



RCBC PLAZA
PROPERTY MANAGEMENT OFFICE
Security Department



BLANKET GATE PASS FOR REGULAR DELIVERY

Name of Requester : _____	Date of Request : _____
Company Name: : _____	Position: : _____
Floor/Tower : _____	Contact No.: : _____

Supplier's Company Name:	_____
Items to be delivered:	_____
Schedule of Deliveries:	_____
Authorized Access Area/s:	_____
Validity Period:	_____

List of Supplier's Personnel authorized to access tenant's premises:

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Vehicle Details

<i>Vehicle 1:</i>		<i>Vehicle 2:</i>	
Make and Model : _____		Make and Model : _____	
Plate No. : _____		Plate No. : _____	

Special Instruction/s: _____

Terms and Conditions:

- This Blanket Gate Pass Form may only cover tenants' regular deliveries by an authorized supplier which include drinking water, office supplies, food caterers/providers, but excludes deliveries of controlled materials.
- Once approved, this document is valid only on the validity period indicated above by the Requesting Party.
- Any approved request is non-assignable or non-transferrable, otherwise the same may be cancelled at PMO's discretion.
- The Authorized Supplier and its authorized personnel should **at all times bear and present a copy of this approved blanket gate pass** together with the applicable Delivery Receipt upon entry into the building premises and while in the tenant's authorized access area/s. In case of failure to produce this approved form to PMO personnel upon demand, the latter reserves the right to prohibit access into the building until the approved form is presented.
- Supplier's authorized personnel should at all times abide by the pertinent Property Management guidelines.
- The Requesting Party (Tenant) shall be responsible in formally notifying the Property Management Office of any changes to the information provided in the approved form that may take place within the indicated validity period.

Disclaimer

The RCBC Plaza Property Management Office shall be held free and harmless from any claims, liens or obligations in case of losses and damages arising from forgery and other similar cases.

Tenant's Authorized Signatory	
Name:	_____
Position:	_____
Signature:	_____
Date:	_____

RCBC Plaza PMO Authorized Signatory	
Name:	_____
Position:	_____
Signature:	_____
Date:	_____
Remarks:	_____