

# 坑梓文化科技中心设计招标项目

## 招标规则

**Design Competition of  
Kengzi Culture, Science and Technology Center  
Competition Rules**

2018年11月

November 2018



**特别提示：**

**Reminders:**

1. 鉴于政府工程需要严格控制投资，招标人及政府审计、发改、财政、纪检监察部门和人大对于工程投资的控制、审查、监督程序非常严格，因而在各设计阶段，招标人要求投标人严格按照招标人及发改、规划部门的要求进行限额设计、限面积设计。

As response to the strict investment control of the government projects and the stringent control, review and supervision procedures conducted by the Employer, the departments of audit, development and reform, finance, discipline inspection and supervision and the People's Congress on the project investment, the Employer requires the bidders to conduct the design within the given investment ceiling and area limit at all design stages.

2. 本次招标主要包括三个阶段：第一阶段报名及资格预审，第二阶段方案设计竞标，第三阶段初步设计、施工图设计及配合后续施工服务。

The Competition comprises three phases: Phase 1: registration and prequalification; Phase 2: Schematic Design (SD); Phase 3: Design Development (DD), CD (Construction Document) and subsequent services.

3. **重要提示：资格预审文件电子档需要递交给深圳市建设工程交易服务中心**，联合体企业中的主体与各成员单位，都必须网上备案，主体企业必须办理 CA 数字证书。请各投标人递交报名及资格预审文件前，提前办理好企业备案及相关数字证书。

Important notes: **The prequalification electronic documents should be submitted to the Shenzhen Construction Project Transaction Service Center.** For consortiums, both the leading party and other members must go through the filing process on line. The leading party must obtain CA digital certificate. Design firms should complete the procedures for filing and digital certificate before submitting the registration and prequalification document.

## 一、招标人及组织机构 Employer and Organizer

招标人：深圳市坪山区政府投资项目前期工作管理办公室

深圳市坪山区文体旅游局

联系人：陆工 0755-28339211 Contact person: Mr Lu 0755-28339211

Employers: Preparatory Office of the Government-invested Projects of Pingshan District,  
Shenzhen

Culture, Sports and Tourism Administration of Pingshan District, Shenzhen

技术服务支持单位：深圳市公共艺术中心（深圳市城市设计促进中心）

Technical Support: Shenzhen Center for Public Art (Shenzhen Center for Design)

联系人：徐工 0755-83243435 邮箱：scd-competition@szdesigncenter.org

Contact person: Ms Xu 0755-83243435 Email：scd-competition@szdesigncenter.org

招标代理：深圳建呈达工程造价咨询有限公司

Competition Agent: Shenzhen Jianchengda Cost Engineering Consultant Co., Ltd

联系人：官兵 13602546765 Contact person: MrGuan 13602546765

## 二、项目背景 Project Background

坑梓文化科技中心占地面积约 1.7 万平米，建筑面积约 6.8 万平米，主要建设内容包括文化馆、科技馆、书城及阅读服务中心、小型智能图书馆、公共文化服务中心及相应的各功能区商业配套、地下空间等。

Kengzi Culture, Science and Technology Center occupies is planned with a GFA of 68,000sqm on a site of 17,000 sqm. The main construction contents include a culture center, a science and technology museum, book mall and reading service center, a small intelligent library, public culture service center and the corresponding supporting commerce and underground spaces in the functional zones.

项目总投资匡算约 81600 万元，其中建安工程费用约 69360 万元，工程建设其他费约 8160 万元，预备费约 4080 万元，综合单价指标约 12000 元/平方米，建安单价指标约 10200 元/平方米。

The total investment budget of the Project is roughly estimated at about RMB 816 million yuan

of which the construction and installation costs are about RMB693.6 million yuan, other engineering construction costs about RMB81.6 million yuan, and the reserve about RMB40.8 million yuan. The comprehensive unit price is about RMB 12,000 yuan/sqm, and the construction and installation unit price is about RMB 10,200 yuan/sqm.

### 三、设计依据 Design Basis

《坑梓文化科技中心设计招标项目招标规则》；

Design Competition of Kengzi Culture, Science and Technology Center – Competition Rules

《坑梓文化科技中心设计招标项目任务书》；

Design Competition of Kengzi Culture, Science and Technology Center – Design Brief

招标人提供的有关规划与基础材料；

The relevant planning and basic materials provided by the Employer

中华人民共和国和广东省、深圳市现行的有关法律法规、规章和规范性文件的规定。

The currently applicable laws, regulations, rules and normative documents of the PRP, Guangdong Province and Shenzhen Municipalities.

### 四、招标规则 Basic Rules

本次工作组织采用公开招标的方式，分为“资格预审”、“方案设计竞标”、“初步设计、施工图设计及配合后续施工服务”三个阶段进行。

The Competition is open to all design firms and includes three phases, namely prequalification ,Schematic Design (SD) ,Design Development (DD) , CD (Construction Document) and subsequent services.

#### 第一阶段：资格预审（含概念提案） Phase 1: Prequalification (including the concept proposal)

11 月初正式发布正式公告、招标规则和技术任务书，在全球范围内公开征集设计机构参与招标，参赛设计机构根据招标规则及技术任务书，提交相应的报名材料和概念提案。

The Announcement, Competition Rules and Design Brief (Technical) will be released officially in early November to openly invite the design firms worldwide to participate in the Competition. The interested design firms need to submit the corresponding registration documents and concept proposal according to the requirements of the Competition Rules and Design Brief (Technical)

由资格预审委员会对参赛设计机构的相关业绩、团队以及概念提案的优劣进行预审，从中

择优选取 6 家设计机构（含联合体）入围，参与下一阶段方案竞标。

The Prequalification Committee will preliminarily review the relevant portfolio, team and concept proposal of the registered design firms and shortlist 6 (including consortiums) on merit basis to proceed to the design competition phase.

## **第二阶段：方案设计竞标 Phase 2: Schematic Design (SD)**

组织入围设计机构进行现场踏勘、答疑，设计机构正式开展方案竞标成果的设计和制作。

Site visit and Q&A will be organized for the shortlisted design firms who will design and produce the competition proposals as required.

入围设计机构按规定提交正式设计成果后，召开专家评审会，对入围机构提交的方案设计成果进行评审并排名，由第一名获得中标合同，另推荐一名备选中标候选人，如中标人不履行中标合同，由备选中标候选人递补中标，于 2019 年 1 月公布评审结果。

After the shortlisted design firms officially submit the design proposals as per the relevant requirements, an expert evaluation meeting will be held to evaluate and rank such design proposals. The design firm winning the first place will be awarded the contract, with a winner candidate to be recommended. If the winner fails to perform the contract, the winner candidate shall fill the vacancy to win the bid. The evaluation results will be announced in January, 2019.

## **第三阶段：初步设计、施工图设计及配合后续施工服务**

**Phase 3: Design Development (DD), CD (Construction Document) and subsequent services.**

中标设计单位完成后续初步设计、施工图设计，并配合后续施工服务。

The winner is to detail the architectural SD up to the DD and CD level, and provide the subsequent services.

## **五、 报名要求及报名方式 Registration Requirements and Method**

### **1. 报名要求 Registration Requirements**

（1）企业设计资质：工程设计综合资质甲级或者工程设计建筑行业（建筑工程）甲级

**Design qualifications of the design firms:** Grade A Comprehensive Engineering Design Qualification, or Grade A Engineering Design Qualification for Construction Industry (Construction Engineering)

（2）项目负责人资格要求：一级注册建筑师

Qualifications of the project principal: National Grade I Registered Architect

(3) 联合体要求：本次招标采用公开报名的方式，允许联合体报名，境内外具有相关设计经验的设计机构均可与境内符合资质要求的机构联合报名参加，联合体成员不得超过3家，联合体各方不得再单独以自己名义，或者与另外的设计机构组成联合体参加此次招标。其中联合体牵头单位为国内符合资格要求的设计机构。不接受个人及个人组合的报名。

**Consortium:** the Competition is open to all design firms and accepts registration in name of consortium. Design firms with the relevant design experiences within and outside China may collaborate with the qualified design firms within China to participate in the Competition. The number of the consortium members shall be no more than 3. None of the consortium members shall again participate in the Competition in its own name, or the name of a consortium with other design firms. The leading party of the consortium shall be a qualified design firm within China. Registration by individuals or groups of individuals is not allowed.

(4) 设计团队要求：参与本次招标活动的设计人员应为该设计机构的在册人员，首席设计师须由主持过多个同类型设计项目的人员担任，且必须直接参与本次招标全过程。为了保证项目设计人员对项目背景和相关要求的准确理解，项目设计人员中应至少有一名通晓汉语的人士。

**Design team:** The design personnel involved in this Competition should be the staff on the payroll of the corresponding design firm. The chief designer must have the experiences of directing multiple similar design projects, and must directly participate in the whole Competition process in person. The project team should include at least one member who is proficient in the Chinese language to ensure the accurate understanding of the background and relevant requirements of the Project.

(5) 类似经验：具有文化综合体的同类项目经验。

Similar project experiences: Experiences on the similar cultural complex projects are required.

## 2. **报名方式 Registration Method**

报名的设计机构或联合体应在北京时间2018年11月末(以深圳市建设工程交易服务网公告为准)，登录深圳市建设工程交易服务网，上传相关报名材料及概念提案，完成网上报名。

The interested design firms or consortium should complete the online registration by uploading the registration documents and conceptual proposal at Shenzhen Construction Project Transaction Service Net by late November, 2018.(Subject to announcement at Shenzhen Construction Project Transaction Service Net)

## 六、日程安排 Schedule

本次活动包括“资格预审”、“方案设计竞标”和“初步设计、施工图设计及配合后续施工服务”三个阶段，详见下表。

The Competition includes three phases: namely prequalification ,Schematic Design (SD), Design Development (DD) ,CD (Construction Document) and subsequent services.The detailed schedule is set out below.

### 时间安排表((以深圳市建设工程交易服务网公告为准)

**Time schedule** (Subject to announcement at Shenzhen Construction Project Transaction Service Net)

阶段 Phase	时间 Date and Time	事项 Activities
第一阶段 资格预审 Phase 1 Prequalification	2018 年 11 月初 Early November, 2018	发布正式公告及技术任务书 Release of official announcement and Design Brief (Technical)
	2018 年 11 月下旬 Late November, 2018	提交报名材料及概念提案，报名截止 Deadline for submitting registration documents and conceptual proposal
	2018 年 12 月初 Early December, 2018	召开资格预审会 Prequalification meeting
	2018 年 12 月初 Early December, 2018	公布资格预审结果公告 Announcement of prequalification results

阶段 Phase	时间 Date and Time	事项 Activities
第二阶段  方案设计竞标  Phase 2  Schematic Design (SD)	2018 年 12 月中旬  Early December, 2018	组织现场踏勘及答疑会  Site visit and Q&A
	2018 年 12 月中旬  Mid-December, 2018	答疑截止时间  Deadline for submitting questions
	2019 年 01 月中旬  Mid-January, 2019	提交正式方案设计成果  Official submission of design proposals
	2019 年 01 月中旬  Mid-January, 2019	召开方案评审会  Evaluation meeting
	2019 年 01 月中旬  Mid-January, 2019	公布方案评审结果  Announcement of evaluation results
第三阶段  初步设计、施工图设计及 配合后续施工服务  Phase 3  Design Development (DD) ,CD (Construction Document) and subsequent services	2019 年 05 月  May, 2019	中标单位提交后续设计成果  The winner is to detail the architectural SD up to the DD level



注：以上时间均以北京时间为准，招标人保留调整日程安排的权利。

Notes: All the time and dates are shown in Beijing Time. The Employer reserves the right to adjust the schedule.

## 七、成果要求 Submission Requirements

### 1. 第一阶段资格预审成果要求 Requirements on the prequalification package at Phase 1

#### 1.1 资格预审阶段成果提交规格与数量

##### Specifications and quantities of materials at prequalification phase

(1) 报名文件 (明标)：A4 规格 (210mm×297mm)，一正七副，不超过 20 页纸内容，双面打印，简装，软皮封面装订成册，并列目录，内容请按以下顺序进行编辑：

Registration documents (open bid) in A4 (210mm×297mm) ,one original and 7 duplicates, no more than 20 pages of content. Printing on both sides and simple binding are required. The documents will be bound into volumes with soft front cover and include the table of contents. The contents should be provided in the following order:

- 报名表 (详见附件 1) ；
- Registration Form (see Appendix 1);
- 联合体协议书 (如有，详见附件 2) ；
- Agreement of Design Consortium (see Appendix 2 if applicable);
- 设计机构法定代表人身份证复印件 ；
- Photocopy of the design firm's legal representative
- 法定代表人授权书及授权人身份证复印件 (详见附件 3，该授权人代表设计机构在设计招标过程中签署相关文件) ；
- Legal Representative's Power of Attorney, the authorized representative's identification (see Appendix 3; such authorized representative shall sign the relevant documents on behalf of the design firm during the competition process);
- 营业执照或有效机构注册文件复印件 ；
- Photocopies of Business License or effective business registration documents;

- 企业设计资质复印件；
- Photocopies of design qualification certificate;
- 项目负责人一级注册建筑师证书复印件；
- Photocopy of the Certificate of National Grade I Registered Architect of project principal
- 设计机构简介（格式自定）；
- Company profile (self-determined format);
- 设计团队（请按以下表格填写参与本次团队成员，此表中仅填写参与本项目的最主要设计人员，个人简历格式自定，包含但不限于：姓名、性别、年龄、教育背景、执业资格、专业成就、个人荣誉、获得的国内或国际规划或设计奖项）：
- Design team (please fill in the participating team members in the format of the following table. Please only fill in the main design personnel proposed for the Project. The CV format is subject to the design firm's discretion, including but not limited to the name, gender, age, education background, practice qualification, professional achievements, honors, and intentional or domestic planning and design awards):

单位 Company	在本项目拟担任职务 Proposed Position in the Project	姓名 Name	从事专业 Specialty	备注 Remarks
	项目负责人 Project Principal			
	首席设计师 Chief designer			
	各专业负责人 Principals of various specialties			
	... ..			

- 设计团队稳定性保障措施与承诺（格式自定）；
- Measures and commitment to ensure the stability of the design team (self-determined format);

● 投标人近 10 年（2008 年 1 月 1 日至今，以签订的设计合同时间为准）文化综合体设计业绩（不超过 5 项），业绩证明材料：1）设计合同主要页面的复印件及用户证明或甲方履约评价复印件，时间以合同签订时间为准；2）业绩项目简况（含效果图 1 份）。

● The design firm's portfolio (no more than 5 reference projects) of the cultural complexes over the 10 years (from January 1, 2008 until now, subject to the execution date of the design contract), including the proofs: 1) photocopies of the main pages of the design contract, client's reference letter, or client assessment on contract performance, subject to the execution date of the design contract; 2) brief introduction of reference projects (including one rendering)

业绩代表 Representative Projects	项目名称 Project Name	项目地点 Project Location	设计内容 Design Contents	项目完成情况 Project Status	主要设计师 Main Designers
<input type="checkbox"/> 设计机构业绩 <input type="checkbox"/> Project portfolios of the design firm <input type="checkbox"/> 首席设计师或项目负责人业绩 <input type="checkbox"/> Project portfolios of the chief designer or project principal				<input type="checkbox"/> 设计中 <input type="checkbox"/> During design <input type="checkbox"/> 已完成设计 <input type="checkbox"/> Design completed <input type="checkbox"/> 已建成 <input type="checkbox"/> Construction completed	

● 设计机构认为有帮助的其他资料。

● Other information deemed useful by the design firms.

(2) 概念提案（暗标）：A3 规格（297mm×420mm），1 正 7 副，不超过 5 页纸内容，具体内容详见任务书要求。

Conceptual proposal (concealed bid): A3 (297mm×420mm), one original and 7 duplicates, no more than 5 pages of content; see the Design Brief for details.

## 1.2 资格预审阶段成果递交方式 Submission of documents in the prequalification phase

(1) 资格预审阶段成果内容包含**报名文本**和**概念提案文本**。

Prequalification package shall include the paper registration brochure and the conceptual

proposal.

(2) 资格预审阶段成果电子档递交给交易中心，按交易中心格式编制文件。

Prepare the registration documents in format provided by Shenzhen Construction Project Transaction Service Center and submit the digital version to the latter;

(3) 同时，成果还应以纸质文件与电子文件两种形式提交给深圳市公共艺术中心（深圳市城市设计促进中心）。纸质文件包封上请标注“（设计机构名称（含联合体）-坑梓文化科技中心设计招标项目资格预审文件）”。电子文件以电子邮件方式递交到

scd-competition@szdesigncenter.org，邮件名请标注“（设计机构名称（含联合体）-坑梓文化科技中心设计招标项目资格预审文件）”。邮件附件有且只能有一个文件夹压缩包，压缩包内有且只能有两个文件，报名文件（word 或可编辑的 PDF 格式，盖章页面需扫描上传）和概念提案（PPT、doc 文件或可编辑的 PDF 文件）。文件大小不超过 20mb。

Meanwhile, Prequalification package should be submitted in two forms, **paper documents** and **electronic documents** to Shenzhen Center for Public Art (Shenzhen Center for Design). The envelop of paper prequalification documents should be indicated with “name of the design firm (consortium) – Prequalification Documents for Design Competition of Kengzi Culture, Science and Technology Center Area”. Electronic files should be sent to the email box *scd-competition@szdesigncenter.org*, and the mail subject line should be indicated with “name of the design firm (consortium) – Prequalification Documents for Design Competition of Kengzi Culture, Science and Technology Center Area”. The attachment should include **only one folder compression package that contains only two documents**, i.e. **the registration document** (in the format of Word or editable PDF; the stamped pages need to be scanned and uploaded), and **the conceptual proposal** (in the format of PPT, doc or editable PDF). **The files should be no larger than 20mb.**

(4) 上述两点(2)和(3)中的递交文件必须保持一致，如不一致，以递交给深圳市建设工程交易服务中心的电子档为准，并且任何后果都由设计机构自行承担。

Documents submitted under (2) and (3) shall be consistent with each other. In case of any discrepancy, the digital version submitted to Shenzhen Construction Project Transaction Service Center shall be taken as final and the design firm shall be liable for any consequences thus caused.

资格预审文件需按要求在截止时间递交到指定地点，如在截止时间以后收到的相关文件，将拒绝并退回给设计机构。

The registration documents in the first phase should be submitted to designated address by the deadline as per the relevant requirements, otherwise they will be rejected and returned.

**递交截止时间：**2018 年 11 月末（以深圳市建设工程交易服务网公告为准）。

Submission deadline: late November, 2018 (Subject to announcement at Shenzhen Construction Project Transaction Service Net)

**递交地址：** 深圳市上梅林中康路 8 号雕塑院 a 座 303

**Address:** Block A303, Shenzhen Sculpture Academy, No.8, Zhongkang Rd, Shangmeilin, Futian District, Shenzhen

**联系人：** 徐工 0755-83243435

**Contact person:** Ms Xu 0755-83243435

### 1.3 资格预审阶段成果要求 Requirements on submissions in the prequalification phase

(1) 报名文件正本及副本必须符合以下要求：正本文件需签字盖章的地方请加盖公章及签字，接受电子章及签章，副本可彩印正本。

The original and duplicates of the registration documents must meet the following requirements: the original version shall be duly stamped and signed on required pages. The electronic stamps and signatures are acceptable, and the colored photocopies of the original version may be taken as duplicates.

(2) 概念提案文本正本及副本必须符合以下要求：正本文件的封底右下角须标明设计机构名称，由项目负责人或首席设计师签字、设计机构（含联合体单位）盖章；副本文件，不得出现设计机构或设计人员的名称、标志、公章等特殊标记。

The original and duplicates of the conceptual proposal must meet the following requirements: the lower right corner of the original version must be indicated with the company name(s), signed and stamped by the project principal or chief designer, and stamped by the design firm (incl. Consortium); none of the duplicates should indicate such special marks as the name, logo or official stamp of the design firm or design personnel.

## 2. 第二阶段方案竞标阶段成果 Submissions of design competition (the second phase)

### 2.1 方案设计成果提交规格与数量 Specifications and quantities the design submissions

具体信息详见招标文件

See the Competition documents for the details.

### 2.2 方案竞标阶段设计成果递交方式 Submission method in design competition phase

第二阶段正式设计成果需按要求在截止时间递交到指定地点，如在截止时间以后收到的相关文件，将拒绝并退回给设计机构。

The design submissions in the second phase should be submitted to the assigned address by the deadline as per the relevant requirements, otherwise they will be rejected and returned.

**递交截止时间：** 2019 年 01 月中旬（以深圳市建设工程交易服务网公告为准）。

**Submission deadline:** middle of January, 2019 (Subject to announcement at Shenzhen Construction Project Transaction Service Net)

**递交地址：**具体地址详见招标文件

Address: see the addendum of Competition documents

**联系人：**徐工 0755-83243435

**Contact person:** Ms Xu 0755-83243435

### **2.3 方案竞标阶段设计成果要求 Requirements on design submissions in design competition phase**

(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《坑梓文化科技中心片区概念定位研究、方案设计及初步设计招标项目技术任务书》对设计成果的要求，内容表达必须做到完整、清晰、准确。

The design submissions must meet the requirements of the relevant codes and regulations on the urban planning and design in the People's Republic of China, Guangdong Province and Shenzhen Municipality, as well as the requirements in the Design Brief (Technical). The contents must be completely, clearly and accurately represented.

(2) 设计成果正本及副本必须符合以下要求：正本文件的封底右下角须标明设计机构名称，由项目负责人或首席设计师签章、设计机构（含联合体单位）盖章；副本文件，不得出现设计机构或设计人员的名称、标志、公章等特殊标记。

The original and duplicate design submissions must meet the following requirements: the lower right corner of the original version must be indicated with the company name(s), signed and stamped by the project principal or chief designer, and stamped by the design firm (incl. Consortium); none of the duplicates should indicate such special marks as the name, logo and official stamp of the design firm or design personnel.

(3) 所有设计成果（详见“任务书”的设计成果要求）必须按时一次交齐，并由招标代理签收。

All the submissions (See the Design Brief for the details.) must be submitted on time as one package to the Competition Agent for a receipt duly signed and issued by the latter.

(4) 所有设计成果须在规定截止时间前送至指定地点。

All the submissions must be sent to the designated address before the deadline.

(5) 每家设计机构（含设计联合体，下同）只允许提交单一或单套设计方案。

Each design firm (incl. Consortium, same as below) is allowed to submit only one design proposal.

## 八、设计成果有效性 Eligibility of Submissions

在规定截止日期前送达、并满足技术任务书的设计成果文件为有效设计成果，有下列情形之一者，视为无效设计成果：

Design submissions received by the deadline and meeting the requirements of the Design Brief (Technical) shall be deemed as eligible. In any of the following cases, the design submissions should be deemed as ineligible:

- 设计成果逾期送达，设计成果分次提交；
- The design submissions are overdue or submitted by separate packages;
- 设计成果提交后，更改设计成果的内容；
- The design submissions are revised after being submitted;
- 设计成果正本没有按要求签字、盖章；
- The original version of the design submissions is not duly signed or stamped as required;
- 设计成果不符合任务要求，包括成果内容不全；
- Design submissions fail to meet the requirements of the Design Brief (Technical), including incomplete contents;
- 设计成果非原创、已经发表过、与其它设计方案雷同的（认定标准：经评审委员会半数以上（含半数）评委认定）；
- The design concepts are non-original, already published, or identical to other design proposal (agreed by no less than half of the Expert Evaluation Committee members);
- 设计成果副本文件中表明或暗示设计机构身份者；
- The duplicates of the design submissions explicitly or implicitly indicate the identity of the design firm;
- 将设计任务转包或混合其他机构设计人员完成的设计成果；
- The design tasks are sub-contracted to others or designers from other design firms are solicited to work on the design;
- 设计成果深度未达到设计任务书设计深度要求的（认定标准：经评审委员会半数以上（含半数）评委认定）；
- The detailing level of design submissions fails to meet the requirements of the Competition (agreed by no less than half of the Expert Committee members).

- 无效设计成果由设计机构在收到通知后的 7 日内取回，主办单位不予支付奖金，逾期未取的无效设计成果，由招标代理作报废处理。
- The corresponding design firms need to obtain the invalid design submissions within 7 days after receiving the notice without any remuneration from the Organizer. The invalid design submissions not collected by the deadline will be disposed at the discretion of the Competition Agent.

## 九、评审方式 Evaluation Method

### 1. 第一阶段资格预审评审方式 Prequalification method in Phase 1

报名截止后，组建资格预审会对报名的设计机构所提交报名材料中的项目业绩、团队构成、概念提案进行预审，从中择优选取 6 家设计机构入围参与下一阶段方案竞标，并对入围单位发出正式设计邀请函。（结果详见深圳市建设工程交易服务网）

After the registration deadline, the Prequalification Committee will preliminarily review the project portfolio, team composition and conceptual proposal in the registration documents submitted by the registered design firms, then shortlist 6 design firms on merit basis and issue Shortlist Notice for them to proceed with the design in the next phase. (Subject to announcement at Shenzhen Construction Project Transaction Service Net)

### 2. 第二阶段方案竞标评审方式 Evaluation method in Phase 2

各设计机构经现场抽签，按抽签号顺序，由首席设计师或项目负责人进行设计成果专题汇报并回答专家提问。

According to the order determined through the lot-drawing, the chief designers or the project principals of participating design firms will present the design proposals and answer the questions from the experts.

设计成果专题汇报采用首席设计师或项目负责人汇报讲解的方式进行，每个设计机构汇报时间不超过 20 分钟，答疑时间不超过 5 分钟，总计控制在 25 分钟以内（包括翻译时间）。

The presentation will combine the chief designer's explanation with the auto-playing multimedia film. The total duration, presentation (no more than 20 mins) and Q&A( no more than 5 mins) should be controlled within 25 mins (including translation).

专家评审委员会在认真研究每家设计机构的设计成果文件和充分讨论比较的基础上，以记名投票方式进行评审并排名。



The Expert Evaluation Committee will make the evaluation and rankings by open ballot based on a careful study and discussion on the design submissions of each design firm.

## 十、设计费及设计补偿费 Design Fee and Design Stipend

### 1. 设计费 Design fee

参考国家发展计划委员会、建设部联合制定的《工程勘察设计收费标准(2002 年修订本)》，确定方案设计费固定总价为 275 万元、初步设计费固定单价为 61 元/平方米，施工图设计费为固定单价 101 元/平方米，总建筑面积暂按 68000 平方米考虑，投标补偿费 110 万元，暂定总设计费 1488 万元。（总设计费最终以合同为准）

According to the *Charging Standards for Engineering Survey and Design* (Revision 2002) jointly promulgated by the State Development Planning Commission and the Ministry of Construction, it is resolved that the total fixed SD fee is RMB 2.75 million yuan, the fixed unit price for the DD fee RMB 61 yuan/sqm and the fixed unit price for the CD fee RMB 101 yuan/sqm. The design stipend totals RMB 1.1 million yuan. The design fee is tentatively determined at RMB 14.88 million yuan based on the tentative GFA of 68,000 sqm. (The amount of total design fee is subject to the design contract.)

总设计费=方案设计费固定总价+初步设计固定单价\*发改部门批复总建筑面积+施工图设计固定单价\*发改部门批复总建筑面积+投标补偿费。

The design fee = total fixed SD fee + the fixed DD unit price x the GFA approved by the development and reform department + the fixed CD unit price x the GFA approved by the development and reform department + the design stipend.

### 2. 设计补偿费 Design stipend

第一名中标单位获得设计合同无投标补偿、备选中标候选人获得三十万投标补偿，其他入围方案竞标环节的 4 家投标单位各获得二十万投标补偿。投标补偿由中标人支付。

The design firm winning the first place will be awarded the design contract without being paid the stipend. The winner candidate will receive a stipend of RMB 300,000 yuan, and the other 4 shortlisted design firms will each receive a stipend of RMB 200,000 yuan. The stipends will be paid by the competition winner.

### 3. 支付方式 Payment Method

中标设计机构与招标人完成合同签订，支付方案设计费及投标补偿费，投标补偿费共 110

万元，在设计合同中单列。

After the competition winner and the Employer sign the design contract, the Employer shall pay the SD fee and stipend. The design stipend totals RMB 1.1 million yuan and is separately listed in the design contract.

最终总设计费不得超过概算批复的设计费，最终结算方式根据现行法律法规的要求执行。

The final design fee shall not exceed the design fee as specified in the approved budgetary estimate, and the final settlement method is subject to the existing laws and regulations.

( 1 ) 完成合同签订，支付方案设计费总价的 40%及投标补偿费 110 万元；

After the contract is signed, pay 40% of the total SD fee and stipend;

( 2 ) 方案设计阶段完成,取得政府主管部门关于方案设计的批文 ,并按要求提供设计文件。

累计支付至方案设计费总价的 100%；

After the SD is completed, the SD approval is obtained from the competent authorities and design documents are provided as per the relevant requirements, cumulatively pay the sums up to 100% of the total SD fee;

( 3 ) 初步设计阶段完成，取得政府主管部门概算批复，并按要求提供设计文件。累计支付至最终设计费的 50%；

After the DD is completed, the budgetary estimate approval is obtained from the competent authorities, and design documents are provided as per the relevant requirements, cumulatively pay the sums up to 50% of the final design fee;

( 4 ) 施工图设计阶段完成，通过甲方委托的专业审查机构审查认可,并按要求提供设计文件。累计支付至最终基本设计费的 80%；

After Party B completes CD design that passes the review by Party A-retained professional reviewer and provides the design document as required, Party A will pay up to 80% of final basic design fee.

( 5 ) 工程竣工验收经甲方验收合格，累计支付至最终基本设计费的 90%；

After the Project is completed and successfully accepted by Party A, Party A will pay up to 90% of final basic design fee.

( 6 ) 竣工图制作完成，累计支付至最终基本设计费的 100%；

After the as-built drawings being completed ,Party A will pay up to 100% of final basic design fee.

#### 4. **其他 Others**

本次招标活动的费用均以人民币支付，设计机构所获费用等产生的任何税金由设计机构自理。

The payments made under the Competition will be made in RMB. Any tax arising from the fees paid to the design firms shall be paid by such design firms on their own.

国外设计机构若无法使用本机构帐户收取人民币的，可授权国内合法独立法人代收款项。

Where international design firms cannot receive the fees in RMB through their accounts, they may authorize a Chinese legitimate independent legal entity to do this on their behalf.

所有参加本次招标活动的设计机构在本次活动期间所发生的所有差旅相关费用须自理。

All travel expenses incurred by the participating design firms for the Competition will be covered by themselves.

### 十一、 **版权问题及法律 Copyright and Laws**

1. 所有参加本招标活动的设计成果署名权归设计机构所有，但所有参与投标的设计成果在评审后不退回设计机构，版权归招标人所有。

The authors' rights of all submitted design works are owned by the design firms. However, none of the submitted design works will be returned to design firms after the review, and the copyrights are vested in the Employer.

2. 招标人有权对提交的所有设计成果进行无偿使用，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、展示及评价设计成果。

The Employer is entitled to use all design submissions for free, including the publication of the evaluation result, and the introduction, display and evaluation of the design submissions through the media, professional magazines, books or other forms.

3. 设计机构应保证设计成果中所有内容均为设计机构原创，不得包含任何侵犯第三者知识产权的资料。如发生侵权行为，将由涉及侵权的设计机构自行承担一切法律后果，并取消其参与本次投标的资格。

Design firms shall ensure that all contents of the design submissions are originally developed by themselves and contain no data which may infringe upon the intellectual property rights of a third party. Otherwise the design firm involved in infringement will be held liable to bear all legal consequences and disqualified for the Competition.

4. 招标人提供所有资料（文字、图纸、电子数据等）均受版权保护。未得授权，任何人不得将内容复制、改编、分发、发布、外借、转让，否则将依法追究其相应法律责任，并取消其参与本次招标活动的资格。

All data (texts, drawings, electronic data and etc.) provided by the Employer are under copyright protection. Without due authorization, none of the organizations and individuals is allowed to duplicate, adapt, distribute, release, lend or transfer the contents thereof; otherwise the corresponding party will be investigated for legal liability and disqualified for the Competition.

5. 使用法律 Applicable laws

本次招标活动规则受中华人民共和国法律管辖，招标工作和所有文件适用中国法律，若发生争议，经协商不成时，双方同意提交华南国际经济贸易仲裁委员会进行仲裁。仲裁为终局裁决，对双方当事人均有约束力。

The Competition Rules is governed by the laws of the People's Republic which are also applicable to all works and documentation under the Competition. Should any dispute arise and cannot be settled through negotiation, both parties agree to submit such dispute to South China International Economic and Trade Arbitration Commission for arbitration. The arbitration award shall be final and binding upon both parties.

6. 保密 Confidentiality

招标活动结束前，设计机构或其设计人员未征得招标人的许可，不得以任何方式披露、公开或展示设计成果，否则将依法追究其相应法律责任，并取消其参与本次招标活动的资格。

Before the end of the Competition, none of the design firms or their designers is allowed to disclose, made public or display the design submissions in any manner without the permission of the Employer; otherwise the corresponding party will be investigated for legal liability and disqualified for the Competition.

## 十二、 用语及其它 Language and Others

1. 用语和时间标准 Language and time standards

本次招标活动采用中文格式。招标人的日程安排时间均以北京时间为准。

Chinese version or Chinese-English version are adopted for documentation of the Competition. The Employer's schedule is subject to Beijing Time.

2. 招标人保留更改日程安排时间表的权力。如有改动，将及时通知设计机构。

The Employer reserves the right to change the schedule, and, if any, will give timely notice to the design firms.

3. 入围的设计机构的主创设计师或主要设计人员须亲自参与现场踏勘活动，请设计机构作好相关准备（请境外设计机构提前做好签证）。

The chief designer or main design personnel of shortlisted design firms must participate in the site visit in person. The design firms are kindly requested to make relevant arrangements (international design firms should apply for and obtain visas in advance).

4. 设计机构参加现场踏勘活动、答疑和专家评审会时需自带翻译。

Design firms need to bring their own translators for site visit, clarification meeting and expert evaluation meeting.

所有参加本次招标活动的设计机构的首席设计师和主要设计人员须始终参与规划设计工作；与境外设计机构合作的，应确保有境外设计机构的人员参与、签名和加盖机构印章。

The chief designer and main design personnel of all participating design firms must work on the project throughout the whole planning and design process. In case of a consortium with an international design firm, the participation, signature and stamping of the international designers should be ensured.

5. 参加本次招标活动的设计机构均视为承认本次招标活动规则以及各阶段相应的文件内容要求。

All participating design firms are deemed to have accepted the Competition Rules and the documentation requirements of corresponding phases.

6. 招标人对本次招标工作规则拥有最终解释权，解释语言以中文为准。

The final right to construe the Competition Rules resides in the Employer, while the interpretation in Chinese shall be taken as final.

## 附件1 报名表 Appendix 1 Registration Form

### A、投标单位基本情况 Company profile

1	公司注册名称 Company name for business registration	( 设计机构或设计联合体牵头单位 ) (design firm or leading party of the Design Consortium)	( 设计联合体成员单位 ) (members of the Design Consortium)
2	公司详细资料 Detailed company information		
	国家或地区 State or region		
	法定代表人 Legal representative		
	常驻地址 Permanent address		
	电话 Tel		
	网址 Website		
3	本项目联系人 Contact person of the Project		
	姓名 Name		

	头衔和职务 Title and position		
	手机号码 Mobile		
	电子邮箱 Email		

**备注：如以设计联合体名义报名的设计机构可向右增加表格填写联合体成员单位资料。**

**Notes: The design firms registering in the name of a consortium may add a column on the right to fill in the information of the Design Consortium members.**

B、签字盖章 Signature and stamp

<p>我谨代表前述申请参加本次招标的设计机构(含联合体)声明:所填一切内容属实,并同时在此授权本次招标组织机构在其认为适当的时间和场合公开、使用有关信息。</p> <p>On behalf of the aforesaid design firm (including design consortium) registering for participation in this Competition, I hereby certify that all contents filled herein are true and authentic and I authorize the Organizer to disclose and use the relevant information at a time and place considered appropriate in its opinion.</p>	
<p>联系人签名</p> <p>Signed by contact person</p> <p>-----</p> <p>公司法人代表</p> <p>Company's legal representative</p> <p>-----</p> <p>日 期</p> <p>Date</p> <p>-----</p>	<p>(单位盖章)</p> <p>(Company stamp)</p>



## 附件2 设计联合体协议书 Appendix 2 Agreement of Design Consortium

本设计联合体声明：（所有成员单位名称）自愿组成联合体共同参加坑梓文化科技中心设计招标项目（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：

The design consortium hereby make the statement that the names of all members voluntarily form a consortium to jointly participate in the Design Competition of Kengzi Culture, Science and Technology Center Area (hereinafter referred to as the "Competition"). For this purpose, an agreement is concluded to cover but not limited to the following contents:

1. （某成员单位名称）为本项目的设计联合体牵头单位。

The name of a member serves as the leading party of the design consortium for the Competition.

2. 设计联合体授权（设计联合体牵头单位）对设计联合体各成员的资质等级、业务能力、工作业绩等资料进行统一汇总后，由（设计联合体牵头单位）一并提交给招标代理，其所提交的资质等级、业务能力、工作业绩等资料代表了设计联合体各成员的真实情况。

The leading party of the design consortium collects and submits such information and data of the members as the qualification grade, expertise and reference projects to the Competition Agent. Such information and data submitted by the leading party of the design consortium are true facts about the members.

3. 招标工作由（设计联合体牵头单位）负责，合法代表设计联合体各成员提交并签署设计成果文件，在投标中的所有承诺均代表了设计联合体各成员。

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

4. 设计联合体获胜后，设计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设计联合体每一成员均具法律约束力。

Should the Design Consortium be selected winner of the Competition, all members will jointly sign a contract with the Employer, and implement all contractual documents accordingly. The contractual agreement thus signed shall be legally binding upon each member of the design consortium.

5. 设计联合体获胜后，（设计联合体牵头单位）合法代表设计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。

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

6. 设计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。

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

7. 本协议书自签署之日起生效，本协议书，送交招标人一份，设计联合体成员各一份。

The Agreement shall come into force upon the date of signature. One copy of the Agreement will be submitted to the Employer and one copy to each member of the design consortium.

8. 附加条款（若有）

Additional articles (if any)

9. 设计联合体成员单位一览表

Schedule of the Members of the Design Consortium

设计联合体成员单位名称 Member's company name	设计联合体牵头单位 Leading party	设计联合体成员单位 Members
在设计联合体中的权益份 额(%) Equity percentage (%) in the design consortium		
在设计联合体中拟承担的 工作内容和工作量 Works to assume in the design consortium and workload		
拟配备主要人员的名单 List of proposed designers		

注：可根据联合体成员数量进行调整。

Notes: The form can be adjusted in view of the actual number of members in the design consortium.

设计联合体牵头单位：（盖章）

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Leading party of the design consortium: (company stamp)

法定代表人或授权代表：（ 签字 ）

Legal representative or authorized representative: (signature)

设计联合体成员单位：（ 盖章 ）

Members of the design consortium: (company stamp)

法定代表人或授权代表：（ 签字 ）

Legal representative or authorized representative: (signature)

（ 可增加 ）

(Add more members as may be necessary)

（ 说明：设计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。设计联合体协议中应明确中标后的设计合同须由设计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。设计联合体全体成员对本次招标人负有单独和连带的责任。 ）

(Notes: The Agreement of Design Consortium shall specify each member's equity percentage, proposed work contents, work division and responsibilities at the competition phase. It shall also specify that the Contract awarded after the Design Consortium wins the project must be duly stamped by each member of design consortium and duly signed by each member's legal representative or authorized representative. All members of the design consortium are severally and jointly liable to the Employer of the Competition.

### 附件3 法定代表人授权委托书

#### Appendix 3 Legal Representative's Power of Attorney

#### 法定代表人授权委托书

#### Legal Representative's Power of Attorney

本人（姓名）（身份证号），系（单位全称）的法定代表人，现授权（被授权人姓名）（身份证号为）代表我单位签署坑梓文化科技中心片区概念规划、方案设计及初步设计招标项目的相关文件和处理与之有关的一切事务。在此过程中所签署的一切文件及处理与之有关的一切事务，我均予以承认；被授权人在授权有效期内签署的所有文件不因授权的撤消而消失；被授权人无转委托。

I, (name) (ID card number), the legal representative of (the company's full name), hereby authorize (the authorized representative) (ID card number) to sign all documentation of and relating to the Competition of Positioning Concept Research, Schematic Design (SD) and Design Development (DD) for Kengzi Culture, Science and Technology Center Area and handle all relevant matters thereof on behalf of our company. I acknowledge all documents thus signed and all relevant matters thus handled during the process. None of the documents signed by the authorized representative during the valid term of the authorization will become null and void due to the cancellation of the authorization and the authorized representative has no right of delegation.

授权有效期至      年      月      日

Authorization effective until:

附：法定代表人及被授权人身份证复印件。

Attached: photocopy of the legal representative's ID card

单位全称：                      （单位公章）

Full name of the company:      (company stamp)

法定代表人： ( 签字 )

Legal representative: (signature)

被授权人： ( 签字 )

The authorized representative: (signature)

年 月 日

Date