**ARCHITECTURAL DESIGN COMPETITION REGULATIONS**

**POSTEF MULTI-PURPOSE BUILDING**

*Location: 61 Tran Phu Street, Ba Dinh District, Hanoi City*

 *(Issued with Decision No. … by … dated …)*

PROJECT INVESTOR: POST AND TELECOMMUNICATION EQUIPMENT JSC

COMPETITION ORGANISER: POST AND TELECOMMUNICATION EQUIPMENT JSC

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

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**APPENDICES**

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

*Hanoi, … July 2022*

ARCHITECTURAL DESIGN COMPETITION REGULATION

POSTEF MULTI-PURPOSE BUILDING

*Location: 61 Tran Phu Street, Ba Dinh District, Hanoi City*

# **CHAPTER I. INTRODUCTION**

## **Article 1. Legal bases**

* Pursuant to Law on Construction No. 50/2014/QH13 dated 18/06/2014 and Law on Amending and Supplementing a number of articles in Law on Construction No. 62/2020/QH14 dated 17/06/2020;
* Pursuant to Law on Urban Planning according to Merged Document No. 16/VBHN-VPQH dated 15/07/2020;
* Pursuant to Law on Architecture No. 40/2019/QH14 dated 13/06/2019;
* Pursuant to Decree No. 85/2020/ND-CP dated 17/07/2020 on giving more details to a number of articles in Law on Architecture;
* Pursuant to the Adjustment of Detailed Planning of Ba Dinh Political Centre, Hanoi City, scale 1/2000 approved by the Prime Minister in Decision No. 2411/QD-TTg dated 10/12/2013;
* Pursuant to the Management Regulations according to the Adjustment of Detailed Planning Project for Ba Dinh Political Centre, scale 1/2000, issued together with Decision No. 2710/QD-UBND dated 21/05/2014 by Hanoi City People’s Committee;
* Pursuant to the direction of Hanoi City People’s Committee in Official Document No. 4571/VP-DT dated 19/05/2022 and the guidance of Hanoi City Department of Planning and Architecture in Document No. 2337/QHKT-ND on planning and architecture of Postef multi-purpose building project at land plot 61 Tran Phu Street, Dien Bien Ward, Ba Dinh District, Hanoi City;
* Pursuant to Document No. 3862/QHKT-P3 dated 31/10/2011 by Hanoi City Department of Planning and Architecture reporting to Hanoi City People’s Committee on the conversion of land use purposes to study and develop Postef multi-purpose building project;
* Pursuant to Document No. 11011/UBND-XD dated 19/12/2011 on the approval of the conversion of land use purpose to study and develop Postef multi-purpose building project;
* Pursuant to Document No. 530/QHKT-TMB-PAKT dated 25/10/2017 by Hanoi City Department of Planning and Architecture on the approval of the master plan and architectural design concept of Postef multi-purpose building project at 61 Tran Phu Street, Dien Bien Ward , Ba Dinh District, Hanoi City;
* Pursuant to Decision No. 3841/QD-UBND dated 24/06/2017 by Hanoi City People’s Committee on the investment policy of Postef multi-purpose building project at 61 Tran Phu Street, Dien Bien Ward, Ba Dinh District, Hanoi City;
* Pursuant to Official Document No. 1159/HDXD-QLDA dated 08/12/2017 by the Department of Construction Management on the notification of the assessment results of the basic design of Postef multi-functional building project at 61 Tran Phu Street, Dien Bien Ward, Ba Dinh District, Hanoi City;
* Pursuant to Decision No. 2182/QD-UBND dated 09/05/2018 by Hanoi City People’s Committee on the approval of the conversion of land use purposes for project implementation;
* Pursuant to Decision on the adjustment of investment policy No. 1783/QD-UBND dated 04/05/2020 by Hanoi City People’s Committee;
* Pursuant to Construction permit for the underground building No. 83/GPXD dated 08/12/2020 issued by Hanoi City Department of Construction;
* Pursuant to Document No. 140/POT-DTDA dated 09/05/2022 by Post and Telecommunications Equipment Joint Stock Company regarding the architectural design competition for Postef multi-purpose building at 61 Tran Phu Street, Ba Dinh Ward, Hanoi City;
* Pursuant to Document No. 4571/VP-DT dated 19/05/2022 by Hanoi City People’s Committee on the architectural design competition for Postef multi-purpose building at 61 Tran Phu Street, Ba Dinh District;
* Pursuant to Report No. 226-BC/TU dated 19/05/2022 by Hanoi Party Committee on the review of investment in Postef multi-purpose building at 61 Tran Phu Street, Ba Dinh District;
* Pursuant to Official Document No. 2337/QHKT-ND by Hanoi City Department of Planning and Architecture with a request to Vietnam Association of Architects to co-organise an architectural design competition for Postef multi-purpose building at 61 Tran Phu Street – Hanoi City;
* Pursuant to Official Document No. 213/CV-DTDA dated 04/07/22 sent by Post and Telecommunication Equipment Joint Stock Company to Vietnam Association of Architects to co-organise an architectural design competition for Postef multi-purpose building;
* Pursuant to the Official Document No. 64/CV-HKTSVN dated 08/07/2022 by Vietnam Association of Architects to the Journal of Architecture to be a co-organiser of the architectural design competition for Postef multi-purpose building.

## **Article 2. General information on the project**

* Name of the project: Postef multi-purpose building;
* Location: 61 Tran Phu Street, Dien Bien Ward, Ba Dình District, Hanoi City;
* Land use purposes: mixed use of commerce, services and luxury hotel;
* Land area: 9,078 m2, of which: road area as planned 1,555 m2; project land area 7,523 m2 .
* Planning and building data:
	+ Built area: 3,757 m2
	+ Building density: 50%
	+ Building height : 11 storeys overground and 05 storeys underground;
	+ Gross Floor Area: Overground 32,306.6 m2; basement 43,023.2 m2; of which: floor area for commerce, offices and services – 33,863.8 m2, floor area for hotel – 19,454.4 m2, basement parking area – 14,674.4 m2, basement area for technical rooms – 7,373.2 m2. (The sixth basement as approved has been removed).
* Design requirements shall be given in the Design Programme.

## **Article 3. General information on the design competition**

**3.1. Organiser**

3.1.1. Project investor:POST AND TELECOMMUNICATION EQUIPMENT JSC

3.1.2 Design competition organiser: POST AND TELECOMMUNICATION EQUIPMENT JSC

 Postal address: 61 Tran Phu Street, Dien Bien Ward, Ba Dinh District, Hanoi City

 Representative: Mr. Nguyen Tien Hung – General Director

3.1.3 Design competition consultant:

 JOURNAL OF ARCHITECTURE – VIETNAM ASSOCIATION OF ARCHITECTS

 Postal address: 40 Tang Bat Ho Street, Pham Dinh Ho Ward, Hai Ba Trung District, Hanoi City

 Contact person: M. Arch. Nguyen Anh Duong – Head of the Department of Media and Communication, Mobile phone number: 0916 555 198 - Email: duong@tckt.vn

**3.2. Proposed timeline of the competition**

|  |  |  |
| --- | --- | --- |
| **NO.** | **EVENT** | **DATE** |
| 1 | Finalisation of the design competition documentation and relevant documents, launching ceremony  | 15/08/2022 |
| 2 | Submission of registration  | 30/08/2022 |
| 3 | Notification of pre-selection (Round 1)  | 07/09/2022 |
| 4 | Competition (45 days) | 08/09 - 27/10/2022 |
| 5 | Submission of design concepts | 4 pm, 27/10/2022 |
| 6 | Organising Committee: checking the validity of all design submissions  | 27/10 - 03/11/2022 |
| 7 | Evaluation by the Jury  | 11/2022 |
| 8 | Award giving ceremony  | 11/2022 |

Notes:

* Based on the reality, the Organising Committee will organise activities related to the competition in two modes: off-line and on-line with off-line. If necessary, the Organising Committee can modify the steps and timeline of the competition and notify directly to the relevant participants;
* The announcements and documents related to the Competition are sent by the Organising Committee to every participant via email registered with the Organiser;
* Information and the final outcomes of the competition will be officially announced on the mass media and directly notified in writing to relevant organisations and individuals.

## **Article 4. Aims and requirements**

* Aims: The design competition aims to look for creative and feasible design concepts, ensuring all the functions for Postef multi-purpose building - Towards a beautiful, sustainable and environment-friendly building, modern architecture in accordance with the spatial planning, contributing to the cityscape and landscape of Ba Dinh Political Centre and at the project site - 61 Tran Phu Street. Specific contents are given in the design programme.
* Requirements: The planning and architectural design concepts of the participants shall be evaluated by the Council established in accordance with the Law on Architecture, in order to select the best design concept, ensuring objectivity, transparency, complying with state regulations and international laws. The results of the competition shall be fully and widely announced, ensuring publicity, transparency and consensus.

## **Article 5. Mode of the competition**

* The competition is open to domestic and international design consultants and organisations that are competent in design, practising architecture in compliance with the current regulations and they feel free to participate in this event. Hereafter they are named “Participants”.
* The competition is divided in two rounds:

+ Round 1 (pre-selection):

**+** The Organising Committee will make an announcement nationwide about the competition so that design consultants can register and submit their registration forms. At the same time, the Organising Committee can also send letters to prestigious consultants in Vietnam and abroad and invite them to participate in the design competition. Those participants can register and submit their profiles according to the instructions given in Article 7 in this Regulation.

**+** Once the consultants have submitted all the registrations documents according to the regulations and timeline, the Council will evaluate and select the consultants to the second round of the competition in accordance with the current law and criteria of the design competition. Up to 10 consultants shall be selected. On the basis of the selection of the Council, the Organising Committee will report to the project investor to select the participants and promptly notify in writing to the short-listed consultants in the second round.

+ Round 2 (Competition):

* + Shortlisted consultants will participate in Round 2 – further developing their concepts.
	+ The Organising Committee, in association with the Council, will evaluate and rank the best design concepts according to the regulations of the competition. The final list of winners shall be submitted to state competent agency for approval and the awards shall be granted.

# **CHAPTER II. RULES OF THE COMPETITION**

## **Article 6. Participants**

1. Conditions
	1. Participants have to meet the following requirement:

+ All individuals and organisations practising architecture in Vietnam and abroad who have sufficient professional competence in accordance with the current regulations of the national and international laws are encouraged to register for and participate in the competition;

* 1. Ineligible participants:

+ Individuals who are members of the Council and Organising Committee, Organisations whose staff are members of the Council and Organising Committee;

1. Specific requirements for partnership and membership

Consultants can form a joint venture to register for the competition:

* The joint venture of design consultants must have a written agreement between the members participating in the joint venture. The written partnership agreement must be sent to the Organiser together with the registration form (Round 1). The partnership agreement must clearly state the head of the joint venture; define responsibilities (collective and individual), authority, work volume to be done by each member of the partnership, including the head of the partnership, place and time of signing the partnership agreement, signatures of members, seals (if any).
* All the issues regarding copyrights, interests and obligations between the parties in the joint venture are mutually agreed upon by the parties. The Organiser is not responsible for any problems arising;
* Each organisation or individual can only participate in one joint-venture;
* Consultants can collaborate with an expert or a group of experts to ensure the quality of their design concepts (Experts cannot be members of the Jury, Technical Team, or Organising Committee). In this case, the consultant does not need to send the minutes of agreement to the Organiser. The names and CVs of these experts must be clearly stated by the consultants in the list of the team members.

## **Article 7. Registration procedure**

**7.1 Registration (Round 1)**

* Consultants intending to participate in the competition will have to register for their participation in Round 1 and attach the registration form with supporting documents directly by post to the Organising Committee and simultaneousy online via the following link: <http://cuocthi.tckt.vn/dangky_postef>;
* Once the registration for the design competition has been closed, the Organising Committee will conduct a pre-qualification of the consultants (Round 1) and will notify the results to the short-listed consultants into Round 2, so that they will further develop their design concepts;

 **When registering for the design competition, a participant must submit to the Organising Committee the following documents:**

| **No.** | **Item** | **Round 1: Online submission (file)** | **Round 2: Submission by post (hard copy)** | **Where to find** |
| --- | --- | --- | --- | --- |
| 1 | Registration form and joint venture agreement (if any) | 01 file scan, in PDF format (signed and sealed) and 01 word file with the same content  | Signed and sealed documents | Appendix 01, Appendix 02 |
| 2 | Proof of the right to practise and legal status of the consultant in accordance with the current law of Vietnam | 01 file scan, in PDF format | Notarised documents within six months, translated into Vietnamese in case the original documents are not in Vietnamese language  |  |
| 3 | The consultant’s capacity profile showing the list with pictures of the projects that have been implemented since 2010 in architectural design and construction  | 01 file only containing all documents, in PDF format | Signed documents, sealed on Page One or Final Page  | Appendix 03 |
| 4 | Summary of activities and achievements (projects, competitions, awards, if any) | 01 file only containing all documents, in PDF format and 01 word/excel file with the same content | Signed documents, sealed on Final page and the entire documents | Appendix 04 |
| 5 | List of experts and personnel:+ Curriculum vitae and achievements of the chairperson/chairman/chief designer+ List of personnel expected to participate in the competition | 01 file only containing all documents, in PDF format and 01 word/excel file with the same content | Signed documents, sealed on Final page and the entire documents | Appendix 05, Appendix 06 |

**Notes:**

* Participants do not have to pay any registration fee;
* Consultants having registered to participate in the competition, when they want to change their registration status - different from the initial registration (change of name or new joint venture, etc.), must re-submit a new registration before the working session date of the Jury. The Organising Committee makes a record of amendments and supplements to the registration;
* Agencies and organisations have the right to request that the design consultants should clarify and provide more documents proving their qualifications, capacity and experience, if necessary.
* The Organiser does not pay any expenses to any participants, except the prizes for the winning designers and the supporting fee (For more details see the Prize section).
* Address to receive registrations sent by post or handed over by participants:

|  |
| --- |
| **JOURNAL OF ARCHITECTURE – VIETNAM ASSOCIATION OF ARCHITECTS** Postal address: Level 3, 40 Tang Bat Ho Street, Pham Dinh Ho Ward, Hai Ba Trung District, Hanoi CityRecipient: Ms. Ngo Kim Thuy – Mobile phone number: 0988717188  |

 **7.2 Receipt of deliverables (Round 2)**

 7.2.1 Documents to be provided to participants by the Organising Team (Round 2)

Those shortlisted for Round 2 of the competition will receive detailed documents of the Competition, in order to develop the design concept, including:

* **Documents:**
* Regulations of the competition;
* Design programme;
* Other relevant documents.
* **Maps and profiles:**
* Maps, diagrams, picture related to the project;
* Relevant drawings to the project;
* Other relevant information (if available).

 7.2.2 Receipt of submissions:

 Participants submit their design concepts by hand delivery or by express mail according to the deadline officially announced by the Organising Committee to the following address:

|  |
| --- |
| **JOURNAL OF ARCHITECTURE – VIETNAM ASSOCIATION OF ARCHITECTS** Postal address: Level 3, 40 Tang Bat Ho Street, Pham Dinh Ho Ward, Hai Ba Trung District, Hanoi CityRecipient: Ms. Ngo Kim Thuy – Mobile phone number: 0988717188 |

* The deadline for submission is regarded as the time of submission directly at the Organising Committee office or the postmark if submitted by post. However, the documents are sent by signed post, which is required to arrive at the office no later than 03 days after the deadline for submission;
* The Organising Committee will make a record of handover of deliverables (directly or via email) clearly stating: Time of submission, Quantity, Content, Status. The Organising Committee representative and the representative who submitted the design concept(s) signed the minutes together. The handover record is made into 02 copies: 01 copy is sent to the representative submitting the design concept(s), 01 copy is sent to the Organising Committee as archives.

## **Article 8. Requirements for deliverables**

**8.1 General principles**

* There is no limit to illustration of a design concept;
* Language to be ​​used in all graphic designs and project descriptions is Vietnamese or bilingual English - Vietnamese; Other languages ​​may not be used in the representation on any drawings or descriptions;
* Unit of measurement of length in drawings: Use the metric system; dimensions for master plan drawings are in metre (m) or hectares (ha), dimensions for architectural drawings are in millimetre (mm);
* Monetary unit: Vietnam Dong;
* Use colour symbols according to the convention of architectural design drawings;
* Presentation: in compliance with the principle of anonymity as detailed in Article 9.

**8.2 Contents of a submission**

**a. Drawings:**

The contents of drawings include but are not limited to the following:

* Evaluation of the current land use;
* Planning concept of key buildings and auxiliary buildings, and preliminary planning of technical infrastructure systems, showing clearly all green areas and parking areas, internal and external traffic planning, rainwater drainage, etc.
* Architectural design drawings include floor plans, elevations, cross sections, diagrams, etc. Master plan, scale 1/500, showing all indicators, such as built area, floor area, building density, building height, etc. Functional zoning plan of land use shows the location, boundary and area of each sub-zone; Floor plans in detail from basement to roof, scale 1/100 or 1/200; Elevations, scale 1/100 or 1/200; Cross sections, scale 1/100 or 1/200; Corner perspectives (as many as possible); Interior views of key rooms/spaces (as many as possible). A participant may use an appropriate scale to be commensurate with their design concept(s).

**b. Project description:**

 The contents of drawings include but are not limited to the following:

* Clearly presenting design concepts on planning - architecture, which must describe the orientation of master plan design, giving details about the components and the meaning of the design, the contributions to the public space of the region, ensuring elements that are harmonious with nature, environmentally friendly, meeting strategic and sustainable development as well as the necessary technical requirements; Built forms, design concepts, styles, aesthetic significance of using building materials. Clarifying the characteristics of offices with multiple users/occupants;
* Proposing solutions for the master plan, building density, traffic planning, green areas, parking inside/outside the building, elevation of the building, etc. Designing floor plans, functional areas, and connections among functional areas and for the whole building project; analysis of use for specific purposes;
* Analysing traffic solutions and building system solutions, proposing applications of technologies, using innovative building materials, applying specific solutions for daylight and ventilation in particular spaces (such as basement), etc. with specifications required to demonstrate the level of achievement in design and suitability for the objectives and requirements established in the design programme;
* Feasibility and technical solutions used in the building design, such as simulation of efficient energy use, structures, electricity, water, air conditioning, communication, fire protection, emergency exit, acoustics, light, air / microclimate in the office rooms, cameras, environmental sanitation and so on.

**c. Others:**

* Films or video clips as illustrations for each design concept (if possible);
* Models (if possible);
* Cost estimates: Including preliminary calculation of the total investment of the final design concept and the proposed cost of undertaking design consultancy for (i) basic design and (ii) construction drawing design. The design scope includes the full range of building design, outdoor landscape and interior design.

**8.3. Requirements for a design submission**

* A design submission must consist of the following items:
* Hard cardboard for presentation: 01 set of drawings, A1in size, printed in colour, pasted on formex hard cardboards (5 mm in thickness). Maximum 06 cardboards per design concept. In case a participant submits more than one design concept, the drawings should be separately bound (with different codes of anonymity);
* Project description and small-size drawings: 15 sets, A3 in size, landscape layout, printed in colour;
* All the data must be stored in a USB stick;
* 01 envelope with contact details of the participant (in principle of anonymity).

***8.4. Checking the validity of submissions***

 Having received all the design submissions, the Technical Team will have the right to eliminate those which fail to meet the basic requirements as specified in the Regulations of the design competition without having to show the Jury for consideration, in the following cases:

 - Consultants are not included in the list of eligible participants as specified in Clause 7.1 in this Regulation;

 - Incomplete submissions, either the number of copies or drawings as required in Clause 8.3, late submissions, submissions by post to other recipients, as specified in Clause 7.2 in this Regulation.

## **Article 9. Principle of anonymity**

**9.1 Requirements for participants:**

A valid submission file is the one that fully complies with the contents specified in Clause 8.3 and the following regulations:

* All designs submitted to the Organiser of the Architectural Design Competition must be identified with codes chosen by the participants themselves (a name or any identification is not accepted, except the code chosen by the participant);
* A code of anonymity consists of two letters and four digits (for example: AB1234) selected by the participant itself, written in a rectangle 6 cm x 2 cm on the top right corner of each drawing. This code is also shown on the cover page of the consultant’s concept description (not included in the main content, i.e. on all the subsequent pages), as well as on one corner of the model. This code must not be seen in the film or video clip (if available), but just put on the saved file verification;
* In addition to all the aforementioned deliverables, a participant has to include one envelope writing “**Information on the Consultant/Participant**” on the front side with that code on the top right corner of the envelope. The following information should be given and put into the envelope:
	+ Name of the consultant/participant, contact address, contact telephone number, fax number and email address.

**9.2 Requirements for the Organiser:**

 The envelope with the note “**Information on the Consultant/Participant**” shall be kept confidential by the Organiser and only announced when the Jury has completed the final working session.

**9.3 Requirements for the Technical Team:**

 Upon receipt of a design submission, the Technical Team opens the outermost package to check the number of drawings and other documents. The minutes of receiving a design submission will be signed between the Technical Team and the representative of the participant.

 Before each design concept is submitted to the Jury for evaluation, the Technical Team opens the package of each set and hides participant’s code. Instead, a code from the Organising Committee shall be used.

# **CHAPTER III.** **EVALUATION AND RANKING OF DESIGN CONCEPTS**

## **Article 10. Competition Council**

* The Design Competition Council (hereinafter referred to as the Council) is established by the Project Investor. The Council evaluates and ranks all the design submissions. The Council consists of 15 experts and managers with expertise and experience in urban planning, architecture and construction engineering. At least two-thirds of the Council members are architects, one representative of a state management agency in planning and architecture and one representative of a social or professional organisation in practising architecture.
* The title of Chairman of the Council is invited by Post and Telecommunication Equipment Joint Stock Company: The President of Vietnam Association of Architects shall be the Chairman;
* The list of the Council members shall be announced no later than 07 days after the deadline for receiving registrations;
* The Council shall select the consultants in the pre-qualification round (round 1), evaluates and ranks the design concepts (round 2), following the rules for the Council (particularly adopted for the Council). Rating criteria shall be based on the design programme and the regulations for the design competition approved by the Project Investor. The Council helps the investor choose an optimal architectural design concept, meeting all the requirements in planning, architecture, culture, socio-economic efficiency and environmental protection for the further steps of the project implementation.
* Working principles for the Council:
	+ The Council works in accordance with the Regulations adopted by all the Council members, ensuring independent working, honesty and objectivity throughout the working sessions;
	+ The Council works under the direction of the Chairman;
* The Council is supported by the Technical Team throughout the working sessions.

## **Article 11. Technical Team**

* The Technical Team is established by the Organising Committee, led by Head of the Team and responsible to undertake pieces of work assigned by the Organising Committee.
* The Technical Team is responsible for:
	+ Giving instructions of registration: receipt of registrations;
	+ Receiving enquiries and explaining the regulations to participants, providing information and relevant documents as well as Architectural Design Competition schedule for participants;
	+ Receiving design submissions;
	+ Collecting and compiling data for the pre-qualification round (round 1 – as aforementioned in Article 7 of this Regulation) to select competent consultants for the final selection round (round 2);
	+ Notifying short-listed consultants for round 2 and providing all relevant documents to the design competition for participants;
	+ Receiving submissions, checking every design submission upon receipt as specified in the regulations of this design competition;
	+ Checking the validity of each design submission, sending a report on the eligibility/validity of each design submission to the Council, collecting and compiling data of design submissions for the Council’s reference;
	+ Preparing evaluation forms and other documents relevant to the design competition, reporting the final results to the Council, drafting working minutes for the Council;
	+ Making a report and explaining the final outcomes of the Council’s working sessions, announcing the results of the design competition.

# **CHAPTER IV. PRIZES AND FUNDING**

## **Article 12. Prizes and prize values**

* Prizes and funding for the competition are taken from the consultancy costs of the project approved by Post and Telecommunication Equipment Joint Stock Company:
	+ 01 First prize: worth **600,000,000 VND** *(In words: six hundred million Vietnam Dongs)*
	+ 01 Second prize: worth **300,000,000 VND** *(**In words: three hundred million Vietnam Dongs)*
	+ 01 Third prize:**100,000,000 VND** *(In words: one hundred million Vietnam Dongs).*
* In addition, those consultants short-listed and regarded as developing valid design concepts and accepted by the Jury shall be financially supported with **50,000,000 VND** *(in words: fifty million Vietnam Dongs)* per participant (excluding winning consultants);
* The values of the above-mentioned prizes include taxes in accordance with the current regulations of Vietnamese law;
* The prizes will be granted to the winners once the final results of the design competition have been approved by a state competent agency.
* Participants must provide invoices and necessary documents to the Organising Committee to make payment according to the Vietnamese regulations on finance and accounting. Foreign consultants that are not eligible to pay tax as prescribed by the Vietnamese law should send a written request to the Organising Committee. At that time, the Organiser will pay taxes on behalf of the foreign design consultant, the remaining amount of the prize (after deducting taxes/fees) shall be returned to the participant.

## **Article 13. Funding for organising the design competition**

 Funding for the design competition is taken from the consultancy expenses as part of the project approved by the Post and Telecommunication Equipment Joint Stock Company.

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

## **Article 14. Rights to pronounce and rights of property for design concepts**

* The design submissions of all participants are documented and kept highly confidential by the Organising Committee throughout the Design Competition;
* The design consultant is entitled to copyright for its architectural design concept in accordance with the law on intellectual property of Vietnam, but may not use the design registered in this competition in any other competition/project, or any other building;
* All the participants must ensure that they do not infringe the copyrights or intellectual property rights of any other individual or third party. The design consultants participating in the design competition must be responsible for the copyrights and intellectual property rights of their own designs, including the ideas/concepts, the contents of the documents, the project descriptions, the drawings, the software programs used, etc. to a third party in case of a claim. If violations of copyrights and/or intellectual property rights cause damage to the Design Competition Organiser, the design consultant must compensate for the damage, including the value of the award and financial support received;
* The Design Competition Organiser will not be responsible or liable for any claim that any ideas/concepts, contents of documents, project descriptions, drawings, software programs used, etc. or other documents of the submitted designs infringe the copyrights or other intellectual property rights of another individual or third party;
* Before making an announcement of the final results of the design competition, the design consultants participating in the competition may not use, provide or display their design concepts for other purposes without a written permission of the Organising Committee;
* The project investor reserves the right to publish or allow a third party to publish all the design concepts for communication and promotion purposes.

## **Article 15. Benefits for the participants**

* All the design consultants selected to enter Round 2 having submitted valid design concepts accepted by the Jury/Council will receive financial support and prizes according to Article 12 of this Regulation;
* An organisation/individual with an award-winning design concept selected for construction in the next steps will be guaranteed the copyright, and can negotiate and sign an economic contract to develop and carry out a project in the next design steps when they are well qualified as prescribed by the Architecture Law and the Construction Law; if they do not have sufficient capacity, they can form a joint venture with qualified consultants to undertake the project;
* In case an organisation or individual with an award-winning project refuses to carry out the next steps, the project investor shall negotiate to use the award-winning design concept in accordance with the law on intellectual property and other relevant legal documents; In case they fail to reach a negotiation, the next best design will be selected for contract negotiation and signing.
* Any design consultants participating in the competition do not have the right to ask the Organiser, the Jury or the organisations/agencies involved in this competition to explain the results of the pre-qualification round and evaluation round.

## **Article 16. Responsibilities of participants**

* Comply with the provisions in this Regulation;
* A consultant participating in the design competition is fully responsible for ensuring the copyright regulations of the concepts in architecture and planning submitted to the Organising Committee, even if there is a copyright dispute as legally required, both in Vietnam and abroad;
* Finalise the designs in consideration of the Jury members, the project investor’s comments and set up the next step survey and design programme in case of being selected;
* The participants may have to present their design concepts in the form of a project defence according to the schedule fixed by the Organiser and it should be notified at least five working days prior to the date of project defence;
* Pay for all the expenses arising from participation in the design competition.

## **Article 17. Other requirements**

* The Organiser reserves the right to amend the Regulations on the design competition. The Organiser is responsible to notify all parties involved about the adjustments and modifications;
* In case there is no design that fulfils the goals and/or meets the requirements as specified in the Regulations, the competition will be held once again.
* All disputes during the competition (if any) shall be solved in accordance with the current law of Vietnam./.

**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 form of activities and achievements of the design consultant.

5. Appendix 05. List of team members participating in the Planning and Architectural Design Competition.

6. Appendix 06. CV form and achievements of the team leader participating in the Planning and Architectural Design Competition.

**Appendix 01**

**REGISTRATION FORM (1)**

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

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name of the Design Competition Organiser]*

Pursuant to the announcement of the Architectural Design Competition for Postef Multi-purpose Building, we, \_\_\_\_\_\_\_\_ *[name of consultant or joint venture team]* would like to participate in the aforementioned Design Competition.

Office address:

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

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail:

We attach to this registration form the following documents to prove our eligibility, capacity and experience:

1. Joint-venture agreement *[in case of a joint-venture consultant];*

2. Documents proving the rights to practise planning/architecture and the legal status of the consultant/organisation;

3. List of projects in planning - architecture undertaken from 2010 to date; enclosed with documents demonstrating that at least one grade I building has been designed;

4. Summary of activities and achievements or the consultant/organisation;

5. List of team members to participate in the competition;

6. CV and achievements of the design team leader.

We pledge:

- Independent financial accounting;

- Not in the course of dissolution; not in bankruptcy or insolvent debt as prescribed by the law;

- The ​​planning and building concept to be submitted does not infringe the copyright or intellectual property rights of any other individuals or third parties.

- The information declared in the attached documents is truthworthy and does not commit acts of corruption or bribery when participating in this competition./.

|  |  |
| --- | --- |
|   | **Legal representative of the design consultant (2)***[Name and title, signed and sealed](3)* |

*Notes:*

*(1) The design consultant that registers to participate in the competition should write fully and accurately the information about the name of the Organising Committee, the name of the design consultant, and the legal representative of the consultant - signed and sealed (if any).*

*(2) In case the legal representative of the design consultant authorises a subordinate staff to sign the registration form for the design competition, it must be enclosed with the Letter of Authorisation according to Appendix 1a; In case the company’s charter or other relevant documents assign responsibilities to the subordinates to sign the registration form for the competition, these documents must be attached (then it is no need to make a Letter of Authorisation according to Appendix 1a).*

*(3) In case a foreign design consultant does not have a seal, a competent organisation’s certification must be provided to demonstrate that the signature in the registration form for the competition is true, and that he/she is the legal representative of the design consultant.*

**Appendix 1b**

**LETTER OF AUTHORISATION (1)**

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

I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Write name, ID card number or Passport number, position of legal representative of the design consultant],* as the legal representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[write name of design consultant]* located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[write postal address of the design consultant].* Herewith I authorise \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Write name, ID card number or Passport number, position of the authorised legal representative]* to undertake the following pieces of work while participating in the Architectural Design Competition for Postef Multi-purpose Building organised by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of the Organiser]*:

*[- Signing the registration form;*

*- Signing a joint-venture agreement;*

*- Signing documents to deal with the Organising Committee while participating in the competition, including presentation of design concepts, proposals and receipt of the prizes.*

*- Making decisions about the copyrights of design concepts;*

*- Negotiating and signing a contract for the establishment of a building construction investment project and next design steps if selected;*

*- …………] (2)*

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

This Letter of Authorisation is valid from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ (3). This letter of authorisation is made in \_\_\_\_ copies with the same legal validity, the authorising person keeps \_\_\_\_ copies, the authorised person keeps \_\_\_\_ copies.

|  |  |
| --- | --- |
| **Authorised person***[Write name, title, signature and seal (if any)]* | **Authorising author***[Write name of legal representative of design consultant, title, signed and sealed]*  |

*Notes:*

*(1) In case of authorisation, the original letter of the letter of authorisation must be sent to the Standing Office together with the registration form. Authorisation of the legal representative of the design consultant to the deputy, subordinate, branch director, and head of the representative office of the design consultant to act on behalf of the representative person must be in accordance with the law of the design consultant that allows to do one or more of the above-mentioned jobs. The use of the seal in case of authorisation can be the seal of the design consultant or the seal of the agency to which the individual is authorised. The authorised person may not continue to authorise others.*

*(2) The scope of authorisation includes one or more of the above mentioned jobs.*

*(3) Write the effective date and expiry date of the letter of authorisation in accordance with the participation in the competition round.*

**Appendix 02**

**JOINT-VENTURE AGREEMENT**

\_\_\_\_ , date \_\_\_\_month\_\_\_\_year\_\_\_\_

**Architectural Design Competition for Postef Multi-purpose Building**

With regard to the announcement of the Architectural Design Competition for Postef Multi-purpose Building.

We, representatives of the partners signing a joint-venture MoU, are:

**Name of the first joint-venture partner**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Write name of each partner]*

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

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

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

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

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

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

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

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

Document of Authorisation No. \_\_\_\_\_\_\_\_ dated \_\_\_\_ /\_\_\_\_ / \_\_\_\_ *(in case of authorisation).*

**Name of the second joint-venture partner** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[write name of each partner]*

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

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

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

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

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

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

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

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

Document of Authorisation No. \_\_\_\_\_\_\_\_ dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_ *(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 joint-venture partnership to participate in the Architectural Design Competition for Postef Multi-purpose Building (hereinafter referred to as the Architectural Design).

2. The members agree that the name of the joint-venture partnership for all transactions related to this competition is: \_\_\_\_\_\_\_\_\_\_\_ *[Write name of the joint-venture 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 Regulations. In case a member refuses to fulfil his/her own responsibilities as agreed, the following penalties shall apply to that member:

*- Compensation for damage to the parties in the joint-venture partnership;*

*- Compensation for damage to the competition organiser according to the provisions as stated in the Competition Regulations;*

*- 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 joint-venture partnership

The parties agree to authorise \_\_\_\_ *[write name of one party]* to be the leading member of the joint-venture partnership, to represent the joint-venture 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 construction investment project and the next design steps if selected;*

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Content** | **Percentage %** |
| 1 | Leader of the joint-venture partnership | - ....- .... | - .... %- .... % |
| 2 | Name of member No. 2 | - ....- .... | - .... %- .... % |
| .... | …… | …… | …… |
| **Total** | **Total** | **100%** |

**Article 3. Validity of the joint-venture 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 validity.

**LEGAL REPRESENTATIVE OF THE LEADER OF THE JOINT VENTURE***[Write name, position, signed and sealed]*

**LEGAL REPRESENTATIVE OF THE MEMBERS OF THE JOINT VENTURE
*[Write names, positions, signed and sealed]***

**Appendix 03**

**LIST OF PROJECTS IN PLANNING AND ARCHITECTURE**

**UNDERTAKEN IN 2010 - 2022**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Contract** | **Project** | **Owner** | **Location** | **Land plot area, grade of building, floor area, number of storeys overground (F+), number of storeys underground (F-))**  | **Year****(Start and finish)** | **Award** |
| 1 |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |
| 3 |   |   |   |   |   |   |   |
| ... |   |   |   |   |   |   |   |

**Appendix 04**

**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 joint venture, describe the organisation of each member of the joint-venture 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 undertaken; awards achieved in an architectural design evaluated by a reputable international/domestic organisation - with proofs].*

**Appendix 05**

**LIST OF TEAM MEMBERS FOR THE COMPETITION IN PLANNING AND ARCHITECTURE**

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

**Appendix 06**

**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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Organisation** | **Reference information** | **Work position** |
| From dd/mm/yyyy to dd/mm/yyyy | …… | *(Name, phone number and email of reference specialist to verify the information)* | …… |

Task assignment in planning and architecture

|  |  |
| --- | --- |
| Design assignment in detail | Previous work experience to demonstrate that the expert can fulfil the requirements of his/her job |
| *[List specific work in Appendix 5 that experts are assigned to undertake]* |   |
| ... |   |

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 project 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]*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualifications:

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Foreign languages:

*[Indicate the level of each foreign language]*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details:

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |
| --- | --- |
|   | \_\_\_\_, \_\_\_\_ /\_\_\_\_ / \_\_\_\_*[Write full name and position**Signed and sealed]* |