

COMPETITION RULES
MASTER URBAN PLAN AND ARCHITECTURE CONCEPT FOR
HEAD OFFICE AREA OF MINISTRIES AND CENTRAL AGENCIES
IN THE WEST OF THE WEST LAKE, HA NOI, VIET NAM
(Issued with Decision No 1352/QD-BXD dated October 16, 2020
of Minister of Construction)

Article 1. General Information about the Competition

1.1. Introduction: Assessing the current status of the system of head offices of ministries, Government agencies, since 2012 the Prime Minister has raised the issue of construction planning of the ministerial office system in Ha Noi and Ho Chi Minh City. Through a thorough research process by professional units, careful consideration and evaluation by administration levels, on December 27, 2019, the Government gave opinion on the implementation of the Scheme of construction planning of the system of head offices of ministries, Government agencies, Central organs of Unions in Ha Noi to 2030 (*Notice No. 213/TB-VPCP dated December 27, 2019*).

On that basis and at the request of the Minister of Construction, the Prime Minister has approved the adjustment of the Task of construction planning of the system of head offices of ministries, Government agencies, Central organs of Unions in Ha Noi to 2030 (*Decision No. 658/QD-TTg dated May 19, 2020*), which assigns the Ministry of Construction to: “*approve plan, organize Competition and select consulting organization (international and domestic) to develop an alternative of the master urban planning - architecture Concept for head office area of ministries and central agencies in the West of the West Lake in Ha Noi, Viet Nam*”.

To carry out the task assigned by the Prime Minister, the Minister of Construction issued Decision No. 1213/QD-BXD dated September 11, 2020, which assigns the Specialized Construction Investment Project Management Board - Ministry of Construction to organize the Competition (*including preparatory tasks such as the formulation of the Design Task, the Competition Rules, the cost estimates of organizing the Competition, the selection of consulting organizations and submitting them to the Ministry of Construction for appraisal and approval; proposal for establishment of the Competition Council*); to arrange the formulation of cost estimates of the planning scheme and to manage the funds related to the Competition and planning scheme formulation.

- 1.2. Name of Competition: Competition for master urban planning - architecture concept for head office area of ministries and central agencies in the West of the West Lake, Ha Noi, Viet Nam.
- 1.3. Decision Making Agency: The Prime Minister.
- 1.4. Competition Organizing Agency: The Ministry of Construction.
- 1.5. Location for Competition: Ha Noi Capital, Socialist Republic of Viet Nam.
- 1.6. Funding Source for the Competition: State budget.
- 1.7. Scope: The head office area for 12 ministries, central agencies on the land area of about 35ha in the land plots with symbols CQ1-CQ12, CC3, X1-X4 in subdivision H2-1 of the urban area of West of West Lake, Ha Noi city.

Article 2. Purposes, requirements of the Competition

2.1. Purposes:

The Competition is held to select the optimal master urban planning - architecture concept for head office area of ministries and central agencies in the West of the West Lake, Ha Noi, Viet Nam (*hereinafter referred to as the urban planning - architecture Concept*), as the basis for making a construction planning Scheme of the system of head offices of ministries, Government agencies, central organs of Unions in Ha Noi to 2030, and submitting it to the Prime Minister for approval.

At the same time, the Competition result is an important basis for the preparation process for construction investment projects for head offices of ministries and central agencies in the West of West Lake area.

2.2. Requirements:

Collecting at the maximal urban planning - architecture Concepts with quality from domestic and foreign consulting organizations; conducting close and accurate analysis, evaluation for the selection of the best master urban planning - architecture Concepts; ensuring objectivity, transparency and compliance with relevant regulations.

Article 3. Form of Competition

3.1. This is an international Competition for domestic and foreign design consulting organizations with adequate professional qualification, practicing in accordance with current law and taking part in the Competition voluntarily.

3.2. The Competition consists of 2 Rounds:

- Round 1 (*Prequalification*): Widely announcing the content of the Competition so that consulting organizations get to know and register for

participation. At the same time, directly inviting a number of reputable and experienced domestic and foreign consulting organizations to participate in the Competition. Invited design consulting organizations as well as other design consulting organizations wanting to participate in the Competition should submit registration application for Competition.

The Round 1 will select 05 to 15 design consulting organizations with appropriate capabilities and experiences to be invited to take part in Round 2.

- Round 2 (*Competition for selection*): Receiving competition design products from design consulting organizations qualified from Round 1. Organizing the selection and ranking of the best master urban planning - architecture Concepts, submitting to the competent authority for decision and awarding prizes.

Article 4. Competition Organizing Committee

4.1. The Organizing Committee is established by the Minister of Construction. The Organizing Committee consists of representatives from the leadership of the Ministry of Construction, the Departments: Urban Planning - Architecture, Planning - Finance, International Cooperation and Specialized Construction Investment Project Management Board - Ministry of Construction.

4.2. The Organizing Committee uses the seal of the Ministry of Construction.

4.3. The Organizing Committee has the privileges and duties:

To arrange the implementation of Competition Rules for master urban planning - architecture concept for the head office area of ministries and central agencies in the West of the West Lake, Ha Noi, Viet Nam (*hereinafter referred to as the Competition Rules*) that was approved by competent authority.

- To invite members to join the Competition Council.
- To establish Technical Groups to assist the Competition Council.
- To instruct the Standing Agency of the Organizing Committee to carry out works of logistics, administration, information... for the Competition and to report on the state of organization of the Competition.
- To announce the results of the Competition and award prizes.

4.4. Standing Agency of the Organizing Committee: the Specialized Construction Investment Project Management Board - Ministry of Construction (*hereinafter referred to as Standing Agency*).

Address: Road No. 4, Tay Ho Tay urban area, Xuan Tao ward, Bac Tu Liem district, Hanoi city.

Article 5. Milestones regulation

- Content of the Competition is publicly posted by the Standing Agency on the media at least 20 days prior to the date of receiving registration applications.
- Time for prequalification (*Round 1*): 07 days.
- Time for design consulting organizations selected into Round 2 to prepare the urban planning - architecture Concept: about 90 days.
- Time to submit the urban planning - architecture Concept will be announced directly to each participating design consulting organization.
- Time for competition selection (*Round 2*): 07 days.
- The prizes will be announced after the competition result has been approved by the competent authority.
- The Ha Noi time zone (UTC+7) is the standard time for the Competition.

Article 6. Participants and conditions for the Competition

- 6.1. All domestic and foreign design consulting organizations with experiences and adequate qualifications in accordance with current regulations are eligible to participate in the Competition.
- 6.2. Design consulting organizations may form a joint operation to apply for Competition registration.
 - The consulting joint operation must have a written agreement between the joint operation members. The joint operation agreement must be sent to the Standing Agency together with the application dossier (*Round 1*).
 - Each consulting organization could only take part in one joint operation.
 - All rights, interests and obligations between the parties in the joint operation are agreed upon by the parties themselves, the Organizing Committee shall not take any responsibility for any dispute between the parties.

Article 7. Competition registration

- 7.1. Design consulting organization registering for the Competition should send to the Standing Agency a complete registration application dossier (*01 original and 05 copies*) including but not limited to the following documents:
 - Competition registration application form (*Appendix 1*);
 - Joint operation agreement in case of a joint operation for registration application (*Appendix 2*);

- Certificate documents proving the status of consultancy practicing and legal status of the organization;
 - A summary of the organization's performance and achievements (*Appendix 3*), which clearly states the competitions the organization has participated in and the awards won in the field of urban planning, architecture design (*with reference documents*);
 - Curriculum vitae and achievements of the leader/chief designer (*Appendix 4*);
 - List of personnel expected to participate in the urban planning - architecture Concept with resume and personal achievements (*if any*) (*Appendix 5*);
 - List of projects undertaken or being undertaken in the field of urban planning - architecture from 2010 to 2020 (*Appendix 6*).
- 7.2. Registration application dossier for the Competition must be placed in an envelope with clearly stating the name of the organization and sent to the Standing Agency at the time of registration reception.
- 7.3. The Standing Agency has the right to request the design consulting organization to clarify and provide supplement documents to prove their legal status, capacity and experience.

Article 8. Prequalification Council

- 8.1. The Prequalification Council consists of 09 to 11 members decided by the Minister of Construction to help select design consulting organizations with valid qualifications, competence and experience to participate in the formulation of the master urban planning - architecture Concept for the head office area of ministries and central agencies in the West of the West Lake, Ha Noi, Viet Nam.
- 8.2. The list and basic information about the expertise and experience of each member of the Council shall be announced at least 07 days before the deadline for registration admission.
- 8.3. Working principles of the Prequalification Council:
- The Council works independently. Council members ensure the highest objectivity, honesty and responsibility to fulfill the common duties of the Council;
 - The Council works according to the Operation Regulation of the Prequalification Council. The Regulation must be in accordance with current regulations, this Competition Rules and must clearly show the authority, responsibilities, coordination principles, and working regime of

the Council members; methods, processes, criteria for selecting design consulting organizations invited to Round 2 ...

- The Chairman of the Council shall, on behalf of the Council, sign a decision to promulgate the Regulation after being unanimous endorsed by the Council members.

- The Chairman of the Council must be present and administer the activities of the Council during the Council's work. The Council only considers, studies and selects the design consulting organizations for the Competition when there are at least 3/4 of the members present.

- The report on prequalification result must be signed for certification by all participating Council members.

8.4. The Prequalification Council has a Technical Group to assist in the working process.

Article 9. Prequalification result

9.1. No later than 03 days after the completion of the selection, the Chairman of the Prequalification Council shall, on behalf of the Council, sign a written report on the Council's working progress and the result of selection of suitable design consulting organizations and send it to the Ministry of Construction.

The Standing Agency shall consolidate the prequalification process and report it to the Minister of Construction.

9.2. The Minister of Construction decides the prequalification result (*Round 1*).

9.3. The prequalification result (*Round 1*) will be notified in writing by the Standing Agency to each applicant organization.

Article 10. Design Task

10.1. The Design Task of the master urban planning - architecture Concept for the head office area of ministries and central agencies in the West of the West Lake, Ha Noi, Viet Nam (*hereinafter referred to as Design Task*) is the document that sets out the requirements for the urban planning - architecture Concept of the design consulting organizations, at the same time, provides necessary information for the urban planning - architecture Concept.

10.2. The Design Task is approved by the Minister of Construction.

10.3. The Standing Agency provides the Design Task to the design consulting organizations that have been selected for the Competition round (*Round 2*).

Article 11. Dossier of the urban planning - architecture Concept

- 11.1. Design products for the Competition should be submitted on time to the Standing Agency. Design consulting organizations should pay attention to the safe protection of products during transportation.
- 11.2. The design consulting organizations do not put their names and logos on the design products for the Competition but encode them according to the instruction in Appendix 7 of this Rules.
- 11.3. Designing products once submitted to the Standing Agency will not be returned.

Article 12. Selection Council

- 12.1. The Selection Council consists of 09 to 11 members (including foreign members), established by the Minister of Construction to help select the urban planning - architecture Concepts that best meet the purposes and requirements set out for the Competition.
- 12.2. The list and basic information on the expertise and experience of each Council member shall be announced at least 07 days before the deadline of receiving the Competition design products.
- 12.3. Working principles of the Selection Council:
 - The Council works independently, complies with the Council's Operation Regulation. Council members ensure the highest objectivity, honesty and responsibility to fulfill the common duties of the Council;
 - The Council's Operation Regulation must be in accordance with current regulations, this Rules and must show the authority, responsibilities, coordination principles, and working regime of the Council members; specifying methods of scoring and voting when evaluating and ranking the urban planning - architecture Concepts and other necessary contents.
 - The Chairman of the Council shall, on behalf of the Council, sign a decision to promulgate the Operation Regulation after being unanimously endorsed by the the Council members.
 - The Chairman of the Council must be present and administer the activities of the Council during the Council's work. The Council only considers, studies and evaluates the design products for the Competition when at least three - quarters of the members are present.
 - The report of examination result must be signed for certification by all participating Council members.
- 12.4. The Selection Council has a Technical Group to assist in the working process.

Article 13. Competition result

13.1. At least 03 days after the completion of the selection, the Chairman of the Selection Council shall, on behalf of the Council, sign a written report on the Council's working progress; evaluation result, A, B, C rating and Honorable Mention prize (*if any*) for all urban planning - architecture Concepts, and send to the Ministry of Construction.

The Standing Agency shall consolidate the selection process and submit it to the Ministry of Construction, for the Ministry to report to the Prime Minister.

13.2. The Prime Minister decides the selection result (*Round 2*).

13.3. The selection result (*Round 2*) is widely publicized by the Standing Agency and notified in writing to each of the design consulting organizations of Round 2.

13.4. Award - winning organizations for urban planning - architecture Concept are responsible for preparing full documents for interpretation at the request of the Standing Agency and will be prioritized in the consideration of inviting to take part in the implementation of the investment project of developing the head office area of ministries and central agencies in the West of the West Lake in the future.

Article 14. Structure and Value of the Prizes

14.1. The Competition has a total prize value of 9 billion VND.

Based on the selection result decided by the Prime Minister, the Competition Organizing Agency shall award certificates and bonuses to award - winning design consulting organizations and provide financial support to all design consulting organizations of Round 2.

In which:

- Prize A: 2.0 billion VND.
- Prize B: 1.5 billion VND.
- Prize C: 1.0 billion VND.
- Honorable Mention Prize: 400 million VND.
- Design consulting organizations that do not win any award are equally supported out of the remaining budget of the total prize value but not exceeding 300 million VND for each.

14.2. Bonus and support payment methods:

- Bonuses and supporting funds are transferred by the Standing Agency in Viet Nam DONG (VND). The value of the prizes and the support funds mentioned above already include taxes according to the State's current regulations.

- Design consulting organizations must provide necessary invoices and documents to the Standing Agency to make payments in accordance with Viet Nam's financial and accounting regulations. Foreign consulting organizations that are ineligible for tax payment as prescribed by Vietnamese law are asked to send a written request to the Standing Agency. The Standing Agency will then pay tax on behalf of the foreign design consulting organization, the remaining amount of the prize (after tax deduction) will be transferred to the design consulting organization.

Article 15. Responsibilities and rights of participating design consulting organizations

15.1. Responsibilities:

a) To have full legal status and capacity for construction activities in accordance with Vietnamese laws and have experiences in urban planning and architectural design. Specifically:

- Having registration and operation license issued by a competent agency of the country in which the design consulting organization is operating;

- Having independent financial accounting;

- Not in the process of dissolution; not found to be in bankruptcy or insolvency as prescribed by law;

- For domestic consulting organizations: Have been granted Class I certificate of construction planning consultancy and Class I certificate of architecture consultancy.

- For foreign consulting organizations: Comply with the provisions of Point a, Clause 1, Article 60 (*stipulating the conditions of organization making construction planning of Class I*) and Point a, Clause 1, Article 61 (*stipulating the conditions of works design organization of Class I*) Decree No. 59/2015/ND-CP (amended in Decree 100/2018/ND-CP) of the Government on the management of construction investment projects.

Specifically:

- + Having made at least 01 construction planning project for national/ state/ provincial administrative center;

- + Having an individual who was the leader/chief designer of at least 01 construction planning project for national/ state/ provincial administrative center;

- + Having carried out at least 01 architecture design of a class I building (construction height of over 75m or number of floors of over 20 floors or total floor area of over 20,000 m² or large span of over 100 meters or

underground depth of over 18m or number of underground floors equal to or over 5) or more;

+ Having an individual who was the leader/chief designer of at least 01 class I building or higher.

+ In case of being selected to carry out the formulation of the construction investment project and subsequent design steps in the future, it is required to enter into a partnership with a Vietnamese consultant contractor or to engage an appropriate Vietnamese consultant subcontractor.

- Having won an award in the field of urban planning, architectural design from prestigious international organizations or organizations in Viet Nam.

b) Complying with the provisions of this Rules;

c) Upgrading and completing its urban planning-architecture concept on the basis of comments and requests of the Ministry of Construction in case the design consulting organization is selected to implement the next steps (*the cost is included in the award/support*);

d) Bearing all expenses related to Competition registration and participation.

15.2. Rights:

a) The design consulting organizations selected for Round 2 are to get the Design Task for the urban planning - architecture Concept and related documents. They will receive bonus or financial support according to Article 14 of this Rules.

b) The urban planning - architecture Concepts made for the Competition are protected by copyright in accordance with the Law on Intellectual Property of Viet Nam.

c) Design consulting organization with urban planning - architecture Concept that has been selected for next steps of implementation shall be invited for contract negotiation for the formulation of a construction investment project (pre - feasibility study report/investment policy proposal report, feasibility study report) and for the next design steps in the future if qualified as prescribed. If the qualification is not sufficient to take the next steps, it is possible to form a partnership with other qualified design consulting organizations to do so.

In case the design consulting organization with the selected urban planning - architecture Concept refuses or cannot perform the next design steps, the competent authority shall select another design consulting organization according to Vietnamese law to do so, but the copyright

(under the Law on Intellectual Property of Viet Nam) still belongs to the design consulting organization with the selected Concept. In this case, if the urban planning - architecture Concept needs to be further modified and upgraded for completion following the request of the competent authority, other design consulting organization shall do so without agreement of the author of the original urban planning - architecture Concept (*the design consulting organization that has the Concept selected*), unless this modification or upgrading harms the author's honor and reputation.

15.3. The design consulting organizations participating in the Competition do not have the right to request any interpretation from the Competition Organizing Agency, the Organizing Committee, the Prequalification Council, the Selection Council, the Standing Agency and related organizations/agencies about the prequalification and competition results.

Article 16. Technical Group for assistance

16.1. The Organizing Committee shall establish a Technical Group to assist the Competition Council.

16.2. The main duties of the Technical Group:

- To receive and preserve the files and documents of the Competition and competition design products during the Competition;
- To review and consolidate relevant data and information to help the Council;
- To prepare forms, consolidate assessment results and to draft documents at the request of the Chairman of the Council.

16.3. Members of the Technical Group have the right to attend the Council's working sessions as observers.

Article 17. Receiving competition dossiers

17.1. The Organizing Committee encourages design consulting organizations to send registration application dossiers and Competition design products by person to the Standing Agency.

In case of sending via postal service, the deadline of receiving the dossiers/products shall be calculated by the postmark at the arrival time.

17.2. If wanting to modify the submitted dossiers/products, the design consulting organization must make a written request and the Standing Agency only accepts the dossiers/products modified before the time of assessment and selection. Then, the Standing Agency shall make minutes to record the modification of the dossiers/products.

The Prequalification Council and the Selection Council shall decide whether or not to consider and evaluate the revised dossiers/products.

Article 18. Confidentiality and ownership

- 18.1. Competition design products of design consulting organizations shall be preserved and kept confidential by the Standing Agency during the entire examination period.
- 18.2. The Competition Organizing Agency shall be the owner of the competition design products and allowed to publish the competition products of the Competition, have the full right to use all the competition concepts of the design consulting organizations for the next step implementation without asking for permission or paying any extra money. Design consulting organizations shall be entitled to the copyright of their urban planning - architecture Concepts in accordance with the Law on Intellectual Property of Viet Nam but cannot use the design products submitted in this Competition in any other competition/project or works.
- 18.3. The urban planning - architecture Concepts must ensure that they do not infringe copyright or intellectual property right of any other individual or third party. The design consulting organizations must be responsible for the copyright and intellectual property right of the competition products, including ideas, contents of the files, explanations, drawings, software used... to the third party in the event of a complaint. If the violations of copyright and intellectual property right cause damage to the Competition Organizing Agency, the design consulting organization causing the damage must compensate including the prizes and supporting funds received.

The Competition Organizing Agency shall not be responsible for any consequences from the claim that any ideas, documents, explanations, drawings, software used ... or other materials of the competition infringe on the copyright or intellectual property right of another individual or third party.

- 18.4. Before announcing the competition results, the design consulting organizations are not allowed to use, supply or display the competition design products for other purposes without the permission of the Standing Agency.

Article 19. Language used

- The language used in the Competition is Vietnamese.
- Registration application dossiers for the Competition are presented in Vietnamese.

- Competition design products for Round 2 are presented bilingual in Vietnamese - English. In case there are language differences for the same content, Vietnamese version shall prevail.

Article 20. Other provisions

- The Organizing Committee encourages design consulting organizations to directly communicate with the Organizing Committee/ Standing Agency to find out information about the Competition, to conduct survey on the project land... However, due to the impact of the COVID-19 pandemic the Organizing Committee/ Standing Agency agree on the method of online information exchange, explanation via the internet, except for the dossiers, documents as specified in Articles 7 and 11 of this Rules.
- The Competition Organizing Agency has the right to adjust the Competition Rules. The Standing Agency is responsible for informing relevant parties of relevant adjustments.
- This Competition for master urban planning - architecture Concept for head office area of ministries and central agencies in the West of the West Lake, Ha Noi, Viet Nam is governed by the law of the Socialist Republic of Viet Nam. All disputes related to this Competition will be resolved through mediation; in case of unsuccessful mediation, either party has the right to file a lawsuit with the People's Court of Ha Noi. Judgment of the Ha Noi People's Court is a legal basis for all related parties to comply with./.

APPENDICES UNDER THE COMPETITION RULES
MASTER URBAN PLANNING - ARCHITECTURE CONCEPT FOR
HEAD OFFICE AREA OF MINISTRIES AND CENTRAL AGENCIES
IN THE WEST OF THE WEST LAKE, HA NOI, VIET NAM

1. Appendix 1. Registration Application Form.
2. Appendix 2. Joint operation Agreement Form.
3. Appendix 3. Template for Summary of the Design Consulting Organization's Operations and Achievements.
4. Appendix 4. Template for Resume and Achievements of the Leader/Chief Designer/Individual of the Urban Planning-Architecture Concept.
5. Appendix 5. Form for List of Personnel Expected to Participate in the Formulation of the Urban Planning - Architecture Concept.
6. Appendix 6. Statistical Form Listing Current and Ongoing Projects in the Urban Planning and Architecture Field from 2010 to 2020.
7. Appendix 7. Guidance on Coding of the Competition Design Products.
8. Appendix 8. Relevant Legal Documents.

COMPETITION REGISTRATION APPLICATION ⁽¹⁾

_____ day _____ month _____ year _____

To: _____ [insert name of the Competition Organizing Agency]

Based on the announcement on the Competition for the master urban planning - architecture concept for head office area of ministries and central agencies in the West of the West Lake, Ha Noi, Viet Nam, we, _____ [insert the name of the design consulting organization, in case of partnership, write the name of the joint operation] would like to apply for the registration for the above Competition.

We enclose herewith the following documents to prove our eligibility, capabilities and experiences:

1. Joint operation agreement [in the case the joint operation applies for Competition registration];

2. Documents proving the right of practicing and the legal status of the organization;

3. A summary of the organization's performance and achievements;

4. Curriculum vitae and achievements of the leader/chief designer;

5. List of personnel expected to participate in the formulation of the urban planning - architecture concept with resumes and personal achievements; enclosed with documents proving that the leader/chief designer has made at least 01 construction planning project for national/ state/ provincial administrative center; having the leader/chief designer who has made architectural design of at least 01 class I building or higher;

6. List of projects that have been carried out in the field of urban planning - architecture from 2010 to 2020; enclosed with documents proving at least 01 construction planning project made for national/ state/ provincial administrative center; has performed architectural design of at least 01 class I building or higher.

We commit:

- Independent financial accounting;

- Not in the process of dissolution; not be found to be in bankruptcy or insolvency as prescribed by law;

- The master urban planning - architecture concept in the Competition does not infringe copyright or intellectual property right of any other individual or third party;

- The information in the attached dossier is true and does not perform acts of corruption or bribery when participating in this Competition./.

Legal Representative of the Design Consulting Organization ⁽²⁾

[insert name, title, sign and stamp] ⁽³⁾

Notes:

(1) The design consulting organization applying for the Competition registration should note fully and accurately the information about the name of the Competition Organizing Agency, the name of the design consulting organization, and signed and sealed (if any) by the legal representative of the design consulting organization.

(2) In case the legal representative of the design consulting organization authorizes a subordinate to sign the application for Competition registration, the authorization letter must be attached according to Appendix 1a; in the case of the company charter or other relevant documents assigning responsibility to the subordinate to sign the application for Competition registration, these documents must be attached (no authorization letter is needed according to Appendix 1a). .

(3) In case the foreign design consulting organization does not have a seal, it is required to provide certification of the competent organization saying the signature in the registration application is that of the legal representative of the design consulting organization.

AUTHORIZATION LETTER ⁽¹⁾

Today, _____ day _____ month _____ year _____, in

I am _____ [insert name, ID number or passport number, title of the legal representative of the design consulting organization], the legal representative of _____ [insert name of design consulting organization], the address at _____ [insert the address of the design consulting organization,] in this writing authorize _____ [insert name, ID number or passport number, title of authorized person] to perform the following tasks in the process of participating in the Competition for the urban planning - architecture concept for head office area of ministries and central agencies in the West of the West Lake, organized by _____ [insert name of the Competition organizing agency]:

- To sign the application form;
- To sign a joint operation agreement;
- To sign documents for transaction with the Organizing Committee in the process of participating in the Competition, including the presentation of the concept, proposing and receiving the Competition awards;
- To decide the contents related to the copyright of the concept;
- To negotiate and sign the contract for the formulation of the construction investment project and for the next design steps if selected;
-] ⁽²⁾

The above authorized person only performs the work within the scope of authorization as a legal representative of _____ [insert name of design consulting organization]. _____ [insert name of legal representative of design consulting organization] is fully responsible for the work performed by _____ [insert name of authorized person] within the scope of authorization.

This Authorization Letter is effective from _____ to _____ ⁽³⁾. This Authorization Letter is made into _____ copies with the same legal validity, the authorizing person keeps _____ copies, the authorized person keeps _____ copies.

Authorized person [insert name, title, signature and stamp (if any)]

Authorizing person [insert name of legal representative of design consulting organization, title, sign and stamp]

Notes:

(1) In case of authorization, the original Authorization Letter shall be sent to the Standing Agency together with the Competition registration application. Authorization of the legal representative of the design consulting organization to the deputies, subordinates, the director of the branch, the head of the representative office of the design consulting organization to represent the legal representative of the design consulting organization is the implementation of one of the above work contents. The use of the seal in case of authorization can be the seal of the design consulting organization or the seal of the unit to which the concerned individual is authorized. Authorized person is not allowed to authorize another person further.

(2) Scope of authorization includes one or more of the above tasks.

(3) Enter the effective date and expiration date of the authorization letter in accordance with the competition process.

JOINT OPERATION AGREEMENT

Today, _____ day _____ month _____ year _____

Competition for the urban planning - architecture concept for head office area of ministries and central agencies in the West of the West Lake

Based on the announcement on the Competition for the urban planning - architecture concept for head office area of ministries and central agencies in the West of the West Lake,

We, on behalf of the parties signing the partnership agreement, include:

Name of joint operation members [insert name of each member]

Represented by Mr./Ms:

Position:

Address:

Phone:

Fax:

Email:

Account:

Tax code:

Authorization Letter number of day ____ month ____ year ____ (if authorized).

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

Article 1. General principles

1. The members voluntarily form a joint operation to take part in the Competition for the master urban planning - architecture concept for head office area of ministries and central agencies in the West of the West Lake (hereinafter referred to as the urban planning - architecture Concept).

2. The members agreed on the name of the joint operation for all transactions related to this Competition: [insert name of the joint operation according to the agreement].

3. In case the urban planning - architecture Concept is selected, no member has the right to refuse to perform the responsibilities and obligations specified in

the Competition Rules issued by the Minister of Construction attached to the Decision No 1352/QD-BXD dated October 16, 2020. In case one joint operation member refuses to fulfill his/her own responsibilities as agreed, such member shall be treated as follows:

- Have to compensate for damage to the parties in the partnership;
- Have to compensate for damage to the Competition Organizing Agency according to the provisions in the Competition Rules;
- Other forms of treatment [specify other forms of treatment].

Article 2. Allocation of responsibilities

The members agree to take overall responsibility and specific responsibility for each member to participate in the Competition for urban planning - architecture Concept as follows:

1. Head member of the joint operation

The parties agree to authorize [insert name of a party] to be the head member of the joint operation, representing the joint operation in the following work items:

- [- To sign the application form;
- To sign documents for transaction with the Organizing Committee during the Competition, including the presentation of the Competition alternative;
- To participate in the process of negotiating a contract for formulation of construction investment project and for the next design steps if selected;
- To do other jobs [specify content of other jobs (if any)].

2. The members of the joint operation agree to assign responsibilities to perform the work according to the following table:

No	Name	Work contents undertaken	Porpotion %
1	Name of the head member of the joint operation	-	- %
		-	- %
2	Name of the second member	-	- %
		-	- %

No	Name	Work contents undertaken	Porpotion %
....
Total		Total work	100%

Article 3. Validity of the Joint Operation Agreement

1. Partnership agreement takes effect from the date of signing.
2. The joint operation agreement terminates in the following cases:
 - The parties have fulfilled their responsibilities and obligations;
 - The parties agree to terminate;
 - The urban planning - architecture Concept of the joint operation is not selected;
 - Cancelation of the Competition according to the announcement of the Competition Organizing Agency.

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

**LEGAL REPRESENTATIVE OF
THE JOINT OPERATION HEAD
MEMBER**

[Insert name, title, sign and stamp]

**LEGAL REPRESENTATIVE OF
JOINT OPERATION MEMBERS**

[Insert each name, title, sign and stamp]

Notes:

(1) Scope of authorization includes one or more of the above tasks.

(2) The design consulting organization must write down the specific work content and estimate the corresponding percentage that each joint operation member will perform, overall responsibilities, responsibilities of each member, including the head member of the joint operation

**OVERVIEW OF OPERATION PROCESS AND ACHIEVEMENTS
OF DESIGN CONSULTING ORGANIZATION**

**A. The Process of formation and operation, organizational structure
of the Design Consulting Organization**

[Brief description of the formation process and organization of the design consulting organization (in case of a joint operation, describe the organization of each member). Describe the number of specialized consultants with whom the design consulting organization has signed long - term or indefinite contracts and clearly state the number of years of experience of each specialist].

B. Achievements

[Summary of content and scale of urban planning projects, architectural works the design consulting organization has made for participating in any competition or has carried out; any awards won in the field of urban planning, architecture from reputable international organizations or in Viet Nam - with reference documents].

CV OF EXPERT

Position intended to undertake:

Name of design consulting organization:

Expert's full name: _____ Nationality: _____

Job:

Date of birth:

Professional association joined:

Working process:

Time	Name of working organization	Reference	Jobs undertaken
From...to	(insert name, phone number, email of the referencing person to verify information)

The tasks expected to be assigned in the making of the urban planning - architectural Concept:

Details of the tasks expected to be assigned in the Competition:	Experiences in performing previous related duties and tasks to prove the ability for current assigned tasks
<i>[Indicate the specific work items in Appendix 5 that the expert is assigned to perform]</i>	
...	

Capabilities:

[Detailed description of experiences and training courses attended to meet assigned scope of work. In the description of experiences, it is necessary to clearly state the specific tasks assigned to each project and name/address of the investment owner]

Achievements:

[Statistics of awards that the expert has won as author/leader/chief designer/participant in the field of urban planning, architecture from a rated international organization/in Viet Nam]

Academic level:

[Indicate relevant qualifications, issuing organization, length of study and degree type]

Foreign Language:

[Indicate language proficiency]

Contact information:

[Indicate name, phone number, e-mail of the person if in need to contact for information reference]

I hereby certify that the above information is true, if wrong, I shall take full responsibility before the law.

_____, day month year _____

Signer

[Signature, title and full name]

Notes:

- The design consulting organization encloses a copy of the labor contract; copies of graduation diplomas and professional practice certificates of the above consulting experts.
- For experts holding the title of leader/chief designer, they must also provide documents proving that they have made at least 01 construction planning

project for national/ state/ provincial administrative center; has performed architectural design of at least 01 class I building or higher.

Appendix 5

LIST OF PERSONNEL PARTICIPATING IN THE FORMULATION OF UBAN PLANNING-ARCHITECTURE CONCEPT

<i>No</i>	Name	Nationality	Title in the Competition	Work location	
				In Viet Nam	Abroad
<i>I.</i>	Key personnel of the design consulting organization				
1	[Example: Mr. Nguyen Van A]	[Viet Nam]	[Chief Consultant]	<i>X</i>	
2					<i>X</i>
...					
<i>II.</i>	Key personnel mobilized by the design consulting organization				
<i>1</i>					
...					
<i>III.</i>	Other personnel				
<i>1</i>					
...					

Notes:

- Key personnel with long - term or indefinite term labor contracts signed with a design consulting organization. In case of engaging some key personnel not under the administration of the design consulting organization, the declaration shall be made according to Section II and the reason thereof must be clearly stated.

- The design consulting organization encloses a copy of the labor contract; copies of diplomas, professional practice certificates and CVs of the above consultants as per Appendix 4.

Appendix 6

LIST OF IMPLEMENTED AND ONGOING PROJECTS IN THE FIELD OF URBAN PLANNING AND ARCHITECTURE FROM 2010 TO 2020

No	Name of the Contract	Name of the Project	Name of investment owner	Construction Location	Scale (planned area, works class ...)	Execution time	Awards achieved
1							
2							
3							
...							

Notes:

Design consulting organization encloses a copy of documents proving that they have made at least 01 construction planning project for national/ state/ provincial administrative center; has performed architectural design of at least 01 class I building or higher.

GUIDELINES FOR CODING COMPETITION DESIGN PRODUCTS

1. Code chosen by the design consulting organization consists of any 2 letters and any 2 digits (for example: AB12) and must be printed in capital letters of about 10mm high in a rectangular box of about 15mm high and 50mm wide in the upper right corner of the drawings.

This code is also printed on the cover sheet of the report and on one corner of the model.

2. Envelope "Information of the participating organization":

- Outside of the envelope: Clearly name the Competition; code of design consulting organization.

The content inside includes:

+ Name of organization, address, phone, fax, email, contact point (name, phone number, email).

+ Statistical table of competition design products./.

RELEVANT LEGAL DOCUMENTS

- Law on Urban Planning No. 30/2009/QH12 dated June 17, 2009;
- Law on Architecture No. 40/2019/QH14 dated June 13, 2019;
- Decree No. 37/2010 / ND-CP dated April 7, 2010 of the Government on the formulation, appraisal, approval and management of urban planning;
- Decree No. 72/2019/ND-CP dated August 30, 2019 of the Government amending and supplementing a number of articles of the Government's Decree No. 37/2010 / ND-CP dated April 7, 2010 on formulation, appraisal, approval and management of urban planning and Decree No. 44/2015/ND-CP dated May 6, 2015 of the Government detailing a number of contents on construction planning;
- Decree No. 85/2020 / ND-CP dated July 17, 2020 of the Government detailing a number of articles of the Law on Architecture;
- Decree No. 81/2017 / ND-CP dated July 17, 2017 of the Government defining the functions, tasks, powers and organizational structure of the Ministry of Construction;
- Decision No. 837 / QD-TTg dated June 4, 2014 of the Prime Minister approving the tasks of planning for head offices of ministries, ministerial - level agencies and government agencies, central bodies of socio - political organizations in Ha Noi Capital until 2030;
- Decision No. 658/QD-TTg dated May 19, 2020 of the Prime Minister approving the adjustment of the tasks of planning for head offices of ministries, ministerial - level agencies and government agencies, central bodies of socio - political organizations in Ha Noi Capital until 2030;
- Document No. 6955/VPCP-CN dated 20/8/2020 of the Government Office on the implementation of planning tasks, planning capital sources and additional allocation of public investment capital sources for the implementation of the project on the construction of head offices of ministries, ministerial - level agencies and government agencies, central bodies of socio - political organizations in Ha Noi Capital until 2030;
- Decision No. 1213/QD-BXD dated 11/9/2020 of the Minister of Construction on the assignment for leaders of the Ministry and relevant units in the formulation of a planning project for head offices of ministries, ministerial -

level agencies and government agencies, central bodies of socio - political organizations in Ha Noi Capital until 2030 and organizing competition and selection of a consulting organization to develop a master urban planning - architecture concepts for head office area for ministries, central agencies in the West of the West Lake./.