附件3

Appendix 3

**报名文件**

**Registration Documents Template**

项目名称：

Project:

设计机构（联合体主体）名称： （盖章）

Name of Design Firm (or Consortium Leader): (official seal)

法定代表人（单位负责人）： （签字）

Legal representative (company principal):  (signature)

联合体成员一名称： （盖章）

Name of Consortium Member 1:  (official seal)

法定代表人（单位负责人）： （签字）

Legal representative (company principal):  (signature)

联合体成员二名称： （盖章）

Name of Consortium Member 2: (official seal)

法定代表人（单位负责人）： （签字）

Legal representative (company principal): (signature)

日 期：2023年 月 日

Date: , 2023

# 设计机构信息表

# (I) Applicant Information Form

|  |  |  |
| --- | --- | --- |
| **序号**  **S/N** | **项 目**  **Item** | **要求**  **Requirements** |
| **1** | 设计机构（联合体）名称  Name of design firm (or consortium) |  |
| **2** | 设计机构注册名称  Registered business name |  |
| 设计机构注册地址  Registered business address |  |
| 设计机构现时办公地址  Current office address |  |
| **3** | 设计机构网址  Official website |  |
| **4** | 设计机构成立日期  Establishment date |  |
| **5** | 设计机构类别：有限公司/合伙人/其他Business structure: limited company/ partnership/other |  |
| **6** | 设计机构设计资格的种类/级别及获得时间  Type/level of design qualifications and obtaining date |  |
| **7** | 设计机构相关专业人员数目/其中具有相关执业资格的专业人员数目  Number of relevant professionals /number of those with practice qualifications |  |
| **8** | 设计机构类似项目的设计经验与相关业绩（自2018年1月1日至今）  Applicant’s relevant project design experience and achievements (since January 1, 2018) | 此处填写项目名称。如：\*\*规划设计（竞赛中标）（获\*\*设计\*\*等奖）、\*\*建筑设计（业主委托）、……。  State the project names here, such as: planning and design for \* \* (bid winner) (design awards: \*\*), architectural design for \* \* (commissioned by the Client), ... |
| **9** | 拟投入本次竞赛的项目领衔设计师及设计人员的组成名单  List of the design team (incl. the lead designer and other design personnel) proposed for the Project | 1. 分别列出项目领衔设计师及各其他设计人员的姓名与职务、职称。项目领衔设计师拟为1人。   1. List the names, positions and titles of the lead designer and other design personnel. It is planned to have one lead designer for the Project.  2.其他详细内容另外提供。  2. Other details may be provided separately. |
| **10** | 拟投入本次竞赛的项目领衔设计师相关业绩（自2018年1月1日至今）  Relevant project experience of the lead designer proposed for the Project (since January 1, 2018) | 此处填写项目名称。如：\*\*规划设计（竞赛中标）（获\*\*设计\*\*等奖）、\*\*建筑设计（业主委托）、……。  State the project names here, such as: planning and design for \* \* (bid winner) (design awards: \*\*), architectural design for \* \* (commissioned by the Client), ... |
| **11** | 本项目联系人  Contact person for the Project | 姓名/职务：  Name/Position:  手机：  Mobile:  固话：传真：  Tel: Fax:  电邮：  Email: |
| **12** | 设计机构简介（200字以内）  Applicant’s brief introduction (within 200 Chinese characters) |  |
| **13** | 过去三年内有否诉讼/仲裁  Any lawsuit/arbitration in the past three years |  |
| **14** | 设计机构声明：表中所提供的资料是真实的、准确的。  We undertake that the information provided herein is true and accurate. | 授权代表签名：  Signature of the authorized representative:  设计机构（盖章）  Applicant (official seal) |

【注明】**以联合体形式报名的各成员，应分别填写该表，但在“1.设计机构（联合体）名称”中应填写所有报名成员名称，并注明主体单位。**

**[**Note**] If the applicant is a consortium, its members shall fill out this form respectively; all their names shall be written in the “1. Name of design firm (or consortium)” box, where the consortium leader shall be indicated.**

# 正式报名确认函

# (II) Registration Confirmation Letter

|  |
| --- |
| 致：广州市规划和自然资源局  To: Guangzhou Municipal Planning and Natural Resources Bureau  我方 （*设计机构（联合体）名称*） 在此确认报名参加琶洲东区（国际超级总部）城市设计国际竞赛，由（姓名，单位，职务，职称，限一人） 担任本次竞赛的领衔设计师。  We, (name of the design firm (or consortium)), hereby confirm our registration for the International Competition of Urban Design for Pazhou East District (International Super Headquarters), and appoint (name, employer, position and title of the leader designer, only one person allowed) as the lead designer for the Competition.  我方承诺提供的所有报名资料完全真实、有效，并愿意对提供的所有报名资料承担相应的法律责任。  We undertake that all registration materials provided are completely true and valid, and we are willing to bear the consequential legal responsibilities for them.  我方承诺提供的参赛方案均为原创，若因涉及第三方知识产权纠纷、侵权问题，我方自行承担由此所引起的一切责任和后果，所造成的一切责任由我方承担。  We undertake that our design proposal is original. Should there be any intellectual property dispute or infringement involving a third party in this regard, we shall bear all the responsibilities and consequences arising therefrom.  设计机构（联合体主体）授权代表签名：  Signature of the authorized representative of the design firm (or consortium leader):  设计机构（联合体主体）单位签章：  Official seal of the design firm (or consortium leader):  联合体成员一：  Consortium Member 1:  联合体成员二：  Consortium Member 2: |

**说明：本表为正式确认报名竞赛的材料，必须有设计机构（或联合体主体单位）授权代表的签名及单位签章。**

**Note: This form serves as the applicant’s official confirmation of its registration for the Competition. It must be signed by the authorized representative and be stamped with the official seal of the design firm (or consortium leader) .**

# 联合体协议书（仅适用于以联合体形式的设计机构）

# (III) Consortium Agreement (only applicable to consortium applicants)

项目名称：琶洲东区（国际超级总部）城市设计国际竞赛

Project: International Competition of Urban Design for Pazhou East District (International Super Headquarters)

致：广州市规划和自然资源局

To: Guangzhou Municipal Planning and Natural Resources Bureau

我方决定组成联合体共同参加以上竞赛项目，并承诺如下：

We decide to participate in the above Competition as a consortium. For that purpose, we hereby undertake as follows:

1. 联合体各成员以一个设计机构的身份共同报名，指定 为联合体的主体单位，并授权其代表联合体各成员承担责任与接受指令。联合体主体单位在本次竞赛中签署的全部文件，联合体各成员均予以认可。

1. We will sign up for the Competition together as one applicant, with as our leader. We authorize the Consortium Leader to take responsibilities and accept instructions on behalf of us. We unanimously recognize all the documents signed by the Consortium Leader for the Competition.

2.联合体各成员在本竞赛中拟承担的工作分配如下：

2. Our division of work for the Competition inside the Consortium is as follows:

（ ）负责 工作；（ ）负责 工作。具体工作范围、工作内容以合同为准。

( ) will be responsible for the work; ( ) will be responsible for the work. The specific work scope and content shall be subject to the contract.

3.各方的责任、权利和义务的详细内容和规定在中选后经各方协商后报竞赛主办单位（或承办单位）同意后另行签署协议或者合同。

3. Our respective responsibilities, rights and obligations will be detailed in another agreement or contract concluded after we win the Competition, agree upon them through consultation, and submit them to the Host (or Organizers) for approval.

4.联合体各成员指定 为联合体的收款主体,收款主体必须为境内设计机构（须满足国内的纳税主体要求）。

4. We unanimously designate as the payee of the Consortium, which must be a design firm inside the Chinese mainland (and meet the requirements on subject of taxation in China).

5.联合体各成员承诺提供的参赛方案均为原创，若因涉及第三方知识产权纠纷、侵权问题，须自行承担由此所引起的一切责任和后果，所造成的一切责任须由过错方承担。

5. We all undertake that our design proposal provided is original. Should there be any intellectual property dispute or infringement involving a third party, we shall bear all the responsibilities and consequences arising therefrom; all liability arising therefrom shall be borne by the party in breach.

6.联合体各成员就本竞赛向竞赛主办单位承担连带责任。

6. We as members of the Consortium shall be jointly and severally liable to the Host for the Competition.

联合体主体单位：（盖章）

Consortium Leader: (official seal):

法定代表人：（签字或盖章）

Legal Representative: (signature or seal):

委托代理人：（签字或盖章）

Authorized Agent: (signature or seal):

地址：

Address:

邮政编码： 电话/传真：

Postal code: telephone/fax:

联合体成员一：（盖章）

Consortium Member 1: (official seal):

法定代表人：（签字或盖章）

Legal Representative: (signature or seal):

委托代理人：（签字或盖章）

Authorized Agent: (signature or seal):

地址：

Address:

邮政编码： 电话/传真：

Postal code: telephone/fax:

联合体成员二：（盖章）

Consortium Member 2: (official seal):

法定代表人：（签字或盖章）

Legal Representative: (signature or seal):

委托代理人：（签字或盖章）

Authorized Agent: (signature or seal):

地址：

Address:

邮政编码： 电话/传真：

Postal code: telephone/fax:

签订日期： 年 月 日

Signature date:

# 设计机构名称及资质说明

# (IV) Applicant’s Name and Qualifications

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **独立报名**  **Independent Applicant** | | **联合体报名**  **Consortium Applicant** | | | |
| 单位名称  Name of Design Firm | | 组成单位名称  Name of Members | | | 专业及负责工作内容  Specialty and Work Content |
|  | | 1 | （主体单位）  (Leader) | |  |
| 2 | （联合体成员单位）  (Member) | |  |
| 3 | （联合体成员单位）(Member) | |  |
| 本项目联系人Contact person for the Project | 联系电话  Tel | | | 传 真  Fax | 电子邮件  Email |
|  |  | | |  |  |
| 通讯地址  Address | | | | 邮政编码  Postal code | |
|  | | | |  | |
| **有关资质说明**  **Qualifications** | | | | | |
|  | | | | | |

注：**“有关资质说明”需注明设计机构（含联合体成员）的设计资质及其它资质，****资质认定的国家、机构，并附相关图片及资质证书复印件（盖章）。**

Note: **In the column of "Qualifications", the design firm (consortium members) shall describe its/their qualifications for design and other businesses, and the country or organization that grants such qualifications, with relevant pictures and photocopies of the qualifications certificate attached (which shall be stamped with the official seal).**

# 设计机构简介

# (V) Applicant’s Company Profile

|  |
| --- |
|  |

注：请简要说明设计机构情况，包括成立时间、业务范围、专业构成以及相关设计的专业特长；

Note: Please briefly describe your establishment time, business scope, specialties, relevant design expertise, etc.

# 设计机构注册报名信息（提供有关注册报名证书或执照复印件，境外设计机构由其在中国境内分支机构代表参赛的，应提供分支机构的股权结构说明）

# (VI) Applicant’s Business Registration Information (a photocopy of the relevant business registration certificate or license, and, if the applicant is the branch of a foreign firm inside the Chinese Mainland, a description of the equity structure of the branch)

|  |
| --- |
|  |

注：须提供有关注册报名证书或营业执照复印件并盖章。

Note: A photocopy of the relevant registration certificate or business license stamped with the applicant’s official seal must be provided.

# 法定代表人（负责人）证明书及法定代表人（负责人）授权委托书等

# (VII) Certificate of Legal Representative (Principal) and Letter of Authorization from the Legal Representative (Principal)

（1）法定代表人（负责人）证明书及法定代表人授权委托书

**（适用于境内设计机构或联合体中的境内设计机构）**

(1) **Certificate of Legal Representative (Principal) and Letter of Authorization from the Legal Representative (Principal)**

**(Applicable to design firms inside the Chinese Mainland signing up for the Competition alone or as a consortium member)**

（　 ）第　 号

( ) No.

|  |  |  |
| --- | --- | --- |
| 现任我单位　　　　　职务，为法定代表人（负责人），特此证明。  This is to certify that holds the position of and is the legal representative (principal) of the Company.  有效期限： 自 至  Validity: from to  附：法定代表人（负责人）性别：　　年龄：　　身份证号码：  Information on the Legal Representative (Principal): Gender: Age: ID number:  注册号码：　　　　　　　　　　企业类型：  Registration number: Enterprise type:  经营范围：  　　　　　　　　　　　　　　　　单位：　　　　　　（盖章）  Business scope:  Company: (official seal)   |  | | --- | | 身份证明材料（正面）粘贴处  Affix the ID proof (front) here | | 身份证明材料（反面）粘贴处  Affix the ID proof (back) here |   年 月 日Date |

注：也可以用工商管理部门印发的统一格式。

Note: The unified layout issued by the administrative department for industry and commerce is also acceptable.

**法定代表人（负责人）授权委托书**

**Letter of Authorization from the Legal Representative (Principal)**

（　 ）第　 号

( ) No.

|  |  |  |
| --- | --- | --- |
| 兹授权　　　　　为我方委托代理人，其权限是：    This is to authorize as the Company’s agent whose authority is:    有效期限： 自 至  Validity: from to  附：代理人性别：　　年龄：　　　身份证号码：  Information on the Authorized Agent: Gender: Age: ID number:  注册号码：　　　　　　　　　企业类型：  Registration number: Enterprise type:  经营范围：  Business scope:  法定代表人（负责人）：　　　 （亲笔签名）  Legal Representative (Principal) : (signature)  授权单位：（盖章）  Authorizing company: (official seal)  年　 月　　日Date   |  | | --- | | 身份证明材料（正面）粘贴处  Affix the ID proof (front) here | | 身份证明材料（反面）粘贴处  Affix the ID proof (back) here | |

注：也可以用工商管理部门印发的统一格式。

Note: The unified layout issued by the administrative department for industry and commerce is also acceptable.

（2）设计**机构**负责人证明书及设计**机构**负责人授权书

**（适用于联合体中的境外设计机构）**

1. Certificate of Design Firm Principal and Letter of Authorization from the Design Firm Principal

**(Applicable to design firms outside the Chinese Mainland signing up for the Competition as a consortium member)**

设计**机构负责人证明书**

**Certificate of Design Firm Principal**

|  |
| --- |
| 现任我单位　　　　　职务，为单位负责人，特此证明。  This is to certify that holds the position of and is the principal of the Company.  有效期限： 自 至  Validity: from to  附：单位负责人 性别：　　年龄：　　身份证号码：  Information on the Design Firm Principal: Gender: Age: ID number:  注册地：　 公司地址： 　　注册机关：  Registration place: Company address: Registration authority:  注册号码：　　　　　　　　　　企业类型：  Registration number: Enterprise type:  经营范围：  　　　　　　　　　　　　　　　　单位：　　　　　　（盖章）  Business scope:  Company: (official seal)  年 月 日Date  附有关身份证明材料复印件：  Photocopy of ID Certificate: |

**说明：格式仅供参考，也可自拟包含上述内容的其他格式。**

**Note: The layout is for reference only. Other layouts containing the above content are also acceptable.**

**设计机构负责人授权书**

**Letter of Authorization from the Design Firm Principal**

|  |
| --- |
| 本授权书声明：注册于*（国家或地区的名称）*的*（公司名称）*的在下面签字的*（单位负责人姓名、职务）*代表本公司授权 *（公司名称）* 的在下面签字的*（被授权人的姓名、职务）*为本公司的合法代理人，就*（项目名称）*的参赛报名，以本公司名义处理一切与之有关的事务。  The undersigned (name and position of the design firm principal) with (the design firm principal’s company name) registered in (name of the country or region) hereby, on behalf of the Company, authorizes the undersigned (name and position of the authorized person) with (the authorized person’s company name) to, as the legal agent of the Company, sign up for the (project name) and handle all relevant issues in the name of the Company.  本授权书于 年 月 日签字生效，特此声明。  This Letter of Authorization shall take effect from date .  机构负责人签字：  Signature of the Design Firm Principal:  被 授 权 人 签 字：  Signature of the Authorized Person:  见 证 人 签 字：  Signature of the Witness:  见证人姓名和职务：  Name and Position of the Witness:  见 证 人 单 位 名 称 ：  Name of the Witness’s Employer:  见 证 人 地 址：  Address of the Witness:  附有关身份证明材料复印件：  Photocopy of ID Certificate: |

**说明：格式仅供参考，也可自拟包含上述内容的其他格式。**

**Note: The layout is for reference only. Other layouts containing the above content are also acceptable.**

# 领衔设计师在职证明及全程参与承诺函

# (VIII) Lead Designer’s Employment Certificate and Commitment Letter of Full Participation

1. **在职证明**

**1. Employment Certificate**

|  |
| --- |
| *（格式自拟）*  *(Free layout)* |

注：竞赛委员会保留要求设计机构进一步提供包括且不限于社会保险记录等其他在职证明材料的权力。

Note: The Competition Committee reserves the right to require the applicant to provide further employment proofs including but not limited to social insurance records.

1. **全程参与竞赛承诺函**

**2. Commitment Letter of Full Participation**

|  |
| --- |
| 本设计机构（联合体）*（机构名称）（联合体主体单位、成员单位）*在下面签字的*（领衔设计师姓名、职务）*代表本机构（联合体）参与 琶洲东区（国际超级总部）城市设计国际竞赛 ，并就有关事项承诺如下：  The undersigned (name and position of the lead designer) with the design firm (consortium) (design firm name) (consortium leader and member names) will participate in the International Competition of Urban Design for Pazhou East District (International Super Headquarters) on behalf of the design firm (consortium). For that purpose, the Lead Designer hereby undertakes as follows:  领衔设计师将全程参与本次竞赛，包括但不限于参加技术文件发布会、现场踏勘、方案编制等工作，并负责重要节点会议汇报。  The Lead Designer will participate in the whole competition, including but not limited to attending the technical document release meeting, participating in the site visit, preparing the design proposal and making design presentations of major milestones.  本授权书于 年 月 日签字生效，特此声明。  This Letter of Authorization shall take effect from date .  设计机构（联合体主体）： （盖章）  Design Firm (Consortium Leader): (official seal)  联合体成员单位一： （名称）  Consortium Member 1: (name)  联合体成员单位二： （名称）  Consortium Member 2: (name)  领衔设计师： （签字）  Lead Designer: (signature) |

# 领衔设计师详细履历及经验业绩（2018年1月1日至今）

# (IX) Lead Designer’s CV and Project Experience (since January 1, 2018)

1. **领衔设计师个人详细履历**

**1. Lead Designer’s CV**

|  |
| --- |
| *（限四页内）*  *(No more than four pages)* |

1. **领衔设计师经验与业绩汇总表**

**2.** **Summary of Lead Designer’s Project Experience and Achievements**

|  |  |
| --- | --- |
| 项目名称Project Name | 项目简介（中文200字以内）  Project Description (within 200 Chinese characters) |
| （项目1）(Project 1) |  |
| （项目2）(Project 2) |  |
| （项目3）(Project 3) |  |
| …… |  |
|  |  |
|  |  |

注：可选取相关或同类的设计项目进行介绍；**“项目简介”**内容包括项目规模及设计特点简介、获奖情况等相关材料，应注明本设计师参与该项目所承担的工作内容。

Note: It is recommended to list relevant or similar design projects; the **"Project Description"** shall include project size, design highlights, and awards won, as well as the Lead Designer’s work content in the project.

1. **领衔设计师相关业绩证明**

**3. Proofs of Lead Designer’s** **Relevant Project Experience**

|  |
| --- |
|  |

注：**“相关业绩证明”**材料按**“领衔设计师经验与业绩汇总表”**逐一列举，包括代表性效果图纸（每个项目不超过3张）、该项目的主要设计人员名单、合同首页及签署页等相关内容复印件。

Note: The "Proofs of Lead Designer’s Relevant Project Experience" shall be listed one by one corresponding to the "Summary of Lead Designer’s Project Experience and Achievements", containing representative renderings (no more than 3 pieces for each project), list of main designers for each project, and photocopies of the first page and signature page of each design contract.

# 设计机构人员专业经验及业绩

# (X) Design Personnel’s Professional and Project Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 设计人员1  Designer 1 | | | | |
| 姓名  Name | 职称/职务Title/Position | 学位学历、毕业院校及专业背景Education, University and Major | 工作年限  Employment Period | 拟在本次设计中担任的职务  Proposed Position for the Project |
|  |  |  |  |  |
| 相关业绩和参与项目  Relevant Project Experience |  | | | |
| 设计人员2  Designer 2 | | | | |
| 姓名  Name | 职称/职务Title/Position | 学位学历、毕业院校及专业背景Education, University and Major | 工作年限  Employment Period | 拟在本次设计中担任的职务  Proposed Position for the Project |
|  |  |  |  |  |
| 相关业绩和参与项目  Relevant Project Experience |  | | | |
| （……） | | | | |
| 姓名  Name | 职称/职务Title/Position | 学位学历、毕业院校及专业背景Education, University and Major | 工作年限  Employment Period | 拟在本次设计中担任的职务  Proposed Position for the Project |
|  |  |  |  |  |
| 相关业绩和参与项目  Relevant Project Experience |  | | | |

注：1.设计机构应提供设计人员的在职证明文件（复印件盖章）。竞赛委员会保留要求设计机构进一步提供包括且不限于社会保险记录等其他在职证明材料的权力。

Note: 1. The design personnel’s employment certificates (stamped photocopies) shall be provided. The Competition Committee reserves the right to require the applicant to provide further employment proofs including but not limited to social insurance records.

2. 在“**相关业绩和参与项目**”一栏，每位设计人员选取最具有代表性项目的3～5项。

2. In the column of "Relevant Project Experience", the designer may list the most representative 3-5 projects.

# 设计机构同类项目的设计经验与相关业绩（自2018年1月1日至今）

# (XI) Applicant’s Relevant Project Design Experience and Achievements (since January 1, 2018)

1. **经验与业绩汇总表（需设计机构或联合体所有成员盖章）**

**1. Summary of Applicant’s Project Experience and Achievements (stamped by the design firm or all members of the consortium)**

|  |  |
| --- | --- |
| 项目名称Project Name | 项目简介（中文200字以内）  Project Description (within 200 Chinese characters) |
| （项目1）(Project 1) |  |
| （项目2）(Project 2) |  |
| （项目3）(Project 3) |  |
| …… |  |
|  |  |
|  |  |

注：可选取相关或同类的设计项目进行介绍；“**项目简介**”内容包括项目规模及设计特点简介、获奖情况等相关材料，应注明本设计机构参与该项目所承担的工作内容。

Note: It is recommended to list relevant or similar design projects; the **"Project Description"** shall include project size, design highlights, and awards won, as well as the applicant’s work content in the project.

1. **经验与业绩证明材料**

**2. Proofs of Applicant’s Project Experience and Achievements**

|  |
| --- |
| 以下证明材料按“经验与业绩汇总表”逐一列举，包括代表性效果图纸（每个项目不超过3张）、该项目的主要设计人员名单、合同首页及签署页等相关内容复印件。  The proofs shall be listed one by one corresponding to the "Summary of Applicant’s Project Experience and Achievements", containing representative renderings (no more than 3 pieces for each project), list of main designers for each project, and photocopies of the first page and signature page of each contract. |

# 设计机构认为有必要的其他资料

# (XII) Other Materials Deemed Necessary by the Applicant

|  |
| --- |
|  |

# 密封条

# (XIII) Sealing Strip

项目名称： 琶洲东区（国际超级总部）城市设计国际竞赛

Project: International Competition of Urban Design for Pazhou East District (International Super Headquarters)

文件名称： （如：文本图册/展示图板/实体模型/电子文件）

File name: (e.g. text brochure/display boards/physical model/soft copy)

主办单位：广州市规划和自然资源局

Host: Guangzhou Municipal Planning and Natural Resources Bureau

设计机构全称： （联合体各成员全称，以联合体形式参加的可由主体单位加盖公章）

Applicant’s full name: (if the applicant is a consortium, indicate the full name of each member, and affix the official seal of the leader)

在截止时间 年 月 日 时前不能开启。

Do not unseal until \_\_\_\_\_\_ (deadline).