**第三部分：资格预审申请文件参考格式**

**Part 3: Reference of Prequalification Application File**

附件一：《嘉兴高铁新城站城一体概念设计方案国际征集》报名表

Attachment 1: Application Form for International Call for the Integration Conceptual Design Scheme of High-Speed Rail New City Station in Jiaxing

附件二： 联合体协议书

Attachment 2: The Agreement of Joint Design Groups

附件三： 法定代表证明、法定代表授权委托书

Attachment 3: Certificate of Legal Representative and Power of Attorney of the Legal Representative

附件四： 设计机构(联合体)简介

Attachment 4: Brief Introduction to Design Institutions (Joint Design Groups)

附件五： 营业执照等资质证明文件

Attachment 5: Proof Documents for Qualification Including Business License

附件六： 同类项目经验

Attachment 6: Experience of Similar Projects

附件七： 设计人员总表

Attachment 7: Summary List of Design Personnel

附件八： 项目负责人及主要设计人员简历及证明材料

Attachment 8: Resume and Supporting Materials of Project Responsible Person and Main Designers

附件九： 简版的资格预审汇报文件。可包含以上[1-8]附件的汇总及说明，高度概况设计单位应征资格，用于向资格预审评审专家展示设计单位实力信息。（10页以内可编辑的PPT格式和PDF格式的电子文件）。（格式自拟）

Attachment 9: Simplified Prequalification Report which may include the summary and description of the aforesaid Attachment 1 to Attachment 8, and a very brief introduction of the design institutions’ qualification in order to show the strength of the design institution to the prequalification evaluation experts. (editable electronic PPT or PDF documents within 10 pages).(the format is self-made)

##

## **附件一：报名文件.Attachment I: Application documents**

## 1.《嘉兴高铁新城站城一体概念设计方案国际征集》报名表1. Attachment 1: Application Form for International Call for the Integration Conceptual Design Scheme of High-Speed Rail New City Station in Jiaxing

|  |  |
| --- | --- |
| 公司注册名称Registered name of the company |  |
| 公司详细资料 Company details |
| 国家或地区Country or region |  |
| 法定代表人Legal representative |  |
| 常驻地址Permanent address |  |
| 电话Tel |  |
| 传真Fax |  |
| 网址Website |  |
| 电子邮箱Email |  |
| 公司成立日期Date of establishment |  |
| 设计资格的种类/级别Category/grade of design qualification |  |
| 本项目联系人Contact person for this project |
| 姓名Name |  |
| 头衔和职务Title and 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 |  |

2.联合体协议书
2. The Agreement of Joint Design Groups

1. 本联合体声明：自愿参加“嘉兴高铁新城站城一体概念设计方案国际征集”（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. Declaration from the joint design group: We are willing to participate in the “International Call for the Integration Conceptual Design Scheme of High-Speed Rail New City Station in Jiaxing” (hereinafter referred to as the project). We hereby enter into an agreement about related matters, including but not limited to:
 1.1联合体授权联合体牵头人对联合体各成员的业务能力、工作业绩等资料进行统一汇总后，由联合体牵头人一并提交主办方，联合体牵头人所提交的业务能力、工作业绩等资料代表了联合体各成员的真实情况。
 1.1 The joint design group authorizes a leading member to gather materials regarding capabilities and performance of each group member. The leading member shall submit all the materials that describe actual condition of all members to the hosts.

1.2报名工作由联合体牵头人负责；联合体牵头人合法代表联合体各成员提交并签署报名文件；联合体牵头人在报名中的所有承诺均代表了联合体各成员。
 1.2 The leading member shall take charge of the application. It shall submit and sign the application documents as the legal representative of all group members. All commitments made by the leading member in the application represents all members in the joint design group.

1.3联合体中选后，联合体成员共同与主办方签定合同书，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。
 1.3 If the joint design group is selected, all members shall jointly sign a contract with the hosts and implement all contract documents earnestly. The signed contract shall be legally binding to each member.

1.4联合体中选后，联合体牵头人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 If the joint design group is selected, as the legal representative of all group members, the leading member shall submit and receive relevant materials, messages, and instructions, and handle all relevant matters.

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 Members of the joint design group shall work in close cooperation to fulfill relevant responsibilities for the Project. All parties shall respectively complete their working content in high quality and efficiency.

2. 本协议书自签署之日起生效，本协议书一式\_\_\_\_份，送交主办单位一份，联合体成员各一份。
 2. The Agreement shall enter into force from the date upon signature. The Agreement is made into \_\_\_\_ (number of copies). One copy shall be submitted to the hosts, and the others shall be respectively distributed to each group member.

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

4. 联合体成员一览表
4. List of the joint group members

注：可根据联合体成员数量进行调整。
Note: It can be adjusted based on quantity of group members.

表：设计联合体列表
Table: List of joint design groups

|  |  |  |
| --- | --- | --- |
| 序号Serial number | 联合体成员名称Name of the joint group member | 联合体各成员的工作比例划分Work division of the group member |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

联合体牵头人单位：（盖章或签字）
Institution of the 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）
Institution of the 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)

（可增加）
(Can be added)

## 3.法定代表证明、法定代表授权委托书3. Legal Representative Certification & Authorization

**法定代表人资格证明书（参考）**

**Certificate of Qualifications of Legal Representative (For Reference)**

单位名称：

Company name

地址：

Address

姓名： 性别： 年龄： 职务：

Name: Sex: Age: Title:

系的法定代表人。为维护的项目，签署 (项目名称) 的咨询文件、进行报名、签署合同和处理与之有关的一切事务。

特此证明！

 \_\_\_\_\_\_\_\_ is the legal representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For the project maintained, the representative takes charge of signing the documents for (project name), applying, signing contracts and handling all relevant matters.

设计单位（盖章）：

Competitor (seal)

日期：年 月 日

Date:

说明 Notes:

1. 本证明书要求设计单位提供加盖公章或法人签名后的原件方为有效。

1. Only the original certificate bearing official seal or legal signature of legal representative submitted by the competitor is valid.

2. 须提供法定代表人的身份证复印件（附后）。

2. Hard copy of legal representative's identity card shall be provided (attached).

**法定代表人授权书（参考）**

Power of Attorney of the Legal Representative（[For Reference](http://www.baidu.com/link?url=_p4JhETLGmp4GbhQU6jwLB99NXf4w_OrWIfEUJ20mRCpFTTZUyg5l86muA02mX6Uy_ll8us1a_jIH5yl0D-hyjzy5ja_WSuNp3vE1r1Kz97pKQYpkMITFKU5DAzWO_Mt" \t "_blank)）

**致：**

**To:**

（设计单位全称）法定代表人（姓名、职务）授权（被授权代表姓名、职务）为本公司合法代理人，参加贵司组织的 (项目名称) 项目的咨询活动，代表本公司处理咨询活动中的一切事宜。包括但不限于：报名、谈判、签约等。设计单位代表在咨询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。设计单位代表无转委权。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 consulting activity for the project (project name) organized by you respected company, and to handle all matters in the consulting activity on behalf of our company, including but not limited to applying, negotiation, contract signing, etc. Our company will acknowledge all documents signed and all relevant matters handled by the company's representative during the bidding process, and will undertake responsibilities for all these. The company's representative does not have the right of sub-entrustment.

本授权书于\_\_年\_\_月\_\_日签字生效,特此声明。

It is specially stated here that the power of attorney was signed and took effect on\_\_\_\_\_(date).

被授权人：职务：

Authorized representative: Title:

联系电话：手机：

Telephone: Mobile Phone:

身份证号码：

ID No.:

设计单位（盖章）：

Company (seal):

法定代表人（签名）：

Legal representative (signature):

被授权人（签名）：

Authorized representative (signature):

说明：1.本授权委托书要求设计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（如有）后的原件方为有效；

2.提供代理人的身份证复印件（附后）。

Notes: 1. The Power of Attorney shall be submitted in the form of original bearing the signature (or personal seal) of agent and legal representative and the public seal of the company;

 2. The hard copy of the agent's identity card shall be provided (attached).

4.设计机构（联合体）简介
4. Brief Introduction to Design Institutions (Joint Design Groups)

|  |  |  |
| --- | --- | --- |
| 设计机构Design institution | 承担的主要工作Main work undertaken（联合体填写）(filled by the joint group design group) | 单位简介Brief introduction to the institution  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

☆ 如参与本次国际咨询活动的为联合体，需要清晰的表述联合体各方参与者所承担的重要工作，明确各方分工。
☆ If the candidate of the international consultation is a joint design group, major work undertaken by each group member shall be explicitly stated in order to define the work division.

5.营业执照等资质证明文件
5. Proof Documents for Qualification Including Business License

6.同类项目经验
6. Experience of Similar Projects

**同类项目是指综合交通枢纽地区城市设计或综合交通枢纽建筑设计。
Similar projects refer to urban design or architecture design for comprehensive transport hub .**

表：同类项目清单
Table: List of similar projects

|  |  |  |
| --- | --- | --- |
| 序号Serial number | 项目名称Name of the project | 设计机构Design institution |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

表：同类项目简介
Table: Brief introduction to the similar projects

|  |
| --- |
| 填写要求Filling requirements1. 简述项目名称、地点、规模（规划设计用地面积或建筑面积） 1. Briefly state the project name, location, and scale (planned site area and floor area).
2. 设计机构所承担的主要设计内容、项目完成情况、项目图片（建成照片或设计效果图）。 2. Main design content, project completion, and project images (photos of built project or design renderings) undertaken by the design institution.
3. 委托方联系方式（通讯地址、电话、传真和电子邮件）及相关证明材料设计合同关键页面，加盖公章）。  3. Contacts of the client (address, telephone number, fax number and email) with relevant supporting materials (crucial pages of the design contract with official seal).
4. 项目完成情况和获奖情况（需提供获奖通知书或其他证明材料）。 4. The situation of project completion and awards (award notices or other supporting documents are required).
5. 主要设计人员的姓名、职务、作用及责任分工。 5. Name, position, function and responsibility division of main designers.
 |
| 项目1:Project 1: |
|  |
| 项目2 Project 2:  |
|  |
| …….可自行增加 Can be added |
|  |

##

## 7.设计人员总表7. Summary List of Design Personnel

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 姓名Name | 单位Institution | 职务Position | 拟承担的设计工作Design work to undertake | 备注Note |
| 项目负责人Project responsible person |  |  |  |  |  |
| 主要设计人员Main designers |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 项目组成员Members of project group |  |  |  |  |  |
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|  |  |  |  |  |

8.项目负责人及主要设计人员简历及证明材料
8. Resume and Supporting Materials of Project Responsible Person and Main Designers

项目负责人：Project responsible person:

|  |  |
| --- | --- |
| 姓名Name |  |
| 学历、学位及专业特长 Education background, degree, and specialties  |  |
| 详细任职历史（自现职开始）Detailed post history (from the current post) |  |
| 职业资质（需提供证明文件）Professional qualifications (supporting documents required) |  |
| 获得国际及国内奖项International and domestic awards obtained（需提供证明文件）(supporting documents required) |  |
| 设计经验（需明确说明在下述项目中所承担的角色）Design experience (the role in the projects below shall be clearly stated) |
| 项目类型Project type项目名称Name of the project |  |
| 项目规模、特点及性质 Project scale, feature and property  |  |
| 本设计人员所承担的角色Role in the project |  |
| 可自行添加……Can be added at one’s discretion |

**主要设计人员：
Main designers:**

|  |  |
| --- | --- |
| 姓名Name |  |
| 学历、学位及专业特长 Education background, degree, and specialties  |  |
| 详细任职历史（自现职开始）Detailed post history (from the current post) |  |
| 获得国际及国内奖项International and domestic awards obtained（需提供证明文件）(supporting documents required) |  |
| 职业资质（需提供证明文件）Professional qualifications (supporting documents required) |  |
| 设计经验（需明确说明在下述项目中所承担的角色）Design experience (the role in the projects below shall be clearly stated) |
| 项目类型Project type项目名称Project name |  |
| 项目规模、特点及性质 Project scale, feature and property  |  |
| 本设计人员所承担的角色Role in the project |  |
| 可自行添加……Can be added |

我谨代表前述申请参加本次招标的投标人（设计联合体）声明：本表各页，加盖公章或法人签名为记，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 bidder mentioned above (joint design group) who applies to participate in this tender, I hereby claim that all contents in the pages of this table are true, proven by the official seal or signature of legal representative. Meanwhile, I hereby authorize the tenderee(s) to disclose and use relevant information on proper time and occasions.

项目负责人签名：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
Signature of project responsible person:

联合体牵头单位法人代表签名：＿＿＿＿＿＿＿＿＿＿＿＿＿＿
Signature of legal representative of the leading member of joint design group:

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

1. 简版的资格预审汇报文件

9. Brief version of Prequalification report document

可包含以上[1-8]附件的汇总及说明，高度概况设计单位应征资格，用于向资格预审评审专家展示设计单位实力信息。（10页以内可编辑的PPT格式和PDF格式的电子文件）。（格式自拟）

It can include the summary and description of the attachments in [1-8] above, and a high profile of the design unit's qualification, which is used to show the strength information of the design unit to the pre qualification evaluation experts. (Electronic documents in PPT format and PDF format that can be edited within 10 pages）.（Self made format）