

**RULES ON INTERNATIONAL ARCHITECTURAL DESIGN COMPETITION  
GENERAL MUSEUM OF BINH DINH PROVINCE**

*Address: No. 86 Le Duan Road, Quy Nhon City, Binh Dinh Province*

*(enclosed with Decision No. 79/QĐ – SXD dated 29/03/2022 by Binh Dinh Department of  
Construction)*

**COMPETITION ORGANISER: DEPARTMENT OF CONSTRUCTION – BINH DINH  
PROVINCE**

**COMPETITION CONSULTANT: JOURNAL OF ARCHITECTURE – VIETNAM  
ASSOCIATION OF ARCHITECTS**

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**APPENDICES**

# **RULES ON INTERNATIONAL ARCHITECTURAL DESIGN COMPETITION GENERAL MUSEUM OF BINH DINH PROVINCE**

*Address: No. 86 Le Duan Road, Quy Nhon City, Binh Dinh Province  
(enclosed with Decision No. 79/QD – SXD dated 29/03/2022 by Binh Dinh Department of  
Construction)*

## **CHAPTER I: GENERAL INTRODUCTION**

### **Article 1: Legal bases of competition**

- Law on Construction No. 50/2014/QH13 dated 16/06/2014; Amended and Supplemented Law on Construction No. 62/2020/QH14 dated 17/06/2020;
- Law on Cultural Heritage No. 10/VBHN-VPQH dated 23/07/2013;
- Law on Urban Planning No. 30/2009/QH12;
- Law on Architecture No. 40/2019/QH14 dated 13/06/2019;
- Decree No. 15/2021/ND-CP dated 03/03/2021 by the Government on detailing a number of contents on construction investment project management;
- Decree 85/2020/ND-CP dated 17/07/2020 by the Government on detailing a number of articles in the Law on Architecture;
- Decision No. 495/QD-TTG dated 14/04/2015 by the Prime Minister on approving the construction master planning project of Quy Nhon city and its vicinity towards 2035 with a vision towards 2050;
- Decision No. 535/QD - UBND dated 21/02/2022 by the People's Committee of Binh Dinh Province on adjusting the zoning of 12 inner city wards in Quy Nhon City;
- Document No. 3158/UBND-KT dated 02/06/2021 by the People's Committee of Binh Dinh Province on the policy of dealing with houses and land facilities of the Provincial Labour Cultural House, the Provincial Centre for Culture and Cinema and architectural design competition for a General Museum of Binh Dinh Province;
- Document No. 190/BTTBD dated 13/07/2021 by the Museum of Binh Dinh Province on providing information for the architectural design competition for a General Museum of Binh Dinh Province;
- Document No. 3908/UBND dated 02/07/2021 by the People's Committee of Binh Dinh Province on hiring for an international competition to select an architectural design concept for a General Museum of Binh Dinh Province;
- Decision No. 302/QD-UBND dated 25/01/2022 by the Provincial People's Committee on approving the design programme, working agenda and cost estimate for an international competition for an architectural design concept of a General Museum of Binh Dinh Province.

### **Article 2: Mode of competition, scale, goals and requirements of project**

#### **1. Mode of competition: Open**

## **2. Scale of project:**

- Site area: 1.3 ha.
- Building density: around 30 - 40%.
- Building height: max. 4 storeys
- Gross floor area: approx. 22,190 m<sup>2</sup>
- Floor area ratio: max. 1.6
- Grade of building: Grade II

*(For further information please refer to Design Programme).*

## **3. Goals of project:**

An international architectural design competition for a General Museum of Binh Dinh Province is organised to select the best design concept to implement a building project and to realise the adjusted master planning project for Quy Nhon City and its vicinity towards 2025 and with a vision towards 2050, which has been approved.

## **4. Requirements of project:**

- Searching for creative and practical design concepts for Binh Dinh Museum project, building a museum with a high value in arts and architecture, in harmony with the surrounding landscape and city master planning; connecting and continuing the local cultural and historical characteristics; applying modern technology and building materials, efficient in investment, operation and maintenance, meeting the advanced building standards of Vietnam and the world.

- Analysing and evaluating all the design concepts submitted by consultants, then selecting the best design concept as a basis for implementation of the project in the next steps to ensure objectivity and transparency, in compliance with the state regulations and international law.

## **Article 3: General information on competition**

### **3.1. Organiser**

*3.1.1. Competition Organiser:* Department of Construction of Binh Dinh Province

*Address:* No. 32 Ly Thuong Kiet Road, Quy Nhon City

*Contact person:* Mr. Tran Minh Quang – Deputy Head of Office of Planning and Architecture, Mobile phone number: 094.725.8889.

*3.1.2 Competition Consultant:* Journal of Architecture – Vietnam Association of Architects

*Address:* No. 40 Tang Bat Ho Street, Pham Dinh Ho Ward, Hai Ba Trung District, Hanoi City

*Contact person:* M. Arch. Nguyen Anh Duong – Head of Media Group

Mobile phone number: 0916 555 198 - Email: [duong@tckt.vn](mailto:duong@tckt.vn)

### **3.2. Sequence of competition**

| No. | WORK  | DATE                    |
|-----|---|-------------------------|
| 1   | Announcement of the design competition: Uploading information, the Organiser sends invitation to participants | 31/03/2022              |
| 2   | Participants register for the design competition  | 16/04/2022              |
| 3   | Launching ceremony of the design competition, participants receive documents on the design competition        | 20/04/2022              |
| 4   | Participants develop their own design concepts (45 days)  | 20/04/2022 – 05/06/2022 |
| 5   | Submission of design concepts   | 05/06/2022              |
| 6   | Organising Committee reviews the eligibility of design documents  | 05/06/2022-10/06/2022   |
| 7   | Exhibition of design concepts and evaluation  | 13/06/2022              |
| 8   | Announcement of the final results and sending a report to the Provincial People's Committee                   | 26/06/2022              |

Based on the actual situation, the Organising Committee will organise some activities related to the design competition, both online and in-person. Announcements and documents related to the design competition are sent by the Organising Committee to all the participants via email. The registration documents and the design concepts should be submitted in person or by post. If necessary, the Organising Committee can adjust the sequence of activities and timeline of the design competition and keep all the participants informed.

## **CHAPTER II: COMPETITION RULES**

### **Article 4: Participants**

All individuals and organisations practising architecture and planning as consultants in Vietnam and abroad, individuals with professional capacity in accordance with current regulations are able to register for and participate in this design competition.

Participants can be:

- An individual or an organisation practising architecture with a valid licence and a legal status in accordance with the current law;
- A joint venture made up of two or more consultants.

*Additional requirements for joint-venture consultants*

- Individuals and organisations may form a partnership with other organisations that meet the conditions set forth by the Organising Committee as aforementioned. Each individual or organisation is allowed to participate in one partnership only. In this case, the Minutes of the partnership agreement must be sent to the Competition Organising Committee, which clearly states the head of the partnership and define the responsibilities of the parties involved (general and separate), powers, volume of work to be undertaken and the respective value of each member of the partnership, including the head of the partnership, the place and time of signing the partnership agreement, signatures of the members, stamps (if available). All the issues regarding the rights, interests and obligations between/among

the parties in the partnership are agreed upon by the parties themselves, and the Organiser shall not be responsible for any dispute.

- Organisations can collaborate with an expert or a group of experts to ensure the positive results of the competition. (Experts may not be members of the Jury, technical team, or competition organiser). In this case, the consultant does not need to send the minutes of agreement to the Organiser. The names and scientific backgrounds of these experts must be clearly stated in the list of participants.

## **Article 5: Registration for the design competition**

### **5.1 Registration**

Interested consultants wishing to participate in the design competition should register in both ways:

- Register online and submit profiles/documents online using the following web link: <http://cuocthi.tckt.vn/dangkybaotangbinhdinh>
- Register and submit original profiles/documents (with signatures and stamps) in person or by post to the Office of the Organiser.

Postal address: Department of Construction of Binh Dinh Province, No. 32 Ly Thuong Kiet Road, Quy Nhon City, **Binh Dinh Province**.

*When registering for the design competition, the consultant should submit the following documents to the Organiser:*

| <b>No.</b> | <b>Document</b>  | <b>Online submission (soft copy)</b>  | <b>In-person submission (original document)</b>    | <b>Reference</b>         |
|------------|--|---|--|--------------------------|
| 1          | Registration form (as attached) and Joint-venture agreement document (if any, according to the form attached)                                      | 01 scanned file in PDF format (signed and sealed) with 01 Word file of the same content | Signed and sealed document                         | Appendix 01, Appendix 02 |
| 2          | Documents proving the right to practise and legal status of the consultant in accordance with the law of Vietnam                                   | 01 scanned file in PDF format   | Notarised document within six months               |                          |
| 3          | Capacity profile of the consultant with a list and pictures of the projects in architectural design and construction undertaken from 2010 to date. | 01 file (compilation), in PDF format  | Document signed and sealed on Page 1 or final page | Appendix 03              |

| No. | Document   | Online submission (soft copy)   | In-person submission (original document)                                | Reference                |
|-----|--|---|---|--------------------------|
| 4   | Summary of activities and achievements (projects, competitions, awards achieved, if any)   | 01 scanned file in PDF format with 01 Word/Excel file of the same content | Document signed and sealed on final page and across all the other pages | Appendix 04              |
| 5   | List of experts and participants:<br>+ Curriculum Vitae and achievements of the chief designer<br>+ List of staff expected to participate in the competition | 01 scanned file in PDF format with 01 Word/Excel file of the same content | Document signed and sealed on final page and across all the other pages | Appendix 05, Appendix 06 |

**Notes:**

- There is no fee applicable to participants;
- The participants that have registered to participate in the competition, when they want to change their registration status - different from the initial registration (changing the name or establishing a new joint venture, etc.), then they should re-submit a new registration before the date of the final round (evaluation). The Organising Committee shall make a record of amendments to the registration for the design competition.
- The Organiser reserves the right to request any consultants to clarify and provide supplementary documents proving their eligibility, capacity and experience, if necessary.
- The Organiser does not pay any fee to any participants except the prizes awarded to winning consultants and a financial support amount (For more details see the Prizes section)

**5.2 Receipt of registrations**

All registrations for the design competition (including documents specified in sub-section 5.1) should be sent before **4 pm on 16/04/2022** (both online and in-person):

- **Online – using the web link:** <http://cuocthi.tckt.vn/dangkybaotangbinhdinh>
- In-person submission (hard-copy documents) within office working hours or by post to the Office of the Organiser by the deadline stated above (post stamps shall not be considered).

**DEPARTMENT OF CONSTRUCTION, BINH DINH PROVINCE**  
**Postal address: No. 32 Ly Thuong Kiet Road, Quy Nhon City, Binh Dinh Province**  
**Contact person: Mr. Tran Minh Quang**

**Deputy Head of Office of Planning and Architecture**

**Mobile phone number: 0947258889**

**5.3 Documents to be provided for participants**

Documents to be provided include:

**- Documents**

- Rules of Design Competition
- Design Programme
- Other relevant documents

**- Maps and profiles**

- Maps, diagrams and pictures of project
- Relevant drawings
- Other relevant data and information (if available).

**5.4 Submission of design concepts:**

**Design concepts should be submitted to the Organiser from 20/04/2022 until 05/06/2022.**

**DEPARTMENT OF CONSTRUCTION, BINH DINH PROVINCE**

**Postal address: No. 32 Ly Thuong Kiet Road, Quy Nhon City, **Binh Dinh Province****

**Contact person: Mr. Tran Minh Quang**

**Deputy Head of Office of Planning and Architecture**

**Mobile phone number: 0947258889**

- For submissions by post, the Organiser shall consider postal stamps. However, it should not be three days later than the deadline.
- The Organising Committee will make a record of product handover (in-person or via email submissions) clearly stating: Time of submission, Quantity, Content, Status of Deliverables. Both the representative of the Organising Committee and the representative of the Consultant sign the minutes. The minutes of product handover shall be made into 02 copies: 01 copy is sent to the representative of the Consultant and 01 copy is sent to the Organising Committee for archives.

**Article 6: Requirements of Deliverables**

***6.1 General principles***

- There is no limit to illustrations for design concepts.
- Each consultant can submit max. three design concepts.

- Languages to be used in all drawings and texts are either Vietnamese or bilingual English – Vietnamese. No other languages are used in the representation on any drawings or concept descriptions.
- Unit of measurement of length in drawings: Use the metric system; for the master plan drawing use metre (m) or hectare (ha), and for architectural drawings use millimetre (mm).
- Monetary unit: Vietnam Dongs.
- Use colour symbols/codes according to the conventions of architectural design drawings.
- Representation: Comply with the principle of anonymity as specified in Article 9

## ***6.2 Contents of documents submitted***

### ***a. Drawings***

Printed on A1 paper size in colour, pasted on a hard formex board (5 mm in thickness). Smaller-size drawings are printed on A3 paper size, in colour and in landscape format. The contents of drawings include but are not limited to the following aspects:

- Analysis of construction site contexts;
- Master plan (scale 1/500)
- The drawings must show at least the following contents: Assessment of the current situation or context of the site and its surrounding area, proposal for planning concept and preliminary planning concept of technical infrastructure systems;
- Architectural drawings include floor plans, elevations, cross sections, functional diagrams and spatial designs, perspectives (aerial views), corner perspectives, interior and exterior designs, with appropriate levels of study. Architectural design concept drawings should be combined with structural solutions, equipment systems and technical infrastructure.
- The drawings of a design concept must fully show the idea with specifications as prescribed: Master plan - scale 1/500 (show all criteria and indicators, such as construction area, floor area, building density, building height, etc.); Drawings of functional zoning of land use planning must show the location, boundary and area of each sub-zone; Floor plans in detail include: basement plan to roof plan - scale 1/100 or 1/200; Elevations and side views - scale 1/100 or 1/200; Cross sections - scale 1/100 or 1/200; Perspective (as many as possible); Typical interior perspective (as many as possible).

### ***b. Project description***

Printed in A3 paper size, in colour, in landscape format (for drawings and diagrams) and A4, in colour and in portrait format (for concept description).

The contents of the concept description include but are not limited to the following aspects:

- Clearly presenting design ideas/concepts about planning and architecture, which must clearly describe the key design orientation, details of the components and the meaning(s) of the design concept, the contributions to the local spatial planning system and ensures that the building shall be in harmony with the cityscape, environment-friendly, strategic and sustainable as well as meet all the technical requirements.

- Proposing solutions for a master planning concept, with an appropriate building density, traffic flow, greening rate, etc. Designing floor plans and functional areas, finding location and scale of each building within a building complex, identifying the relationships among the zones and within the whole project; analysing the functions and their levels of efficiency. Combining built forms, ideas, styles, etc. and evaluating the aesthetic effects of using building/finishing materials;
- Analysing traffic planning solutions and technical infrastructure design solutions for the building, applying technologies, using innovative building materials, etc., and using technical parameters to demonstrate the level of efficiency and fulfilling the objectives as well as meeting the requirements as given in the design programme;
- Outlining technical solutions: simulating the efficient energy consumption, structural systems, power supply, air-conditioning, information and communication, fire prevention and fire fighting, electronic audio installation, camera system, environmental sanitation, safety in emergency cases. Emphasising the feasibility of the project;
- Listing the norms and standards to be applied.

*Note:*

- In the text, it is necessary to include summary tables and statistics as well as technical parameters or specifications of the project; with standards to be applied.

### ***c. Other contents***

- Consultants are encouraged to submit models and video clips illustrating their design concepts;
- Financial proposal: Cost estimates.

### ***6.3. Specifications of deliverables***

- A complete documentation to be submitted should include:
  - A1 drawings: 01 set (max 06 drawings for one concept). In case a consultant submits more than one design concept, the additional concept(s) should be separated as (an)other set(s) with different code(s) of anonymity.
  - Smaller drawings should be printed on A3 paper size, in colour and in landscape format. Number of sets: 15.
  - Project description should be printed on A4 paper size, in colour, in portrait format. Number of sets: 15.
  - Soft copy of drawings and 3D film: saved in one USB with an on-line web link for downloading.
  - One envelope with information on the consultant (in compliance with the anonymity principle).

Note: Deliverables (Both hard copy and soft copy) must comply with the principle of anonymity as specified in Article 7.

### ***6.4. Elimination of ineligible submissions***

After receiving all the submissions, the technical team will have the right to remove the entries that do not meet the basic requirements of the Competition Rules without having to show the Jury for consideration. The ineligibility includes:

- Violation of the principle of anonymity as specified in Article No. 9 in Chapter II of this Rule.
- Insufficient submissions in both quantity of copies and contents of design, as well as late submissions or submissions sent to a wrong address as specified in Subsection 7.3 and in Article 6 – Chapter II in this Rule.

## **Article 7: Principle of anonymity**

### ***7.1 Requirements for participants***

A valid profile is the one that fully complies with the requirements specified in Article 6.3 and the following regulations:

- All deliverables submitted to the Competition Organiser must be marked with a code chosen by the consultant (no name or any identification is allowed, except for the code chosen by the consultant).
- An anonymous code consisting of two letters and four digits (e.g. AB1234) should be chosen by the consultant, written in a rectangular frame (6 cm in length x 2 cm in width) on the top right corner of every drawing. This code is also written on the cover page of the design description (not inside) and on a corner of the model or in the slide show (if any).
- Apart from the whole deliverables as mentioned above, all the participants should enclose an additional envelope with the note “Information on the participant” and a code of anonymity in the top corner of the envelope. The information includes:
  - Name of the consultant/participant, postal address, phone number, fax number and e-mail address.
  - Name and CV of the team leader (chief architect). The team leader must be an architect.
  - Name, contribution and CV of each team member.

### ***7.2 Requirements for the Organiser***

The envelopes “Information on the Participant” shall be kept by the Head of the Organising Committee and only announced once the Jury has finished working in the final round of the evaluation.

### ***7.3 Requirements for the Technical Team***

Upon receipt of each submission, the Technical Team will open the outermost envelope to check the number of drawings in each set and other documents herewith enclosed. An acknowledgement of receipt of deliverables should be signed by both the Technical Team and the Participant.

Before the deliverables are submitted to the Jury, the Technical Team shall open the packaging for each set of deliverables, hide the code previously chosen by the consultant and use the code provided by the Organising Committee.

### **CHAPTER III: PRIZES AND FEES**

#### **Article 8: Number and values of prizes**

- One First prize: worth 1,000,000,000 VND (in words: one billion Vietnam Dongs)
- One Second prize: worth 500,000,000 VND (in words: five hundred million Vietnam Dongs)
- The value of each of the above-mentioned prize includes taxes according to current law of Vietnam.
- Prizes will be awarded to the winning consultants after the results of the design competition are approved by a competent authority.
- A winning consultant must provide invoices and necessary documents to the Organising Committee to make payments according to Vietnam's financial and accounting regulations. A foreign consultant that is not eligible to pay taxes according to Vietnamese law should send a written request to the Organising Committee. Upon request, the Organiser will pay taxes on behalf of the foreign consultant. The remaining amount of the prize (after tax deduction) will be transferred to the bank account of the consultant.

### **CHAPTER IV: PROVISIONS ON PROPERTY RIGHTS, BENEFITS AND RESPONSIBILITIES OF PARTICIPANTS**

#### **Article 9: Publication and property rights of architectural design concepts**

- The registration and design document of each participant are kept highly confidential by the Organising Committee during the competition.
- A design consultant is entitled to copyright for its architectural design concept(s) in accordance with the law on intellectual property of Vietnam, but may not use the design concept for any other design competition, project or building.
- All the participants must ensure that their design concepts do not infringe the copyrights or intellectual property rights of any other individual or third party. The consultants participating in this design competition must be responsible for the copyrights and intellectual property rights of their design concepts, including the ideas, the contents of the documents, the descriptions, the drawings, the software programs, etc. to a third party in the event of a claim. If the copyright and intellectual property right violations cause damage to the Competition Organiser, the design consultant must compensate for the damage, including the prize and financial support received.
- The Competition Organiser will not be responsible or liable for any claim that any ideas, contents of documents, descriptions, drawings, software programs, etc. or other documents that have infringed the copyrights or other intellectual property rights of another individual or third party.
- Before officially announcing the final results of the design competition, the consultants are not allowed to use, provide or display their design concepts for other purposes without the permission of the Organising Committee.
- The investor has the right to publish or allow a third party to publish all the design concepts for communication and promotion activities.

#### **Article 10: Benefits for the participants/consultants**

- Design consultants participating in the competition will receive prizes according to Article 8 of this Rule.
- All the architectural design concepts submitted are guaranteed copyrights according to the law on intellectual property.
- Organisations and individuals with design concepts selected, if not qualified to carry out the next steps (in preparation of feasibility study reports, design for construction), may form a joint venture with other consultants that are qualified to do so.
- In case the organisation or individual with a design concept selected fails to carry out or refuses to carry out the implementation of the next steps, the investor shall negotiate in order to use the selected architectural design concept in accordance with the law on intellectual ownership and relevant articles; In case no negotiation is possible, the next best design concept should be selected for contract negotiation and signing.
- A participant shall comply with the rules approved. The Council is enabled to fulfil its tasks. An influence to falsify the final results is not allowed.
- A consultant participating in the design competition does not have the right to ask the Competition Organiser, the Selection Council and other organisations/agencies involved in this design competition to explain the results of the pre-qualification round and the selection round.

#### **Article 11: Responsibilities of participants**

- Comply with the provisions of this rule;
- Consultant participating in this design competition are fully responsible to ensure the copyright regulations of planning and design concepts to be submitted, even in case of copyright dispute according to the current law;
- Finalise the design concepts based on the investor's comments and set up a design programme for the next step in case of being selected as the project developer;
- Consultants may have to present their design concepts in the form of a project defence according to the schedule fixed by the Organiser and should be notified at least five days before the date of project defence;
- Bear all the expenses arising from the participation in the design competition.

#### **Article 12: Other requirements**

- The Competition Organiser has the right to amend the rule. The Organiser is responsible for notifying relevant parties about the adjustments in the articles.
- All disputes during the design competition (if any) shall be resolved in accordance with the current law of Vietnam./.

**The Competition Organiser**

## **APPENDICES**

1. Appendix 01. Registration Form.
2. Appendix 02. Joint-venture Agreement Form
3. Appendix 03. List of Projects in Planning and Architecture Undertaken since 2010.
4. Appendix 04. Summary of the Consultant's Activities and Achievements.
5. Appendix 05. List of Project Team Members to Develop a Planning and Design Concept.
6. Appendix 06. CV and Achievements of Project Team Leader

**REGISTRATION FORM <sup>(1)</sup>**

\_\_\_\_\_, date \_\_\_\_ month \_\_\_\_ year \_\_\_\_

To: \_\_\_\_\_ [*The name of the Competition Organiser*]

Pursuant to the announcement of an international competition for an architectural design concept for a General Museum of Binh Dinh Province, we, \_\_\_\_\_ [*the name of the consultant, in case of a partnership, write the name of the organisations in the partnership*] would like to participate in this design competition.

Postal address of the office: \_\_\_\_\_

Representative: \_\_\_\_\_ Position: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

We enclose the following documents with this registration form to demonstrate our eligibility, capacity and experience:

1. Partnership Agreement [*in case of a partnership of consultants*];
2. Proofs of practicing licence and legal status of the organisation;
3. List of projects in planning and architecture undertaken from 2010 to 2020, with proofs of having designed at least one building of Grade I or above.
4. Summary of the organisation's activities and achievements;
5. List of project team members to develop a planning and design concept, with CVs and personal achievements, and proofs of working as a chief designer in at least one Grade I (or above) building project;
6. CV and achievements of the project team leader.

We are committed to (and pledge that):

- Independent financial accounting;
- We are not in the course of dissolution; not concluded to be in bankruptcy or insolvent debt as prescribed by the law;
- Our planning and design concept(s) does/do not infringe the copyrights or intellectual property rights of any other individual or third party.

- The information declared in the documents attached is reliable and we do not commit any acts of corruption or bribery when participating in this design competition./.

**Legal representative of the design consultant <sup>(2)</sup>**

*[Write full name, position, signature and stamp]<sup>(3)</sup>*

*Notes:*

*(1) The design consultant registering for the design competition should write down complete and accurate information about the name of the Competition Organiser, the name of the design consultant, and the legal representative of the design consultant with signature and stamp (if available)*

*(2) In case the legal representative of the design consultant authorises his/her subordinate to sign the registration form, an Authorisation Letter according to Appendix 1a must be attached; In case the company's charter or other relevant documents assign responsibilities to the subordinates to sign the registration form, these documents must be attached (there is no need to make an Authorisation Letter according to Appendix 1a).*

*(3) In case a foreign design consultant does not have a seal, a competent agency's certification must be provided: the registration form must be signed by the legal representative of the design consultant.*

**LETTER OF AUTHORISATION <sup>(1)</sup>**

Today, date \_\_\_\_ month \_\_\_\_ year \_\_\_\_, in \_\_\_\_

I am \_\_\_\_ [*Write full name and ID card number or passport number, position of the legal representative of the design consultant*], I have been appointed a legal representative of \_\_\_\_ [*Write full name of the consultant*] located at \_\_\_\_ [*Write the address of the consultant.*] Hereby I authorise \_\_\_\_ [*Write full name and ID card number or passport number, position of the authorised person*] to fulfil the following tasks while participating in the international competition for architectural design concepts for the General Museum of Binh Dinh Province organised by \_\_\_\_ [*Write the name of the Competition Organiser*]:

- [- Signing a Registration Form;*
- Signing a Joint Venture Agreement;*
- Signing documents and papers to deal with the Organising Committee during the design competition, including the presentation of the design concept(s), offer and receipt of prizes*
- Making a decision on the content related to the copyright of the design concepts;*
- Negotiating and signing a contract for the establishment of a building construction investment project and next design steps if selected;*
- .....] <sup>(2)</sup>*

The above authorised person shall only do the work within the scope of authorisation as a legal representative of \_\_\_\_ [*Write the name of the design consultant*]. \_\_\_\_ [*Write the name of the legal representative of the design consultant*] shall take full responsibility for the work done by \_\_\_\_ [*Write the name of the authorised person*] within the scope of authorisation.

This Letter of Authorisation is valid from \_\_\_\_ to \_\_\_\_ <sup>(3)</sup>. This Letter of Authorisation is made in \_\_\_\_ copies of the same validity, the authorising person keeps \_\_\_\_ copies, and the authorised person keeps \_\_\_\_ copies.

**Authorised person**  
 [*Write full name with position, signature and stamp, if available*]

**Authorising person**  
 [*Write full name of the legal representative of the consultant with position, signature and stamp*]

*Notes:*

*(1) In case of authorisation, the original Letter of Authorisation must be sent to the Standing Agency together with a registration form. The authorisation by the legal representative of the design consultant to the deputy head, subordinate staff, branch director, head of the representative office of the design consultant to act on behalf of the legal representative of the design consultant to*

*do one or some pieces of work as above-mentioned. The use of the stamp in case of authorisation can be the seal of the design consultant or the seal of the organisation to which the individual is authorised. The authorised person may not continue to authorise another person.*

*(2) The scope of authorisation includes one or more of the above tasks*

*(3) Write the date of validity and the expiry date of the Letter of Authorisation in accordance with the process of participating in the design competition.*

**PARTNERSHIP AGREEMENT**

\_\_\_\_, date \_\_\_\_ month \_\_\_\_ year \_\_\_\_

**International Competition for an architectural design concept for a General Museum  
of Binh Dinh Province**

Pursuant to the announcement of an international design competition for architectural design concepts for a General Museum of Binh Dinh Province,

We, the representatives of the parties signing a partnership agreement, including:

**Name of the first partnership member** \_\_\_\_\_ [*Write the name of each member*]

Represented by: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Bank account number: \_\_\_\_\_

Tax code: \_\_\_\_\_

Letter of Authorisation No. \_\_\_\_\_ date \_\_\_\_ month \_\_\_\_ year \_\_\_\_ (*in case of authorisation*).

**Name of the second partnership member** \_\_\_\_\_ [*Write the name of each member*]

Represented by: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Bank account number: \_\_\_\_\_

Tax code: \_\_\_\_\_

Letter of Authorisation No. \_\_\_\_\_ date \_\_\_\_ month \_\_\_\_ year \_\_\_\_ (*in case of authorisation*).

The parties (hereinafter referred to as members) agree to sign a partnership agreement with the following contents:

### **Article 1. General principles**

1. The members voluntarily formed a partnership to participate in the Architectural Design Competition for a General Museum of Binh Dinh Province (hereinafter referred to as the Architectural Design).

2. The members agree that the name of the partnership for all transactions related to this competition is: \_\_\_\_\_ [*Write name of the partnership as agreed*]

3. If the Architectural Design is selected, no member has the right to refuse to take the responsibilities and obligations specified in the Competition Rules. In case a member refuses to fulfil his/her own responsibilities as agreed, the following shall apply to that member:

- *Compensation for damage to the parties in the partnership;*
- *Compensation for damage to the Competition Organiser according to the provisions as stated in the Competition Rules;*
- *Other possibility \_\_\_\_\_ [Please specify]*

### **Article 2. Responsibility sharing**

The members agree to take shared responsibility and separate responsibilities for each member to participate in the competition as follows:

1. Leader of the partnership

The parties agree to authorise \_\_\_\_\_ [*write the name of one party*] to be the leading member of the partnership, to represent the partnership in the following cases:

- [- Signing the registration form;*
- *Signing documents to contact the Organising Committee during the competition, including presenting the design concepts;*
- *Participating in the negotiation of the contract for the building construction investment project and the next design steps if selected;*
- *Other pieces of work \_\_\_\_\_ (please specify, if any).*

2. The members of the partnership agree to assign responsibility to undertake the work as shown in the table below:

| No.          | Name                      | Content to undertake | Percentage %         |
|--------------|---------------------------|----------------------|----------------------|
| 1            | Leader of the partnership | - ....<br>- ....     | - .... %<br>- .... % |
| 2            | Name of member No. 2      | - ....<br>- ....     | - .... %<br>- .... % |
| ....         | .....                     | .....                | .....                |
| <b>Total</b> |                           | <b>Total</b>         | <b>100%</b>          |

### **Article 3. Validity of the partnership agreement**

1. The partnership agreement becomes valid from the date of signing onwards

2. The partnership agreement will be terminated in the following cases:

- The parties fulfil their responsibilities and obligations;
- The parties mutually agree to terminate the agreement;
- The design submitted is not selected;
- The competition is cancelled by the Organising Committee.

The partnership agreement is made in \_\_\_\_ copies, each party keeps \_\_\_\_ copies, the agreements have the same legal validity.

**LEGAL REPRESENTATIVE OF THE LEADER OF THE PARTNERSHIP**

*[Write name, position, signed and sealed]*

**LEGAL REPRESENTATIVE OF THE MEMBERS OF THE PARTNERSHIP**

*[Write names, positions, signed and sealed]*

**LIST OF PROJECTS IN PLANNING AND ARCHITECTURE****UNDERTAKEN IN 2010 - 2020**

| <b>No.</b> | <b>Contract</b> | <b>Project</b> | <b>Owner</b> | <b>Location</b> | <b>Land plot area,<br/>grade of building</b> | <b>Year</b> | <b>Award</b> |
|------------|-----------------|----------------|--------------|-----------------|--|-------------|--------------|
| 1          |                 |                |              |                 |  |             |              |
| 2          |                 |                |              |                 |  |             |              |
| 3          |                 |                |              |                 |  |             |              |
| ...        |                 |                |              |                 |  |             |              |

**SUMMARY OF WORKS AND ACHIEVEMENTS  
OF THE DESIGN CONSULTANT**

**A. History, activities and organisational diagram of the design consultant**

*[Briefly describe the formation and organisation of the design consultant (in the case of a partnership, describe the organisation of each member of the partnership). Describe the number of specialised consultants with which the design consultant signs long-term labour contracts and specify the number of years of experience for each expert].*

**B. Achievements**

*[Summarise the content and scale of each planning project and building that the design consultant has participated in or has undertaken; awards achieved in planning and architectural design evaluated by a reputable organisation/in Vietnam or abroad - with proofs].*

## LIST OF TEAM MEMBERS FOR THE ARCHITECTURAL DESIGN COMPETITION

| No.         | Full name                                      | Nationality      | Position/role in the design competition | Work place |        |
|-------------|--|------------------|---|------------|--------|
|             |  |                  |   | In Vietnam | Abroad |
| <b>I.</b>   | <b>Key members</b>                             |                  |   |            |        |
| 1           | <i>[For example: Mr. Nguyen Van A]</i>         | <i>[Vietnam]</i> | <i>[Chief consultant]</i>               | X          |        |
| 2           |  |                  |   |            | X      |
| ...         |  |                  |   |            |        |
| <b>II.</b>  | <b>Key members appointed by the consultant</b> |                  |   |            |        |
| 1           |  |                  |   |            |        |
| ...         |  |                  |   |            |        |
| <b>III.</b> | <b>Other members</b>                           |                  |   |            |        |
| 1           |  |                  |   |            |        |
| ...         |  |                  |   |            |        |

Notes:

- Key members have long-term labour contracts signed with a design consultant. In case of employing a number of key members not under the management of the design consultant, a declaration in Section II has to be made and the reason must be clearly stated.

- The design consultant shall enclose a copy of the labour contract: a photocopy of the diploma, professional practice licence and resume of each of the above-mentioned consultants according to Appendix 4.

**EXPERT CURRICULUM VITAE**

Expected position: \_\_\_\_\_

Name of design consultant: \_\_\_\_\_

Full name of expert: \_\_\_\_\_ Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Member of a professional organisation: \_\_\_\_\_

Work experience:

| <b>Time</b>                   | <b>Organisation</b> | <b>Reference information</b>  | <b>Work position</b> |
|-------------------------------|---------------------|---|----------------------|
| From dd/mm/yyyy to dd/mm/yyyy | .....               | <i>(Name, phone number and email of reference specialist to verify the information)</i> | .....                |

Task assignment in the planning and architectural design competition

|  |  |
|--|--|
| Design programme in detail as assigned in design concept development             | Previous work experience to demonstrate that the expert can fulfil the requirements of his/her job |
| <i>[List specific work in Appendix 5 that experts are assigned to undertake]</i> |  |
| ...  |  |

Competence:

*[Describe in detail the experience and training courses attended to meet the assigned scope of work. In the description of experience, it is necessary to clearly state the specific tasks assigned in each project and the name/address of the investor].*

Achievements:

*[List of awards that the expert has achieved as author/chairman/chief designer/participant in the planning and architectural design competitions assessed by reputable international organisations or organisations in Vietnam]*

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Qualifications:

*[Indicate relevant qualifications and degrees, institutions, length of study and type of degree]*

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Foreign languages:

*[Indicate the level of each foreign language]*

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Contact details:

*[Indicate the name, email address and phone number of a reference specialist to verify the information if necessary]*

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I hereby certify that the information provided above is true. If there is anything proved to be false, I will take my legal responsibility.

\_\_\_\_\_, date \_\_\_\_ month \_\_\_\_ year \_\_\_\_

**Declarant**

*[Write full name and position]*

*Signature]*

Notes:

- *The design consultant shall enclose a copy of each labour contract; Photocopies of diplomas and professional practice licences of the above-mentioned consultants.*

- *For an expert acting as project manager/chairman/chairwoman, he/she must also provide documents proving that he/she has designed at least one grade-I building (or a higher grade).*