

**BCA GREEN MARK PEARL PRESTIGE / PEARL AWARDS 2021
NOMINATION FORM**

This nomination form is to be completed and returned not later than **16 June 2021** to:

**The Secretariat
BCA Green Mark Pearl Prestige / Pearl Awards 2021
Building and Construction Authority
52 Jurong Gateway Road
#11-01
Singapore 608550**

Name of building		
Name of building owner/ landlord		
Name of parent company ^		
Building address		
Application under which award tier #	<input type="checkbox"/>	Green Mark Pearl Prestige Award
	<input type="checkbox"/>	Green Mark Pearl Award
Category of entry #	<input type="checkbox"/>	Commercial office
	<input type="checkbox"/>	Retail mall
	<input type="checkbox"/>	Business park development
Green Mark Rating of base building accorded by BCA #	<input type="checkbox"/>	Platinum
	<input type="checkbox"/>	Gold ^{PLUS}
Date of TOP/ CSC		

Please tick the relevant boxes

^ Awards will be presented to the building owner/ landlord by default. If the building owner/ landlord is a holding company, please indicate if the Awards shall be presented to the parent company instead.

1. Building Particulars

(Note: If you are submitting an application for part of a development, please provide breakdown in figures based on the scope of the entry you are submitting, as well as the figures for the whole development)

Gross Floor Area of building (m2)	xxx m2 (partial development – please provide breakdown) xxx m2 (whole development)
Total Nett Lettable Area of building (m2)	xxx m2 (partial development – please provide breakdown) xxx m2 (whole development)
Nett lettable area that has been certified under Green Mark occupant-centric schemes (m ²)	
Percentage of nett lettable area that has been certified under Green Mark occupant-centric schemes (%)	
Total number of tenants/ occupants in the building	
Total number of tenants/ occupants that has been certified under Green Mark occupant-centric schemes	

2. Particulars of Green Tenants/ Occupants

Name of tenant 1	
Tenant's address in building (floor and unit number)	
Rating of Green Mark certificate	Platinum/ Gold ^{Plus} / Gold/ Certified *
Nett Lettable Area (m ²)	

Name of tenant 2	
Tenant's address in building (floor and unit number)	
Rating of Green Mark certificate	Platinum/ Gold ^{Plus} / Gold/ Certified *
Nett Lettable Area (m ²)	

Name of tenant 3	
Tenant's address in building (floor and unit number)	
Rating of Green Mark certificate	Platinum/ GoldPlus/ Gold/ Certified *
Nett Lettable Area (m ²)	

Name of tenant 4	
Tenant's address in building (floor and unit number)	
Rating of Green Mark certificate	Platinum/ Gold ^{Plus} / Gold/ Certified *
Nett Lettable Area (m ²)	

Name of tenant 5	
Tenant's address in building (floor and unit number)	
Rating of Green Mark certificate	Platinum/ Gold ^{Plus} / Gold/ Certified *
Nett Lettable Area (m ²)	

Name of tenant 6	
Tenant's address in building (floor and unit number)	
Rating of Green Mark certificate	Platinum/ Gold ^{Plus} / Gold/ Certified *
Nett Lettable Area (m ²)	

Name of tenant 7	
Tenant's address in building (floor and unit number)	
Rating of Green Mark certificate	Platinum/ Gold ^{Plus} / Gold/ Certified *
Date of BCA's Letter of Award	
Nett Lettable Area (m ²)	

(Please use additional sheets if there are more green tenants/ occupants)

SUBMISSION OF PROJECT REPORT

In addition to the nomination form, **one (1) hardcopy and one (1) copy of CD-R/ DVD-R** containing of the **Project Report** must be submitted to the BCA Secretary together with the **Nomination Form**. The Project Report should include photographs and drawings where appropriate.

The **Project Report** shall be typed in Arial, Font 11 and single line spacing in **A4 format**. As far as possible, all materials should be bound into the submission in **A4 format** and shall include the following sections:

1. Title Page (Max. 1 page)

- i) Project name
- ii) Role of firm
- iii) Role and names of other consultants/ architects/ specialist consultants/ facility managers/ etc.

2. Report proper (Max. 10 pages)

The report proper shall include the following headings to address each of the assessment criteria (but shall not be limited to the following):

- i) **Synopsis** – a brief project description (200 words)
- ii) **Detailed report including** (but not limited to the following):
 - Sustainability approach in design, details and specifications for building, and how it transcends to tenant level: Should provide project specific details and the provisions for sustainability and enhanced indoor environmental quality
 - Past and on-going efforts taken by the developer/ building owners/ landlords to shape tenants'/ occupants' behaviour and operational practices e.g. green procurement, dissemination of tenant fit-out guides, sustainable management and operation, etc.
 - Green Lease: Describe the extent of incorporation of green lease in tenancy agreements, how they are enforced, etc.
 - Commitment by tenants/ occupants to incorporate green practices as part of their internal fit-out and operations
 - Include the challenges met and ingenious solutions to address these issues
 - Any other relevant information

3. Photographs, sketches and diagrams (Max. 5 pages)

Photographs, sketches or diagrams may be used to illustrate and describe the achievement. Colour photocopies may also be used.

4. Details of other sustainability awards or design awards, including overseas awards (if any)

Please list down other awards accorded to the project. The information should include:

- i) Name of award
- ii) Year accorded
- iii) Organiser of award

***Note:** Other materials such as display panels, audio-visuals, elaborate presentations, etc., are not required at the submission stage and will not be examined. The committees' assessment will be based on the submissions lodged in accordance with the above requirements and other private enquiries which they may wish to make at their discretion.*

ASSESSMENT CRITERIA

Past projects can only take part in the Awards once every 3 years, unless it is an upgrade to the Award tier (i.e. Pearl to Pearl Prestige).

Projects/ buildings submitted for nomination will be assessed by an Assessment Panel appointed by BCA. Project teams will be invited to present their efforts before the Assessment Panel which will be held in **end-June 2021 (actual date to be confirmed)**. The Assessment Panel will use a performance-based approach to evaluate the submitted project and also assess all submissions based on the following merits:

- a) Satisfies all the eligibility criteria for the Award
- b) Past and on-going efforts taken by the building owners/ landlords to shape tenants'/ occupants' behaviour and operational practices e.g. green procurement, dissemination of tenant fit-out guides, sustainable management and operation, etc.
- c) Extent of incorporation of Green Lease in tenancy agreements
- d) Commitment by tenants/ occupants to incorporate green practices as part of their internal fit-out and operations

The decision of the Assessment Panel shall be final. The discretion of the Assessment Panel to confer or withhold an Award is absolute. No correspondence relating to any decisions will be entertained by the Assessment Panel or BCA. The Assessment Panel has the right to accord the final Green Mark Pearl Award rating if the nomination meets the critical or other performance requirements.

ADDITIONAL MATERIALS REQUIRED FROM SHORTLISTED NOMINEES

The shortlisted nominees will be required to submit in Microsoft PowerPoint which can be used for the audio-visual presentation during Awards Presentation and for other publicity activities. A soft copy of the presentation and photographs stored in CD-R / DVD-R shall be submitted.

MEDIA RELEASE

The synopsis, approved by the project team and included in the submission, may be used by the BCA in preparing a media release and script for the Awards Presentation should the submission is successful.

PRESENTATION OF AWARDS

Winners of the BCA Green Mark Pearl Award will be presented with a specially-designed trophy in recognition of their outstanding achievement. The winning projects will receive the Award from the Guest-of-Honour at the BCA Awards Night 2021.

FORM 2: DECLARATION**A. TERMS AND CONDITIONS OF ENTRY**

Nominees shall agree to abide to the following terms and conditions governing this awards competition:

1. Entries will be assessed by an esteemed assessment panel, whose decision are final and shall not be subject to any challenge, appeal or review.
2. The assessment panel and/or BCA reserves the right to withdraw or withhold any Award, if in the opinion of the assessment panel and/or BCA, the conferment of such Award might result in any negative publicity to the Awards, BCA, the construction industry and/or other awards or schemes administered by BCA. Where there is more than one applicant for the Award per project, the assessment panel and/or BCA may withdraw or withhold the Award in respect of one or more applicants notwithstanding that the other applicant(s) are conferred the Award. The duration and extent of any such withdrawal or withholding shall be at the sole discretion of the assessment panel and/or BCA.
3. All materials submitted in connection with the entries shall become the property of the Building and Construction Authority (BCA).
4. The assessment panel reserves the right to defer judgement on any nominee if at any time during the assessment process, any development or incident arises concerning the nominee, or any party linked to the nominee or project, which is likely to result in negative publicity to the Awards, BCA, the construction industry and/or any other awards or schemes administered by BCA. The duration of any such deferment shall be at the sole discretion of the assessment panel.
5. Award recipients are required to share information on their outstanding achievements with the construction industry. This sharing of information shall take the form of presentations, conferences, seminars, exhibitions and/or the hosting of company visits, as directed by BCA.
6. The organisers of the Awards reserve the right to use, for an indefinite period of time, any materials submitted at any time in connection with the entries in any way it deems fit, without payment of fees or royalties and regardless of the results of the Awards. This includes, but is not limited to, the publication and/or exhibition of photographs, materials and /or names.
7. All submissions received will be considered public information. The organisers of the Awards are not responsible for protection of the nominees' intellectual property rights contained in the materials submitted in connection with the entries.
8. The organisers of the Awards reserve the right to withdraw an entry from the judging process at any time if the entry is deemed inappropriate for any reason.
9. Nominees agree to fully indemnify BCA and hold it harmless, against any claim, liability, responsibility or damages which may result from BCA's use of the materials submitted by entrants at any time in connection with their entries.
10. Nominees shall seek their respective Owners'/ Clients' written consent with regards to any project mentioned, prior to making the submission.

11. Nominees shall seek copyright licensing, where necessary, to cover all submission materials.
12. The organisers of the Awards reserve the right not to award a category at its own discretion and without recourse to the entrants of said category.
13. The winners of the Awards may state in advertising and promotional material that they are a winner, but must state the winning category and year clearly.
14. The organisers of the Awards reserve the right to request from the nominees additional information, materials, clarifications or any such other things as may be deemed necessary by the organisers, at their absolute discretion, for the proper evaluation of the nominees' submission.

B. OWNERSHIP AND COPYRIGHT

Although the right of authorship, including protection against the copying of ideas, and the right to publication of the design remains with each Nominee, the Nominee explicitly grants BCA the right to use the data, documents and files submitted in its entirety or partly, internally or externally in every form and for any purpose whatsoever in relation to the BCA Green Mark Pearl Awards competition.

<p>Declaration:</p> <p>By signing this form I declare that satisfy all the eligibility criteria of the Awards. I am aware of and agree to comply with the Terms and Conditions, Ownership and Copyright Terms for this nomination. I also declare that the information provided by me in this nomination is true.</p>	
<p>Name and Signature of Nominee (Building Owner/ Landlord)</p>	<p>Company stamp</p>
<p>Designation of Nominee</p>	<p>Date</p>

<p>Company Name:</p>	
<p>Company Address:</p>	
<p><u>Details of key contact person</u> (This person should be involved in the project and is familiar with the details in this submission. He/ she shall be the liaison person for this award nomination)</p>	
<p>Name:</p>	<p>Designation:</p>
<p>Contact number:</p>	<p>Fax number:</p>
<p>Email:</p>	

FORM 3: CONSENT FROM DEVELOPER / BUILDING OWNER ^

Important Note: The Nominee shall ensure that this form is submitted for each of the projects mentioned in the Submission Report.

^ Nominees are required to seek the developer/ building owner’s consent for each of the project(s) stated in their Submission Report.

<p>I support the above nomination and declare that the:</p> <ul style="list-style-type: none"> i. Information furnished by the nominee for my project has been accurately captured in his report submission. ii. Mentioned project(s) is/are currently not involved in any legal dispute pertaining to any matter in the project. iii. Nominee has been allowed to use/ present the materials regarding my project in his submission. 	
<p>Name and Address of Developer/ Building Owner:</p>	<p>Name</p>
	<p>Address</p>
<p>Name, E-mail address and Contact Number of Representative of Developer/ Building Owner:</p>	<p>Name of Developer/ Owner Representative</p>
	<p>Email Address</p>
	<p>Contact Number</p>
<p>Signature and Company Stamp:</p>	
<p>Date:</p>	

FORM 4: CHECKLIST FOR SUBMISSION

Project Name: _____

Hardcopy documents to be submitted (1 set)

(Please tick the relevant boxes)

- 1. Application form, duly completed and signed
- 2. Project write-up with information of past and on-going efforts taken by the building owner(s)/ landlord(s) to shape tenants'/ occupants' behaviour and operational practices

a) Mandatory information to be included

- Green Leases are incorporated in tenancy agreements
- Tenants/ occupants commit to incorporate green practices as part of their internal fit-out and operations

b) Additional efforts taken by the building owner(s)/ landlord(s)

- Green procurement
 - Dissemination of tenants fit-out guides
 - Sustainable management and operation
 - Other efforts (please indicate in point form below)
- _____
- _____
- _____
- _____
- _____

Files to be included in the CD-R/ DVD-R (1 copy)

(Please tick the relevant boxes)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 1. Soft copy of the completed application form and project write-up in Microsoft Word format (i.e. without the signature; acceptable files format are .doc, .docx) |
| <input type="checkbox"/> | 2. Scanned copy of the application form and project write-up (in .pdf format) |
| <input type="checkbox"/> | 3. High resolution project image(s) in .jpeg or .bmp format only (at least 1000 pixels x 1000 pixels, at least 2 MB, but less than 10 MB). Please indicate the preferred image for publicity if more than one image is given. |
| <input type="checkbox"/> | 4. Scanned copy of the namecard details for the client and contact person for Award |
| <input type="checkbox"/> | 5. Scanned copy of all the documents in hardcopy |