# **Green Building Procurement Hub**

## Products

Instructions

1. Completely fill in the *Form – Green Building Procurement Hub – Products* for each product.
2. Save the accomplished form in Portable Document File (.pdf).
3. Submit a high resolution photo or image of the product.
   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 product 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).

Product Information

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| --- | --- |
| What is the name of the product?  Accomplish a form for each product. | |
| What is the model number of the product? | |
| What is the aspect addressed by the product?  Select any of the following applicable. | |
| Energy  Water  Waste Management  Management and building operations | Use of Land  Indoor environment quality  Transportation  Emission |
| What is the potential positive impact of the product to projects? | |
| How is the product used in projects?  Describe the proper application or use of the product to contribute to greening of projects. | |

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| What are the qualifications of the products?  Provide supporting documents reflecting the qualifications identified, which may include testing reports, certificates, eco-labels. For example, *Eco-label from Certification Body A on recycled content*. | | | |
| Certification, label, or  testing report | Product property tested or certified, and the standard used  *For example, VOC level based on SCAQMD Rule 1113. Architectural Coatings (SCAQMD, 2015)* | Validity period for the certification, label, or testing | Certification, labelling, or testing body’s name |
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Product Image

Submit a copy of an image of the product, which will be used in the Green Building Procurement Hub. Submit a high resolution image of the project in PNG file format (.png). See the *Publication Confirmation* section for details on the use of the image.

|  |
| --- |
| Filename |

Product Owner

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| --- | --- | --- | --- |
| 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  (      ) | | Product Website | |
| About the Company  Provide a brief description of the company and your business. (Maximum 200 characters) | | | |

Company Logo

Submit a copy of an image of the company logo, which will be used in the hub and other PHILGBC promotional materials. Submit a high resolution image of the project in PNG file format (.png). See the *Publication Confirmation* section for details on the use of the image.

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| Filename |

Publication Confirmation

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

Please select the options that applies 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 product’s information, including the name, image, product description and qualifications, product owner’s name, contact person’s name, contact numbers, and address in the online public website and in 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 and including your product information in materials for education and training, including images, product description and qualifications, and owner’s name;

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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| Product Owner Signature over Printed Name | Date |