 2020 | 资格预审会Pre-qualification meeting |
| 2020年12月31日December 31, 2020 | 资格预审结果公示Notice of the pre-qualification result |
| 方案投标阶段Scheme Bidding | 2020年12月31日December 31, 2020 | 概念方案设计招标启动会Design bidding kick off meeting |
| 2021年01月07日(17:00前)January 7, 2021 (before 17:00) | 质疑截止Deadline of question |
| 2021年01月13日17:00前January 13, 2021 (before 17:00) | 书面答疑发布Written Q & A |
| 2020年12月31日-2021年01月25日December 31, 2020 to January 25, 2021 | 方案投标阶段（25天）Scheme Design (25 days) |
| 2021年01月25日(17:00前)January 25, 2021 (before 17:00) | 投标人递交投标文件Deadline for deliverables |
| 2021年01月27日（暂定）January 27, 2021 (provisional) | 方案评审会Scheme review |
|  | 2021年01月28日January 28, 2021 | 评审结果公示（公示3天）Notice of the result (3 days) |
| 定标阶段Deciding the Winning Bidder | 2021年01月29日（暂定）January 29, 2021 (provisional) | 定标Deciding the winning bidder |
| 2021年01月30日January 30, 2021 | 定标结果公示、依据合同开展深化方案Notice of the results and start to deepen the plan according to the contract |

所有时间均以北京时间为准，招标人保留调整日程安排的权利。

All time shall be subject to Beijing time, and the bidder reserves the right to adjust the schedule.

# 合同暂定价及方案补偿费Provisional Contract Price and Design Compensation

**5.1****投标报价上限价Price limit**

本项目的方案设计单方价格上限为80元/㎡。最终合同价格根据中标单位的投标报价函确定。

The upper limit of the design price is 80 yuan / m2. The final contract price shall be determined according to the Offer Letter of the winning bidder.

**5.2****方案补偿费支付方式****Payment of design compensation：**

中标候选人将被授予方案设计合同，不再给予方案补偿费；进入定标环节的未中标的投标人，分别给予方案补偿费每家各40万元；入围方案投标阶段但未进入定标环节的投标人分别给予方案补偿费每家各30万元。

The winning bidder will be awarded the scheme design contract without any compensation fee; the unsuccessful bidders who enters the deciding stage will be given the design compensation of RMB 400000 for each company; and the bidders who enters the bidding stage but does not enter the deciding stage will be given the design compensation of RMB 300000 for each company.

若方案均不具备可实施性，则不授予各投标人合同，入围定标环节的投标人分别给予方案补偿费每家各40万元；入围方案投标阶段但未入围定标环节的投标人分别给予方案补偿费每家各30万元。

If the schemes are not implementable, the contract will not be awarded to each bidder.The bidders who enters the deciding stage will be given a compensation of RMB 400000 for each company; and the bidders who enters the bidding stage but does not enter the deciding stage will be given the design compensation of RMB 300000 for each company.

**5.3方案补偿费及有关费用的支付Payment of related expenses**

**5.3.1****方案补偿费design compensation**

在项目定标结果公示并没有收到异议后，招标人启动支付方案补偿费的工作。

以上补偿费均以人民币支付，为含税金额，各单位自行依法办理涉税手续和缴纳税款。

投标人或投标人牵头机构（以联合体名义参加的）均应按照要求提供国内合法增值税发票等付款资料，并按照要求配合完成费用结算各项手续。

After no objection has been received in the publicity of bidding results, the [tenderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation) shall start to pay the compensation.

The above compensation shall be paid in RMB, which is the tax inclusive amount. Each unit shall go through the tax related procedures and pay the tax by itself.

The bidder or the leading organization of the bidder (in the name of the consortium) shall provide domestic legal VAT invoice and other payment data as required, and cooperate to complete the cost settlement procedures as required.

**5.3.2其他 Others**

投标人参加本次投标的所有费用（含差旅住宿费）均自行承担。如评审委员会认为投标人提交的成果文件未达到本次招标工作深度及要求的，招标人将不予支付其方案补偿费。

All related expenses such as the travelling expense will be covered by the participants themselves. If the jury considers that the deliverables submitted can't meet the depth and requirements, the t[enderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation) won't pay any compensation.

# 知识产权及相关法律Intellectual Property and Related Laws

6.1由招标人提供的资料、软件和其他物品,其所有权(包括版权)等合法权益归招标人。未经招标人书面同意，设计机构不得擅自使用或交由任何第三方使用前述资料、软件和其他物品，否则投标人应承担由此产生的所有责任并赔偿招标人因此受的所有损失。

All documents provided by t[enderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation) to participants (including texts, drawings, and electronic data) are exposed to copyright protection. Without written consent of the t[enderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation), any person is prohibited to duplicate, amend, distribute, disclose, lend or transfer the contents of relevant materials. Otherwise, one should bear related legal liabilities.

6.2所有参加本招标活动的设计所有权归投标人所有，但所有参与投标的设计文件在评审后不退回投标人。

The ownership of all design participating in this tender activity belongs to the t[enderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation), but all design documents participating in the bidding will not be returned to the bidder after review.

6.3招标人可以无偿展示所有设计文件，包括在评审结束后公布评审成果，并通过传媒、专业杂志、专业书刊或其它形式介绍、展示及评价设计文件。

The t[enderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation) are entitled to use the design schemes without further payment, such as introducing, displaying and appraising the design schemes through media, professional magazines, books or other form after announcing the evaluation result.

6.4投标人就本项目在工程招标或设计上使用的或准备采用的任何专利、版权、设计商标或名称及其它受保护权利的都必须取得合法的授权，所产生的有关费用应由投标人承担。

Any patent, copyright, design trademark or name and other protected rights used or to be adopted by the bidder in the project bidding or design must be legally authorized, and the relevant expenses incurred shall be borne by the bidder.

如投标人由于在工程招标或设计上使用的或准备采用的任何专利、版权、设计商标或名称及其它受保护权利的行为而引起的所有索赔和诉讼的费用都应由投标人承担。此外，投标人还应承担由本条款直接导致招标人相关的经济赔偿、诉讼费、财产保全费、律师费、公证费及其它开支、费用。

All claims and litigation costs caused by any patent, copyright, design trademark or name and other protected rights used or prepared to be adopted by the bidder in the project bidding or design shall be borne by the bidder. In addition, the bidder shall also bear the economic compensation, legal fees, property preservation fees, attorney fees, notary fees and other expenses directly caused by this clause.

上述应由投标人承担的所有费用由投标人人自行承担。

All the above expenses to be borne by the bidder shall be borne by the bidder.

6.5投标人承诺其所提供的本项目的设计成果仅供本项目使用。投标人应保护招标人一旦使用其设计方案/设计成果不能受到来自第三方的侵权诉讼或索赔，否则投标人应承担由此而产生的一切责任。

The bidder promises that the design results of this project provided by it will only be used for this project. The bidder shall protect the t[enderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation) from infringement lawsuits or claims from a third party once the design scheme/design results are used, otherwise the bidder shall bear all the responsibilities arising therefrom.

# 保密原则 Confidentiality

7.1招标人在收到投标成果文件后，会做好相应保密工作。成果评审活动结束前任何人员或机构未得招标人许可，都不得以任何方式披露、公开或展示方案，否则将追究其法律责任。

After receiving the bidding results documents, the tenderee will do a good job of confidentiality work. Before the end of the evaluation activity, any person or organization shall not disclose, disclose or display the scheme in any way without the permission of the t[enderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation), otherwise, the legal responsibility will be investigated.

7.2招标公开发布信息后，直到最终结果公布为止，属于对招标文件的审查、澄清、评价和比较的有关资料以及中标候选人的推荐情况、与评审有关的其他任何情况均应严格保密；任何有关的信息和资料均不得向设计机构或上述工作无关的人员泄露。

After the release of the competition, before the award of the winning contract, all relevant information concerning the review, clarification, evaluation and comparison of the competition, the recommendation of the shortlisted bidder or any other circumstances relating to the review shall be kept strictly confidential. All the above information shall not be leaked to the competitors or personnel unrelated

7.3招标人、招标技术支持单位及评审专家在收到设计机构提交的成果文件后，应做好相应的保密工作。评审活动结束前任何人员或机构未经招标人或政府有关部门许可，都不得以任何方式披露、公开或展示成果文件，否则将追究其相关法律责任。

The tenderee, the tendering technical support unit and the evaluation experts shall keep confidential after receiving the outcome documents submitted by the design institutions. Before the end of the review activities, no person or institution shall disclose, disclose or display the outcome documents in any way without the permission of the tenderee or relevant government departments; otherwise, the relevant legal responsibilities will be investigated.

# 争议解决 Dispute Resolution

本招标相关文件、合同履行中若发生争议，双方应友好协商解决;协商不成时，采用诉讼方式解决争议，诉讼地点为项目所在地人民法院。

Once disputes occur; both parties shall negotiate first. If fails, both parties shall agree to submit the issue to the Shenzhen People's Court for arbitration in accordance with its rules. The arbitration shall be local people's court.

# 语言及其它 Language and others

9.1 招标文件的解释权属于招标单位。解释语言以中文为准。

The [tenderee](https://www.youdao.com/w/tenderee/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation) reserves the rights for the interpretation of this bidding documents. The Chinese interpretation shall prevail.

9.2 招标工作的日程安排均以北京时间计算。

The schedule of bidding work is subject to Beijing Time.

9.3 本次活动有关的所有往来通知、函件、成果文件均应使用中文，投标人的设计团队应至少配备一名通晓中文的设计人员。

All notifications, correspondence, and deliverable related to this bid should be in Chinese, and the design team should be equipped with at least one designer who is proficient in Chinese.

9.4 中标人确定后,主办不对未中标人就评审过程以及未能中标原因作出任何解释,同时亦不退还成果文件。未中标单位不得向评审小组人员或其他有关人员索问评审过程的情况和材料。

Once the winning bidder has been decided, the tenderee won't give any explanation to the failing competitors on the assessment process or the reasons for failure. And their deliverables won't be returned. The failing competitors shall not ask the assessment team or other relevant personnel to inquire about the circumstances or materials of the assessment.

9.5 无论投标人是否中标，投标人均不得以专利权、商标权或工业设计权等知识产权为由向招标人提出任何索赔或补偿的要求。

Regardless of the bidders win the bid or not, the bidders shall not make any claim to the tenderee for intellectual property such as patent right, trademark right or industrial design right.

9.6 招标人保留更改活动日程安排的权力。如有改动，将至少提前3天通知。

The tenderee reserves the right to adjust the consultation agenda. And it will be noted at least 3 days ahead if there is change.

9.7 招标文件、补遗（答疑）文件、各类通知函件均以书面文件为准。当招标文件、补遗（答疑）文件、各类通知函件内容相互矛盾时，以最后发出的为准。

The bidding documents, addendum (Q & A) documents and all kinds of notice letters shall be subject to the written documents. If there is any contradictory between these files, the final issue shall prevail.

9.8 投标人应确保其项目负责人和主要设计人员始终参与本设计工作; 境外设计单位应确保有境外单位的人员参与、签名和加盖境外单位印章。

The bidders should guarantee the participation of the project leader and major designers in the whole design. As for overseas companies, they shall ensure the foreign architects' participation, their signatures and company's stamp.

9.9 参加本次招标活动的投标人均视为承认本招标文件所有内容。

All the bidders will be regarded to confirm all the contents of this binding documents.

9.10 在招标期间，招标人可根据需要，随时终止本次招标工作，招标人不负担因此给投标人造成的损失。

During the bidding period, the tenderee may terminate this bidding at any time according to the needs, and the tenderee shall not bear the losses caused to the bidders.

# 附件 Annex

**附件1 申请报名文件**

Annex 1 Application Documents

**1.****投标申请人基本情况****表Basic Information of the Bidding Applicant**

联合体投标的，各方均需填写本表。Each member of the consortium must fill out the form separately.

|  |  |  |
| --- | --- | --- |
| 1 | 公司注册名称Company registered name |  |
| 2 | 公司详细资料Company details |
| 公司注册国家或地区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  |  |
| 公司成立日期Date of establishment |  |
| 公司规模（总公司及相关投标分公司各专业人数等等信息）Team (number of design team members, disciplines, 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 |  |
|  | 其他证明文件另附在表格后Supporting materials attached after this table | 有效的营业执照（或商业登记证明）（提供复印件，加盖公章）企业资质证明文件或获奖文件（复印件，加盖公章）（如有）其他投标人认为有必要的证明材料legal business license (or business registration certificate), (photocopy stamped with official seal)company design qualification or award certificates (photocopy stamped with official seal) if any;other materials that bidder consider necessary; |

**2.****联合体投标协议****（如需）Consortium Agreement (if needed)**

**联合体协议书 Consortium Agreement**

1. 本联合体声明：各方自愿参加《前海深港专业服务业小镇、前海深港未来产业小镇及前海深港产学研创新小镇概念方案设计招标》。现就有关事宜订立协议，协议（包括但不限于）如下内容：
The consortium hereby declares that: Each member is willing to participate in the Bidding for Qianhai SZ-HK Professional Service Town, Qianhai SZ-HK Future Industrial Town and Qianhai SZ-HK Industry-Academia-Research Innovation Town Conceptual Scheme Design on a voluntary basis. All members in the group consent to concluding an agreement on relevant matters, and the terms and conditions are as follows (including but not limited to):

* 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。
	The consortium has authorized the consortium leading member to collect relevant information on the qualification grade, business capability, and work performance data, etc. of each member in the consortium and submit it to the Tenderee.
	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。
	The consortium leading member is responsible for the bidding work. The leading member legally represents the members to submit and sign the deliverables. All commitments made by the leading member in the bidding legally represent all the group members.
	3. 联合体中标后，联合体成员共同与招标人签定合同书，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。After the consortium wins the bid, the group members shall sign the contract together with the Tenderee, and perform all contract documents. The signed contract agreement shall be legally binding on each member of the consortium.
	4. 联合体中标后，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。After the consortium wins the bid, the leading member legally represents the members to submit and receive relevant data, information and instructions, and handle all matters relating thereto.

2. 本协议书自签署之日起生效，本协议书一式 三 份，送交招标人一份，联合体成员各一份。
This Agreement takes effect from the date of signature. This Agreement is in 3 copies, with one sent to the Tenderee and one for each member of the consortium to keep.

3. 附加条款（若有）Additional articles (if any)

4. 联合体成员单位一览表 List of members of the consortium

|  |  |  |
| --- | --- | --- |
| 联合体成员单位名称Name of member of the consortium |  |  |
| 资质情况（如有）Qualifications (if any) |  |  |
| 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 amount in the consortium |  |  |
| 拟配备主要人员的名单List of proposed key personnel |  |  |

联合体牵头单位（盖章）：

Leading member of the consortium (seal):

法定代表人或授权代表（签字）：

Legal or authorized representative (signature):

联合体成员单位（盖章）：

Member of the consortium (seal):

法定代表人或授权代表（签字）：

Legal or authorized representative (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，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 shall agree on the equity share, proposed work content, division of work, and responsibilities of each member at the bidding stage. The Consortium Agreement should define that after winning the bid, the design contract shall be affixed with official seal by all the group members, and signed by the legal or authorized representatives of group members. All members of the consortium are jointly and severally liable to the Tenderee.)

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

单位名称Company Name：

（单位名称应与营业执照名称一致Company name shall be consistent with the business license.）

地址 Address：

姓名 Full Name： 性别 Sex： 年龄 Age： 职务Title：

法定代表人 Legal Representative:

特此证明。

We hereby confirm that the person mentioned above is the legal representative

投标申请人（签名、盖章）Bidding Applicant (Signature and Official Seal)：

日期 Date： 年 (Year) 月 (Month) 日 (Day)

附：法定代表人身份证扫描件

Appendix: Photocopy of legal representative’s ID

|  |  |
| --- | --- |
| 身份证明材料（正面）粘贴处Front of ID | 身份证明材料（反面）粘贴处Back of ID |

## 4.法定代表人授权委托书Letter of Authorization

本授权委托书声明：我（姓名）系（投标申请人名称）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《前海深港专业服务业小镇、前海深港未来产业小镇及前海深港产学研创新小镇概念方案设计招标》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。

代理人无转委托权，特此委托。

I, (Name in Full) as the legal representative of (Name of Bidding Applicant) , hereby declare that (Name and Title) of (Name of Company) is the authorized agent of legal representative to sign any document of the Pre-Qualification of Bidding for Qianhai SZ-HK Professional Service Town, Qianhai SZ-HK Future Industrial Town and Qianhai SZ-HK Industry-Academia-Research Innovation Town Conceptual Scheme Design. I accept all the content in the document signed my authorized agent. The agent has no right of sub-entrustment.

代理人Name of Authorized Person： 性别 Sex： 年龄 Age：

身份证号码 ID Number： 职务Title：

投标申请人（盖章）Bidding Applicant (Official Seal)：

法定代表人（签字或盖章）Legal Representative(Signature or Seal)：

授权委托日期 Date： 年 (Year) 月 (Month) 日 (Day)

附：代理人身份证扫描件

Appendix: Photocopy of authorized person’s ID

|  |  |
| --- | --- |
| 身份证明材料（正面）粘贴处Front of ID | 身份证明材料（反面）粘贴处Back of ID |

## 5. 企业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** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**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5个，超过5个只取前5个。No more than 5 achievements, otherwise only the first 5 will be adopted.1. 联合体投标的双方同类型业绩合计不可超过5个，超过5个只取前5个。

The total achievements of both parties of a consortium of the same type shall not exceed 5, and only the top 5 shall be taken.1. 企业近五年内同类业绩文件的签署时间必须为2015年12月至今。

The signing time of similar projects documents in recent five years must be from December 2015 to now.4、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。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) |  |
| **项目4****Project 4** |
| 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5****Project 5** |
| 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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|  |  |  |  |  |

设计人员证明文件另附在表格后

Supporting materials attached after this table

## 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（1人）Project leader (1 person)**

|  |
| --- |
| **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** **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.)  |  |
| 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 |  |
| 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.)  |  |
| 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4** **Project 4** |
| 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5** **Project 5** |
| 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) |  |

**（2）主创设计师Chief designer**

**不可超2人，须列明主创1、主创2**

**no more than 2 persons, and list 1 and 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.)  |  |
| 在该项目承担的工作Work undertaken in the project  |  |
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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 |  |
| 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.)  |  |
| 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4****Project 4** |
| 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5****Project 5** |
| 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) |  |

**8、****签字盖章 Signature and Seal**

|  |
| --- |
| 我谨代表前述申请参加本次招标的投标申请人（设计联合体）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 bidder (joint design group) that applies for participating in this tender, 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 tender to make public and use relevant information at the time and place it thinks fit. |
| 投标申请人（联合体）Applicant (Consortium) 公司（联合体牵头单位）法人代表签名Signature of Legal Representative＿＿＿＿＿＿＿＿＿＿＿＿＿＿日期Date＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ | 盖章处Official Stamp |

**9、关键信息汇总表 Summary of key information**

附件2

Annex 2

关键信息汇总表（另册）

Summary of key information (In another file)

**附件3 投标确认函 Annex 3 Bid Confirmation Letter**

**投标确认函**

**Bid Confirmation Letter**

致：**深圳市前海产城发展有限公司**

TO: **Shenzhen Qianhai Industry & City Development Co., Ltd**

我方在此确认参加 前海深港专业服务业小镇、前海深港未来产业小镇及前海深港产学研创新小镇概念方案设计招标 投标活动，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 to participate in the Conceptual Scheme Design Bidding on the Qianhai SZ-HK Professional Service Town, Qianhai SZ-HK Future Industrial Town and Qianhai SZ-HK Industry-Academia-Research Innovation Town .We promise to abide by all rules of this bidding, 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。We promise to submit the design results on time according to the requirements in the bidding documents.

2. 我方承诺申请报名文件中所提交的主创设计人员将全程参与设计工作。We promise that the main designers submitted in the Application Documents will participate in the whole design work.

3. 我方承诺按照设计任务书要求的深度完成设计成果。We promise to complete the design results in accordance with the requirements of the Design Brief.

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。若评审过程中查出有虚假，同意作无效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 there is no infringement of intellectual property rights by others. If there is any falsity found in the process of evaluation, it is agreed to treat it as invalid achievement document and cancel the participation qualification. If it is found out that there is any falsehood after winning, he agrees to abolish the winning qualification, accept punishment, and bear all legal and economic responsibilities arising from the infringement of other people's intellectual property rights.

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

Before the formal entrustment contract is signed and takes effect, your Bidding Document, Bid Confirmation Letter and Letter of Acceptance will become an integral part of the contract documents binding both parties.

为方便联系，我方指派 出任本次招标活动的工作联系人，联系电话： ，邮箱： 。

In order to facilitate contact, we have designated as the contact person of this bidding. Contact phone number: , email: .

投标人（联合体牵头单位）：

Bidder（Consortium leader）

法定代表人（或被授权代理人签名）:

Legal representative (or authorized agent signature)

投标人（联合体成员单位）：

Bidder（Members of the Consortium）

法定代表人（或被授权代理人签名）：

Legal representative (or authorized agent signature)

日期： 年 月 日

Date:

**附件4 投标报价函**

**Annex 4 Offer Letter**

**投标报价函 Offer Letter**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号No** | **项目名称****Project Name** | **分类名****Category** | **投标报价单价上限****Ceiling Price** | **投标报价单价****The Unit Price** | **投标报价总价****The Total Price** |
| 1 | 前海深港专业服务业小镇、前海深港未来产业小镇及前海深港产学研创新小镇概念方案设计招标Conceptual Scheme Design Bidding on the Qianhai SZ-HK Professional Service Town, Qianhai SZ-HK Future Industrial Town and Qianhai SZ-HK Industry-Academia-Research Innovation Town | 设计费design fees | 80元/㎡80 yuan /㎡ | \_\_\_\_\_\_\_\_元/㎡\_\_\_\_\_\_ yuan /㎡ | 前海深港专业服务业小镇总报价为 元，一期报价为 元、二期报价为 元；前海深港未来产业小镇总报价为 元，一期报价为 元、二期报价为 元；前海深港产学研创新小镇总报价为为 元，一期报价为 元、二期报价为 元。The Professional Service Town's total price is yuan, the price of phase Ⅰ is yuan and the price of phase Ⅱ is yuan.The Future Industrial Town's total price is yuan, the price of phase Ⅰ is yuan and the price of phase Ⅱ is yuan.The Industry-Academia-Research Innovation Town's total price is yuan, the price of phase Ⅰ is yuan and the price of phase Ⅱ is yuan. |

注：

1、投标人的投标报价为固定综合单价，包含但不限于为完成本项目工作范围内所有工作内容所需发生的全部费用、利润及相关税费等（含承办各阶段成果评审会所发生的费用、保险费、管理费、利润、税金等费用）。

2、投标报价单价超过投标报价单价上限的，其投标将被否决。

3、本项目费用以人民币进行计算和支付。

4、前海深港专业服务业小镇总建筑面积12.73万㎡，一期5.86万㎡，二期6.87万㎡；前海深港未来产业小镇总建筑面积14.21万㎡，一期7.8万㎡，二期6.41万㎡；前海深港产学研创新小镇总建筑面积7.47万㎡，一期3.23万㎡，二期4.24万㎡。以上分期建筑面积仅为建议，投标人可根据方案需求进行相应调整，但总建筑面积须与招标文件及设计任务书一致。

5、投标报价总价=投标报价单价\*总建筑面积，一期投标报价=投标报价单价\*一期建筑面积，二期投标报价=投标报价单价\*二期建筑面积。

Note:

1. The bidding offer of the bidder is a fixed comprehensive price, including but not limited to all expenses, profits and relevant taxes and fees (including the expenses, insurance, management, profits, taxes and other expenses incurred in undertaking the achievements review meeting at various stages) required for the completion of all work within the scope of the project.

2. If the unit price exceeds the Ceiling Price, the bid will be rejected.

3. The cost of this project is calculated and paid in RMB.

4.

|  |  |  |  |
| --- | --- | --- | --- |
| Projrct | Phases | Floor Area (㎡) | Gross Floor Area (㎡) |
| Professional Service Town | Ⅰ | 58,600 | 127,300 |
| Ⅱ | 68,700 |
| Future Industrial Town | Ⅰ | 78,000 | 142,100 |
| Ⅱ | 64,100 |
| Industry-Academia-Research Innovation Town | Ⅰ | 32,300 | 74,700 |
| Ⅱ | 42,400 |

The above phases are only suggestions and can be adjusted according to the needs of the scheme. However, the gross floor area shall be consistent with the Bidding Documents and Design Brief.

1. Total price = unit price \* gross floor area, the price of phase Ⅰ = unit price \* floor area of phase Ⅰ, the price of phase Ⅱ = unit price \* floor area of phase Ⅱ.

牵头单位：

Lead company

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

Company name (seal or signature)

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

Legal representative or authorized agent (seal or signature)

联合体成员：

Consortium members

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

Company name (seal or signature)

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

Legal representative or authorized agent (seal or signature)

签订日期： 年 月 日

Date of signing: