**资格预审申请文件参考格式**

**Reference of Prequalification Application File**

1.《长三角生态绿色一体化发展示范区协调区（秀水新区）重点湖荡区概念设计方案国际征集》报名表

Attachment 1: Application Form for International Solicitation of Conceptual Design Proposals for Key Lakes in Coordination Area of Yangtze River Delta Eco-Green Integrated Development Demonstration Zone (Xiushui New District)

2. 联合体协议书

Attachment 2: The Agreement of Joint Design Groups

3.法人授权委托书

Attachment 3: Power of attorney

4.营业执照等资质证明文件

Attachment 4: Proof Documents for Qualification Including Business License

5.同类项目经验

Attachment 5: Experience of Similar Projects

6.设计人员总表

Attachment 6: Summary List of Design Personnel

7.项目负责人及主要设计人员简历及证明材料

Attachment 7: Resume and Supporting Materials of Project Responsible Person and Main Designers

8.应征报名文件真实性签署证明

Attachment 8:Signature certificate of authenticity of application documents

9.简版的资格预审汇报文件

Attachment 9:Brief version of Prequalification report document

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## 1.《长三角生态绿色一体化发展示范区协调区（秀水新区）重点湖荡区概念设计方案国际征集》报名表 Attachment 1: Application Form forInternational Solicitation of Conceptual Design Proposals for Key Lakes in Coordination Area of Yangtze River Delta Eco-Green Integrated Development Demonstration Zone (Xiushui New District)

|  |  |
| --- | --- |
| 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 |  |
| 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

本联合体声明：自愿参加“长三角生态绿色一体化发展示范区协调区（秀水新区）重点湖荡区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：

Declaration from the joint design group: We are willing to participate in the “International Solicitation of Conceptual Design Proposals for Key Lakes in Coordination Area of Yangtze River Delta Eco-Green Integrated Development Demonstration Zone (Xiushui New District) ”(hereinafter referred to as the project). We hereby enter into an agreement about related matters, including but not limited to:  
（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)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.

（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。  
(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.

（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。  
(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.

（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。   
(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.

（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。  
(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.

（6）附加条款（若有）  
(6)Additional provisions (if any)

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。  
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.

\*附表：设计机构（联合体）成员列表  
\*Attached Table: List of design organization (Consortium)附表：设计机构（联合体）成员列表  
Attached Table: List of design organization (Consortium)

|  |  |  |  |
| --- | --- | --- | --- |
| 联合体  牵头成员名称 Name of the joint group member | 单位简介 Brief introduction to the institution | | |
|  |  | | |
| 联合体  成员单位名称 Name of the joint group member | 单位简介 Brief introduction to the institution | 联合体各成员  工作比例划分 Work division of the group member | 承担的主要工作 Main work undertaken |
|  |  |  |  |
|  |  |  |  |

☆ 如参与本次国际征集活动的为联合体，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.

联合体牵头单位：（盖章）  
Institution of the leading member: (seal)

联合体牵头单位法定代表人或授权代表签字：（或签名章）  
Signature of legal representative or authorized representative of the leading unit of the consortium: (or signature seal)

联合体成员单位：（盖章）  
Institution of the member: (seal )

联合体成员单位法定代表人或授权代表签字：（或签名章）  
Signature of legal representative or authorized representative of member unit of the consortium: (or signature seal)

（可增加）

(Can be added)

\*如境外设计单位，电子版可以电子签章，纸质文件需盖鲜章  
\*For example, for overseas design units, the electronic version can be signed electronically, but the paper documents need to be stamped with fresh seal

\*如授权代表签字，需填法人授权委托书

If the authorized representative signs, the power of attorney of legal person shall be filled in

3.法人授权委托书

**Power of attorney**

**致：嘉兴市自然资源和规划局秀洲分局**

**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).

被授权人信息 Authorized person information

姓名： 职务：

Name: 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）： 被授权人（签名）：

Legal representative (signature): Authorized representative (signature):

\*附：法定代表和授权代表身份证正反面照片

\*Attach：The front and back photos of the legal representative and authorized representative's ID card are attached

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

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

**同类项目是指城市规划、景观规划与设计，包括产业策划等项目。  
Similar projects refer to urban planning, landscape planning and design, including industrial planning and other projects .**

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 | 主要设计人员  Main designers | 本项目  设计人员  参与情况Participation of designers in the project |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

|  |
| --- |
| 填写要求 Filling requirements   1. 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 |
|  |

## 

## 6.设计人员总表 6. 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 | 专业 Speciality | 备注 Note |
| 项目负责人 Project responsible person |  |  |  |  |  |  |
| 主创设计师 Chief designer |  |  |  |  |  |  |
| 主要设计人员 Main designers |  |  |  |  |  |  |
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|  |  |  |  |  |  |
| 项目组成员 Members of project group |  |  |  |  |  |  |
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1. 设计人员简历及证明材料  
   7. 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 |  |

**主创设计师：  
Chief designer:**

|  |  |
| --- | --- |
| 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 |  |

**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 | |

8.应征报名文件真实性签署证明

8.Signature certificate of authenticity of application documents

我谨代表前述申请参加本次征集活动声明：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征集活动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-mentioned application, I hereby declare that: each page of this form is stamped with the official seal or the signature of the legal person, and all the contents filled in are true. At the same time, I hereby authorize the organizer of this collection activity to disclose and use the relevant information at the appropriate time and occasion.

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

联合体牵头单位法定代表或授权代表签字：＿＿＿＿＿＿＿＿＿＿＿＿＿＿  
Signature of legal representative or authorized representative of the leading unit of the Consortium:

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

9. 资格预审申请函

Pre-qualification Application Letter

致: 嘉兴市自然资源和规划局秀洲分局

To: Xiuzhou Branch of Jiaxing Natural Resources and Planning Bureau

在研究并充分理解“长三角生态绿色一体化发展示范区协调区（秀水新区）重点湖荡区概念设计方案国际征集”（下称本项目）资格预审征集文件后，根据本企业的设计和施工资质、设计和施工技术力量、施工管理能力与特点，我方(即文末签名人)现申请参加本项目征集活动。按照本项目符合性审查文件的要求，我们向贵单位递交符合性审查申报资料，以便贵单位审查。

After studying and fully understanding the pre-qualification collection documents of the "International Collection of Conceptual Design Schemes for the Key Lake and Marsh Area of the Coordination Area of the Demonstration Area of Eco-Green Integrated Development of Yangtze River Delta (Xiushui New District)" (hereinafter referred to as the Project), we (namely the signatory at the bottom) is now applying to participate in the collection activity of the Project based on the design and construction qualifications, technical strength of design and construction, construction management capabilities and characteristics of the enterprise. In accordance with the requirements of the compliance review documents for the Project, we submit the compliance review application materials to your company for review.

我方承诺，所呈报的应征报名申报资料全部内容是真实的、有效的、准确的，并理解和同意有可能被要求提供更多的资料。

We promise that all the submitted application and registration materials are true, valid and accurate, and we understand and agree that more materials may be required.

我们理解主办方有权拒绝不符合“符合性审查条件”的申请，且无须作任何解释与承担任何责任。

We understand that the Sponsor reserves the right to reject applications that do not meet the "compliance review conditions" without giving any explanation or assuming any responsibility.

我们接受主办方对本工程征集活动事项和时间安排，且无需做任何解释与承担任何责任，并不做任何投诉。

We accept the collection activities and schedule of the Project of the Sponsor without giving any explanation or assuming any responsibility, and without filing any complaint.

申请单位联系人

Applicant Contact:

联系电话

Phone:

电子信箱

Email:

单位地址:

Company Address:

邮政编码

Postal Code:

申请单位名称(盖章)

Applicant Name (seal):

法定代表人或授权委托人(签字或盖章)

Legal representative or authorized trustee (signature or seal):

2020年9月 日

September, 2020

\*如为联合体，需加盖联合体成员单位公章。

\*If it is a consortium, the official seal of the member unit of the consortium is required.

10. 简版的资格预审汇报文件

Abridged edition of the pre-qualification report document

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，介绍设计机构（联合体）单位资格、业绩和团队情况和主创设计人员设计理念。此项只提供电子版，用于向主办方展示设计单位实力信息。

It contains the summary and description of the above attachments [1-8], giving an overview of the qualifications of the design unit, and introducing the qualifications of the design agency (consortium), performance and team conditions, as well as the design concept of the chief designer. This item is only available in electronic version to show the Sponsor the strength of the design unit.

（1）展示设计机构（联合体）单位应征资格、相关业绩和设计团队实力。

It shows the qualifications, related performance and design team strength of the design agency (consortium).

包括资质情况、相关项目的图片展示；本项目主创设计人员个人介绍、主持相关项目的图片展示；设计团队专业组建情况，附人员照片。不需重复附证明文件。（20页以内，PPT格式）

It includes qualifications, and picture display of related projects; personal introduction of the Project's chief designer and picture display of related projects; professional formation of the design team, with photos of personnel. You're not required to re-attach supporting documents. (Within 20 pages, in PPT format)

（2）展示主创设计人员的主要设计理念和对本项目的理解能力。由本项目主创设计人员本人介绍对本项目的理解和认知。（2-5分钟，MP4/3GP/3GPP/RM/RMVB/AVI/WMV/MOV视频格式，并附文字介绍WORD格式）。

It demonstrates the main design concept of the chief designer and the ability to understand the Project. The main designer of the Project will introduce his or her understanding and cognition of the Project. (2-5 minutes, in MP4/3GP/3GPP/RM/RMVB/AVI/WMV/MOV video format, with text in WORD format).

（3）提供的内容需真实有效，否则取消应征资格。

The content provided must be true and valid, otherwise the application qualification will be cancelled.