**第三部分 附件资料**

**Part III: Attached Materials**

**附件1 报名表 –瑞声科技深圳后海总部项目建筑方案设计招标**

**Attachment 1: Application Form – Architectural Schematic Design Tendering of AAC Technologies Shenzhen Houhai Headquarters Project**

**报名表简表（注：本表请保持与报名文件内容一致）**

**Simplified application form (Note: Please keep this form consistent with the content of 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  （3个以内）Similar achievements of the company (within 3) | 主创团队名单 Name list of chief design team | 主创团队业绩  （3个以内）Achievements of chief design team (within 3) | 主创设计师奖项/荣誉（3个以内）Award /honor of chief designer (within 3) | 项目联系人  联系电话及邮箱Project contact person, Tel and email address |
|  |  |  |  |  |  |  |

**A、参赛单位基本情况**

**A. Basic Information of the Participant**

|  |  |  |
| --- | --- | --- |
| **1** | 公司注册名称 Company name |  |
| **2** | 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 |  |
| 设计资格的种类/级别 Category / level of design qualification |  |
| **3** | 本项目联系人 Project contact person | |
| 姓名 Name |  |
| 头衔和职务 Title and position |  |
| 电话 Tel |  |
| 传真 Fax |  |
| 电子邮箱 Email |  |
| 通信地址及邮政编码 Mailing address and postal code |  |

**B、公司同类型项目设计经验（不超过3个）**

**B. Company’s design experience in similar projects (no more than 3)**

|  |
| --- |
| 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 status 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 |
|  |

**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 |  |
| 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3个）Design experience (no more than 3) |  |
| 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2 联合体协议书（如需,第一阶段提交）**

**Attachment 2: Consortium Agreement (if needed, submitted at first stage)**

**联合体协议书**

**Consortium Agreement**

1. 本联合体声明：自愿参加瑞声科技深圳后海总部项目建筑方案设计招标（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 declare that we voluntarily attend the architectural schematic design tendering of AAC Technologies Shenzhen Houhai Headquarters Project (hereinafter called “the Project”) and sign this agreement regarding the relevant matters, which includes but not limited to the following contents:

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 coordinate 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3 法定代表人证明书（参考备用）**

**Attachment 3: Certificate 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. 本证明书要求投标人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 ID card 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:

（投标人全称）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，参加贵司组织的瑞声科技深圳后海总部项目建筑方案设计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。投标人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。投标人代表无转委托权。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 Architectural Schematic Design Tendering of AAC Technologies Shenzhen Houhai Headquarters 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,有效期\_\_\_\_天。特此声明。

It is specially stated here that the Power of Attorney is signed and effective from (date), with a validity period of days.

被授权人： 职务：

Authorized representative: Title:

联系电话： 手机：

Contact phone: 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;

1. 提供代理人的身份证复印件（附后）。

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

**附件5 投标确认函（第二阶段提交）**

**Attachment 5: Participation Confirmation Letter (submitted at the second stage)**

**投 标 确 认 函**

**Participation Confirmation Letter**

致

To:

我方在此确认参加瑞声科技深圳后海总部项目建筑方案设计招标活动，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 Architectural Schematic Design Tendering of AAC Technologies Shenzhen Houhai Headquarters 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，同意废除中标资格并接受处罚，承担因侵犯他人知识产权而由此引起的全部法律责任和经济责任。

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。如未经招标人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 Tenderee, 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，招标人的《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, Tenderee’s *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 自愿投标确认函（第二阶段提交）**

**Attachment 6: Voluntary Participation Confirmation Letter (submitted at the second stage)**

**自 愿 投 标 确 认 函**

**Voluntary Participation Confirmation Letter**

致：

To:

我方自愿在此确认参加瑞声科技深圳后海总部项目建筑方案设计招标 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 voluntarily confirm that we will participate in the Architectural Schematic Design Tendering of AAC Technologies Shenzhen Houhai Headquarters 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《自愿投标确认函》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 *Voluntary* *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，同意废除中标资格并接受处罚，承担因侵犯他人知识产权而由此引起的全部法律责任和经济责任。

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《自愿投标确认函》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。如未经招标人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 *Voluntary 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 Tenderee, 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，招标人的《招标公告》、《招标文件》、《自愿投标确认函》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, Tenderee’s *Tender Announcement, Tender Document,* *Voluntary Participation Confirmation Letter and Letter of Bid Award* will form integral part of the contract documents binding the parties.

6. 如我方未中标，招标人不予支付设计补偿费。

6. If we fail to win the bid, the Tenderee will not pay any design compensation to us.

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7 商务标文件（商务标文件将在第一阶段报名及资格预审阶段结束后提供给入围投标人）**

**Attachment 7: Commercial Bid Document (The commercial bid document shall be provided for the shortlisted bidders at the end of first stage – application and prequalification)**

**瑞声科技深圳后海总部项目**

**AAC Technologies Shenzhen Houhai Headquarters Project**

**商务报价函**

**Commercial Quotation**

|  |  |  |  |
| --- | --- | --- | --- |
| **服务内容**  **Service content** | **单价（元/m2）**  **Unit price (RMB/m2)** | **计价面积（㎡）**  **Priced area (m2)** | **合计（元）**  **Total (RMB)** |
| 总体规划及地上建筑平面设计Master plan and aboveground architectural plan design |  |  |  |
| 地下室设计Basement design |  |  |  |
| 立面设计Elevation design |  |  |  |
| 合计Total | | |  |
| 备注Remarks：  1、投标单位已知悉，上述报价为含税后的价款，税率为6%。  1. Bidder knows that the above price is tax inclusive, with tax rate of 6%.  2、投标单位已知悉，上述报价中，面积为暂定量（最终结算面积以政府批复面积为准），单价为定量。  2. For above quotation, the bidder knows the area is tentative (with final settlement area subject to government approval) and the unit price is fixed.  3、上述报价，投标单位已充分考虑设计技术难度、以及《建筑方案设计及顾问服务合同（范本）》所列要求。  3. For above quotation, the bidder has fully considered the technical challenges of the design and all the requirements as specified in *Architectural Schematic Design and Consulting Service Contract (Sample)*. | | | |