# **Green Building Procurement Hub**

## Buildings

Instructions

1. Completely fill in the *Form – Green Procurement Philippines – Buildings* for each service.
2. Save the accomplished form in Portable Document File (.pdf).
3. Submit a high resolution photo or image of the building.
   1. Image format must be JPEG or PNG;
   2. White or light-colored background;
   3. Landscape with minimum 2000px by 3000px.
4. Submit a high resolution copy of the company logo of the building owner.
   1. Image format must be PNG;
   2. Transparent background; and
   3. Square with minimum 3000px by 3000px.
5. Submit the accomplished form and copies of the other supporting documentation to the PHILGBC National Secretariat through email at [GreenBuildingPH@philgbc.org](mailto:GreenBuildingPH@philgbc.org).

Building Information

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| What is the name of the building?  Accomplish a form for each building. |
| What was the certification rating tool used to assess the building?  Accomplish a form for each building. |
| What was the awarded rating for the building?  Accomplish a form for each building. |
| What are the features of your building? |
| What are your qualifications for the building?  Provide supporting documents reflecting the qualifications identified, which may include green building certificates awarded to the building. |

Building Image

Submit a copy of a high resolution image of the building in PNG file format (.png). The image will be used in the Green Building Procurement Hub. See the ***Error! Reference source not found.*** section for details on the use of the image.

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| --- |
| Filename |

Building owner

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | | | |
| Contact Person | | | |
| First Name | | Middle Name | Last Name |
| Designation Job Title | | | |
| Company Address | | | |
| No. | Street | Barangay | |
| City/Municipality | | Province | |
| Region | | ZIP Code | Country |
| Phone Number Include country and area code  (      ) | | Email Address | |
| Mobile Number  (      ) | | Company Website | |

Company Logo

Submit a copy of a high resolution image of the company logo in PNG file format (.png). The image will be used in the hub and other PHILGBC promotional materials. See the ***Error! Reference source not found.*** section for details on the use of the image.

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| Filename |

Publication Confirmation

The Green Building Procurement Hub is a complimentary service provided for the members of the Philippine Green Building Council (PHILGBC).

Please select the options that apply to the consent you are providing the PHILGBC in the usage, storage, and retention of your data. You are allowing the PHILGBC to collect, use, store, and retain your data, which includes:

Managing your project data in local and online servers and databases of the PHILGBC;

Displaying your building’s information, including the building name, building description and qualifications, building owner’s name, contact person’s name, contact numbers, and address in the online public website and promotional materials, public announcements or mentions in articles or posts in social media, official websites, press releases, reports, and physical promotional materials;

Using your data in materials for education and training, including service description and qualifications, name and image;

Using your data in communicating activities and impacts of the PHILGBC to partners and other interested parties in reputable external materials and channels in promoting the hub and green building;

Using your contact information to send you information on activities and programs of the PHILGBC and its partners;

Continuously using, sorting, and retaining your information until you formally withdraw your consent, at which time you accept that the PHILGBC can no longer withdraw or stop the use of past materials where your data were used.

You may contact the PHILGBC National Secretariat through e-mail at [GreenBuildingPH@philgbc.org](mailto:GreenBuildingPH@philgbc.org) to see, copy, or correct the information submitted here. In addition, you may send an e-mail to lodge a related complaint or withdraw your consent.

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| Building Owner Signature over Printed Name | Date |