**深圳自然博物馆方案及建筑专业初步设计  
资格预审文件附件一**

**Tender for the Shenzhen Natural History Museum Schematic Design and Architectural Design Development Pre-Qualification Document  
Attachment 1**

**资格预审申请文件格式**

**Pre-Qualification Application Document Format**

**目录 Content**

1 资格预审申请书 Application Letter for Pre-Qualification 2

2 联合体投标协议（如需）Consortium Agreement (if needed) 3

3 法定代表人身份证明文件Certificate of Legal Representative 5

4 法定代表人授权委托书Letter of Authorization 6

5 投标申请人基本情况表Basic Information of the Bidding Applicant 7

6 投标申请人类似项目业绩（格式自定）Similar Project Design Experience of the Bidding Applicant 9

7 拟派本项目负责人情况（格式自定）Project Leader Introduction 10

8 拟派本项目主创设计师（格式自定）Chief Designer Introduction 11

9 概念草案The Draft Concept (format to be decided by bidding applicant) 12

10 签字盖章 Signature and Seal 13

11 授权委托书 Letter of Attorney 14

## 资格预审申请书 Application Letter for Pre-Qualification

致：深圳市建筑工务署工程设计管理中心

To Engineering Design Management Center of Bureau of Public Works of Shenzhen Municipality,

1. 经分析研究了招标人提供的资格预审文件，我方申请参与深圳自然博物馆建设项目方案及建筑专业初步设计招标资格预审。Understanding the pre-qualification document provided by tenderee, we hereby apply to participate in the tender for the Shenzhen Natural History Museum Schematic Design and Architectural Design Development.
2. 我方愿意接受本工程设计招标资格预审文件的全部要求及资格预审结果。We accept all the requirements and pre-qualification results of the pre-qualification documents for the design bidding of this project.
3. 我方在此声明本资格预审申请文件中，陈述和提供的资料是完整的，每一细节是真实有效和无误的，并无条件承担由于资料不实所引致的不能成为正式投标人的后果。We hereby declare that the information submitted and provided in this pre-qualification application document is complete and that each detail is true, valid and correct. It is unconditionally responsible for the consequences of not being able to become a formal bidder due to false information.
4. 我方理解贵方不负担我方参加资格预审所支出的任何费用，也不承担与此相关的任何风险。We understand that tenderee will not be responsible for any expenses incurred by us in pre-qualification stage and will not bear any risks associated.
5. 如有违反上述要求的，我公司承诺愿无条件承担因此对招标人造成的任何损失和不利影响的责任。In case of violation of the above requirements, we promise to unconditionally assume any responsibility for any loss and adverse impact on the tenderee.

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

法定代表人（签名）Legal Representative(Signature)：

或委托代理人（签名） Or Authorised Agent (Signature)：

日期 Date： 年 (Year) 月 (Month) 日 (Day)

联系电话 Contact Telephone Number：

备注：投标申请人署名应与营业执照名称一致。Note: The signature of the bidding applicant shall be consistent with the business license.

## 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\_深圳自然博物馆建设项目方案及建筑专业初步设计。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 Tender for The Shenzhen Natural History Museum Schematic Design and Architectural Design Development (hereinafter referred to as this project) 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 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 \* 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

4. 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 |  |  |

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 members of the consortium.

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.)

## 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 of

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 |

## 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）为我公司签署深圳自然博物馆建设项目方案及建筑专业初步设计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 Tender for the Shenzhen Natural History Museum Schematic Design and Architectural Design Development. I accept all the content in the document of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 |

## 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; |

## 投标申请人类似项目业绩（格式自定）Similar Project Design Experience of the Bidding Applicant

投标申请人需具备博物馆或展览类公共建筑（不包括办公楼）设计经验，按顺序提供以下信息：

Bidding Applicant is required to have design experience on public architectures, such as museum and gallery (excluding office building). Please provide the following information in sequence:

1. 项目名称、规模（建筑面积）、甲方信息 Project name, Scale (Area), Client information
2. 建成照片、项目图纸 Project photos and drawings
3. 合同关键页复印件，需体现合同名称、规模、合同签章页 Photocopies of contract key pages, need to show the contract name, scale and seal page.
4. 业绩其他证明或说明（如有）; Other performance certificates or descriptions (if any);
5. 项目获国际专业奖项（建筑、景观、室内）不超过3个； International professional award-winning project (architecture, landscape, interior design), maximum 3 projects
6. 项目获得绿色建筑认证； The project has obtained green building certification;
7. 联合体单位提供过往合作业绩及简要情况说明（如有）。 Consortium provides past cooperation project with brief description (if any).

注：Note

（1）业绩总数不超过3个，投标单位提供业绩数量超过3项的，只取前3项；Relevant design experience of project leader should be no more than 3 projects. If the projects provided by the bidder exceed 3, only the first 3 items shall be considered.

（2）所有境外文件均需提供中英文对照。All foreign documents must be submitted in both Chinese and English.

（3）文件编排形式自定. Format to be decided by bidding applicant.

## 拟派本项目负责人情况（格式自定）Project Leader Introduction

项目负责人情况按以下顺序编排，形式不限：Project leader information provided in sequence, no restricted form of submission.

1. 基本信息：姓名、学历、学位及专业特长、任职历史（自现职开始）； Basic information: Name, Education background, Degree and Expertise, Work Experience (in reverse chronological order);
2. 所在国家或地区建筑相关行业协会或机构颁发的合法执业资格证明文件（如注册建筑师证）； Legal practice qualification certificate (such as certificate of registered architect) issued by national or regional architecture and construction related association or institution, provide a photocopy with official seal;
3. 个人所获行业国际奖项或荣誉不超过3个（如有）； Individual awards or honors (if any);
4. 担任过同类型建筑设计项目负责人，提供项目名称、规模、建成照片、甲方信息。业绩其他证明或说明（如有）： Served as project leader on similar type of architectural design project, provide project name, scale, construction photos, client’s information, other performance certificates or descriptions (if any):
5. 项目获国际专业奖项；International professional awards;
6. 项目获得绿色建筑认证。 The project has obtained green building certification.

注：

（1）业绩不超过3个。提供业绩数量超过3项的，只取前3项。 Relevant design experience of project leader should be no more than 3 projects. If the projects provided by the bidder exceed 3, only the first 3 items shall be considered.

（2）所有境外文件均需提供中英文对照。 All foreign documents must be submitted in both Chinese and English.

## 拟派本项目主创设计师（格式自定）Chief Designer Introduction

|  |  |  |  |
| --- | --- | --- | --- |
| 主创设计师姓名  Name | 职务  Title | 拟承担的设计工作  Design work to be undertaken in this project | 所属单位  Affiliated Company |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

拟派主创设计师（不超过3名）情况按以下顺序编排，形式不限：Chief Designer information provided in sequence, no restricted form of submission:

1. 基本信息：姓名、学历、学位及专业特长、任职历史（自现职开始）;Basic information: Name, Education background, Degree and Expertise, Work Experience (in reverse chronological order);
2. 所在国家或地区建筑相关行业协会或机构颁发的合法执业资格证明文件（如注册建筑师证）；Legal practice qualification certificate (such as certificate of registered architect) issued by national or regional architecture and construction related association or institution, provide a photocopy with official seal;
3. 个人所获行业国际奖项或荣誉，每位主创设计师不超过3个（如有）；Individual awards or honors, no more than 3 for each chief designer (if any);
4. 担任过同类型项目主创设计师，提供项目名称、规模、建成照片、甲方信息。业绩其他证明或说明（如有）：Served as project leader on similar type of architectural design project, provide project name, scale, construction photos, client’s information, other performance certificates or descriptions (if any):
5. 项目获国际专业奖项，每位主创设计师不超过3个；International professional awards, no more than 3 for each chief designer;
6. 项目获得绿色建筑认证；The project has obtained green building certification.

注：

（1）每位主创设计师业绩不超过3个。每位主创设计师提供业绩超过3项的，只取前3项。 Relevant design experience of chief designer should be no more than 3 projects. If the projects provided exceed 3, only the first 3 items shall be considered.

（2）所有境外文件均需提供中英文对照。All foreign documents must be submitted in both Chinese and English.

## 概念草案The Draft Concept (format to be decided by bidding applicant)

概念草案的内容建议如下表。

Suggested content for the draft concept as follows

1. 设计说明书 Design Brief

根据项目设计任务书中定位、建设内容等信息的解读，完成经济技术指标分析，梳理项目方案设计的关键性议题，提出独特见解及构思。文字表达应规范、准确、含义清晰。

According to the understanding of the project positioning and construction contents, key issues of the project are sorted out and unique insights are proposed. Writing description should be standardized, accurate, and clear in meaning.

1. 设计图纸 Design Drawings

（1）设计理念或愿景：体现项目特殊性、融合周边资源、契合地域特征，提出核心理念或愿景；Design concept or vision: It reflects the particularity of the project, fits the overall positioning of the project, and conforms to the urban construction goal of Shenzhen.

（2）项目条件剖析：依据上层规划条件，多尺度、多维度分析场地周边条件，结合项目建设需求，提出趋利避害的周边资源整合策略；Project condition analysis: Based on the planning condition; analyze the site condition in multi-scale and multi-dimension perspective; integrate with the requirements of the project; propose strategies for merging surrounding resources to avoid risks

（3）规划、建筑、核心功能空间、景观概念设计草案；Planning, architecture, core functional space, landscape conceptual design draft.

（4）提出全区域、全专业、全周期工作方案，含团队组成及分工、进度计划、设计时序等信息；Propose a full-region, full-professional, full-cycle work plan, including information on team composition and division of work, schedules, design timing

（5）主要经济技术指标；Main economic and technical indicators

（6）表达规划建筑方案意向图的其他图纸； Other drawings that describe planning and architecture design concepts.

## 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* |

## 授权委托书 Letter of Attorney

深圳市建筑工务署工程设计管理中心：

To Engineering Design Management Center of Bureau of Public Works of Shenzhen Municipality,

因受新冠疫情影响，我司 授权委托 （姓名） ，年龄： （ ） ，身份证号码： （ ） 为我公司提交 方案设计及建筑专业初步设计 资格预审申请文件 的授权委托代理人，其全权负责将我司的资格预审申请文件 盖章电子版制作成投标文件纸质版并提交。

Due to the COVID-19 outbreak, our company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that \_\_\_\_\_(Name)\_\_\_\_, Age \_\_\_\_, ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the authorized agent of legal representative to submit the pre-qualification application document for the Shenzhen Natural History Museum Schematic Design and Architectural Design Development for our company. He / She will take full responsibility for the pre-qualification application document, including printing out the scan copy of stamped and signed documents, bounding in one package and submitting.

我司确认由以上列明的授权委托代理人所递交投标文件的准确性。

Our company confirms the accuracy for the pre-qualification application document which submitted by authorized agent listed above.

代理人无转委托权，特此委托。

The agent has no right of sub-entrustment.

单位：（盖章）Bidding Applicant (Official Seal)

法定代表人：（签名或盖章）Legal Representative(Signature or Seal)：

有效期限(Valid Period)： 年 月 日 至 年 月 日

(Year) (Month) (Day) to (Year) (Month) (Day)

签发日期Signed Date： 年 (Year) 月 (Month) 日 (Day)

**注：此授权委托书原件需发至本项目指定邮箱，授权委托人需携带本授权委托书电子邮件打印版、身份证原件提交资格预审申请文件。**

**Note: The original copy of the letter of attorney needs to be sent to project email address. Authorized agent shall bring the letter of attorney in email printed form and original ID in order to submit the pre-qualification application document.**