



## GUIDE FOR THE SUBMISSION OF THE ENABLING DOCUMENTATION FOR STAGE 1

### Enabling Documentation – Stage 1

To ensure the correct submission of the Stage 1 enabling documentation, you must follow this procedure for consolidating and remitting information via email:

1. Letter of Interest and Commitment (Annex 1)

A letter signed by the Project Director, acting as the official representative of the team, expressing the team's interest in participating in the Open Call.

2. Team Members Identification (Annex 2)

A list of all team members and their roles, including the Curriculum Vitae of each member, demonstrating their professional qualifications and experience.

3. Team Experience Listing (Annex 2)

A list of public-use and cultural building projects, as well as awards and recognitions, submitted in accordance with Annex 2.

4. Portfolio of Projects

Graphic and technical documentation supporting the projects declared in Annex 2, including project sheets, plans, images, and authorship verification.

Applicants must refer to the Participation Rules for complete requirements.

### Submission of documentation

To ensure the **correct submission** of the Stage 1 enabling documentation, you must follow this procedure for consolidating and remitting information via email:

1. **Consolidation of Documentation**

- **Single File:** All supporting documentation (annexes, portfolio, CVs and certificates) must be contained in a **single compressed file in .ZIP format**.
- **Formats:** The documents inside the compressed file must be presented in digital **PDF** format. The graphic sheet for each work or project presented must be in **DIN A3** format.



## 2. Cloud Upload & Access

- **External Platform:** The .ZIP file must be uploaded to a cloud storage platform (such as Google Drive, OneDrive, Dropbox, or similar).
- **Access Permissions:** The download link must be configured with public read permissions to ensure immediate access by the Evaluation Committee.
- **Email Attachments Restriction:** Do not attach files directly to the email.

## 3. MD5 Hash Code Generation and Incorporation

To guarantee data integrity and ensure the file has not been altered after sending, the use of a verification code is required:

- **Nature of Hash:** The MD5 Hash is a unique alphanumeric code generated from your final .ZIP file. It is not an additional file, but a string of text to validate the integrity of the information.
- **Tools to Generate it:** You can generate it using system commands (e.g. certutil -hashfile on Windows or md5 on macOS) or MD5 HASH generation applications (e.g. QuickHash GUI, HashMyFiles, WinMD5Free, etc.)
- Once the HASH has been generated, this code must be included in the body of the application email.

## 4. Mail Delivery Protocol (Conforming to Annex 3)

**To:** convocatoria@museonacional.gob.ec

**Subject:** "Credential and Portfolio Delivery - Stage 1 - [Team Name]".

### Body Contents:

I hereby submit the enabling documentation, credentials, and portfolio corresponding to Stage 1 of the Open Call for Architectural schematic design proposals for the New Building of the National Museum of Ecuador.

I act as Project Director and representative of the applicant team [Team Name, if applicable], in compliance with the requirements established in the technical bases, including all documenta- tion duly signed and submitted in digital format.



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**Dirección:** Av. Patria y Av. 6 de Diciembre  
**Código Postal:** 172305 / Quito, Ecuador.

**Teléfono:** +593 2 381 4550

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The enabling documentation, annexes, and portfolio can be accessed at the following link:

[Link to download documents in ZIP format]  
[Hash Code]

I would like to confirm receipt of these documents.

I remain attentive to any additional communication related to the process.

Cordially,  
[Name of Project Director] [Professional Title]  
[Phone]  
[Email]  
[Name of Team/Studio/Firm]