

ANNEX “A”

CHECKLIST OF REQUIREMENTS FOR CONSIGNMENT OF VARIOUS DRUGS AND MEDICINES OF BENGUET GENERAL HOSPITAL (BeGH)

BeGH Consignment Committee (BeGHCC)

ENVELOPE NO. 1

Tick box if PRESENT	Eligibility Documents
<input type="checkbox"/>	1. Letter of Intent
<input type="checkbox"/>	2. Appropriate Registration Certificate from the:
<input type="checkbox"/>	➤ Securities and Exchange Commission (SEC), for corporation
<input type="checkbox"/>	➤ Department of Trade and Industry (DTI), for sole proprietorship
<input type="checkbox"/>	➤ Cooperative Development Authority (CDA), for cooperatives;
<input type="checkbox"/>	3. Provincial Permit (to be acquired at the Provincial Capitol);
<input type="checkbox"/>	4. Company profile indicating the following;
	a) Company background;
	b) That the company is a major distributor of drugs, medicines and medical supplies in the Philippines for at least two (2) years; and
	c) Preferably with supply chain presence in major areas of the country;
<input type="checkbox"/>	5. List of completed and all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar in nature and complexity to the contract to be consigned using the prescribed format (consignment or procurement contract is acceptable);
<input type="checkbox"/>	6. Sworn and duly notarized statement that the prospective CONSIGNOR has not been “ <i>blacklisted</i> ” to participate in biddings by any government agency;
<input type="checkbox"/>	7. The manufacturing company/ CONSIGNOR shall submit a Certificate of Current Good Manufacturing Practice (CGMP) issued by any entity known or with the mandate to issue. In case that the prospective CONSIGNOR is not a manufacturer, its principal manufacturer’s certified true copy of CGMP must be submitted. In case that the CGMP is in foreign language, it shall be officially translated to English language by an appropriate foreign entity.
<input type="checkbox"/>	8. List of Consigned Items intended for consignment with the corresponding duly certified copies of Certificate of Product Registration (CPR) issued by the Food and Drug Authority (FDA) or in the absence of CPR, a Certificate of Compassionate Use issued by FDA for consigned items that require FDA registration. In case that a consigned item is non-registrable, a Certificate of

	<p>Exemption issued by the FDA shall be submitted indicating a specific item therein;</p> <p>OR</p> <p>List of Consigned Items intended for consignment using the prescribed format with the corresponding CPR numbers, Date of Issuance, and Date of Validity; and;</p> <p><input type="checkbox"/> 9. Tax Clearance per Executive Order No.398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue.</p> <p><input type="checkbox"/> 10. Valid License to Operate (LTO) issued by the Food and Drug Administration</p> <p><input type="checkbox"/> 11. Memorandum of Agreement (MOA) between the distributor and manufacturer.</p> <p><i>In lieu of the above-mentioned legal documents, a Certificate of Eligibility issued by the BeGH Bids and Awards Committee may be submitted as a substitute, only for those suppliers who have participated in any BeGH competitive bidding within the last twelve (12) months for the products similar to consigned items as a substitute with legal documents only for Item Numbers 1, 2, and 7.</i></p> <p><u><i>However, for those who have already submitted their eligibility documents in the previous Consignment Offer, they shall no longer be required to submit the same documents.</i></u></p> <p><input type="checkbox"/> <u>Additional Requirement</u></p> <p><input type="checkbox"/> 12. Notarized Letter of Conformity with the Terms of Reference of the Consignment of Various Drugs and Medicines of BeGH to be printed in the CONSIGNOR's letterhead using the attached prescribed format (<i>as an attachment</i>):</p> <p><input type="checkbox"/> 11.1 List of the key personnel to be involved in the project including the curriculum vitae which shall be submitted.); and</p> <p><input type="checkbox"/> 11.2 A notarized Joint Venture Agreement (JVA) if applicable.</p> <p><input type="checkbox"/> 13. A notarized certificate from the successful CONSIGNOR to assure that manufacturing defects will be corrected within a given time from the receipt of the written notice of the defect by the authorized officer.</p>
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Note: This checklist shall be placed inside Envelope No. 1.

ENVELOPE 2

Tick box if PRESENT	Consignment Price Offer shall contain:
<input type="checkbox"/>	Accomplished Consignment Form / List
<input type="checkbox"/>	An electronic format of their accomplished Consignment List / Form in Compact Disk

CONSIGNOR's Letterhead

List of completed and all ongoing Government and Private Contracts

Name of the Contract	Consignee	Contract Period
ON-GOING SIMILAR CONTRACTS <i>(including contracts awarded but not yet started)</i>		
COMPLETED SIMILAR CONTRACTS		

Note:

1. The period covered for the list of completed and all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar in nature and complexity to the contract to be consigned shall be at least three (3) years from the date of submission of the consignment offer.
2. Attached at least (2) ongoing and one (1) completed similar consignment contracts.

*(Signature over
 Printed Name of the Authorized Representative)*

Date Signed: _____

CONSIGNOR's Letterhead

List of Consigned Items Intended for Consignment

Item No.	Consigned Item(s)	CPR Numbers	Date of Issuance	Date of Validity

*(Signature over
Printed Name of the Authorized Representative)*

Date Signed: _____

CONSIGNOR's Letterhead

LETTER OF CONFORMITY

Title of the Project:

Consignment of Various Drugs, Medicines and Supplies for Benguet General Hospital

To: MELIARAZON F. DULAY, MD, FPOGS

Chairperson

BeGH-CONSIGNMENT COMMITTEE

Benguet General Hospital

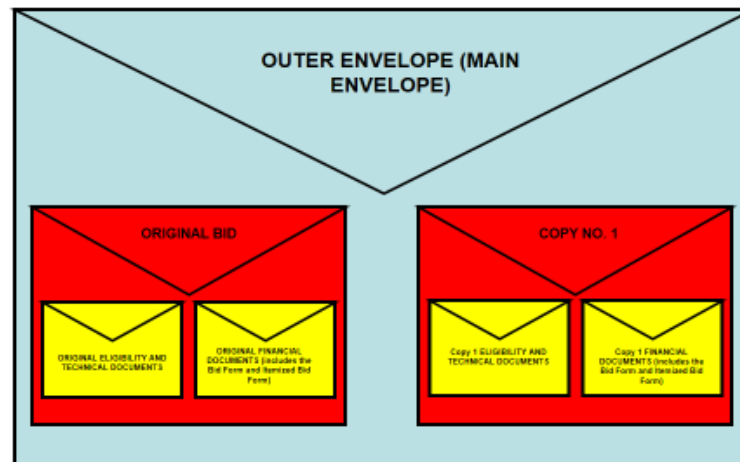
La Trinidad, Benguet

This is to inform the **BeGH-CONSIGNMENT COMMITTEE** that our company,
_____, located at
_____ conforms with the Terms and Reference of this project:
**CONSIGNMENT OF VARIOUS DRUGS, MEDICINES and SUPPLIES OF BENGUET GENERAL
HOSPITAL**, and in changes(s) to be issued.

(Signature over
Printed Name of the Authorized Representative)

Date Signed: _____

Please be guided with the following illustration:



ALL envelopes shall be sealed and marked, which shall contain the following details:

For the Main Envelope:

- Name of the Consignment Project in CAPITAL LETTERS
- Name and address of the prospective **CONSIGNOR** in CAPITAL LETTERS;
- Be addressed to the BeGH- Bids and Awards Committee in CAPITAL LETTERS
- Bear a warning “**DO NOT OPEN BEFORE...**” the date and time for the Opening Of Consignment Offer as stated in the Invitation to Consign or as change through a Bid Bulletin.

For other Envelopes (Original and Copy 1):

For Envelope 1:

- Bear a marking “ORIGINAL” or “COPY 1” for photocopy in CAPITAL LETTERS
- Below it “ENVELOPE 1: ELIGIBILITY”

For Envelope 2:

- Bear a marking “ORIGINAL” or “COPY 2” for photocopy in CAPITAL LETTERS
- Below it “ENVELOPE 2: ACCOMPLISHED CONSIGNMENT FORM”