

ANNEX “A”

CHECKLIST OF REQUIREMENTS FOR CONSIGNMENT OF VARIOUS MEDICAL SUPPLIES (CR 2021-01-004) OF BENGUET GENERAL HOSPITAL (BeGH)

BIDS and AWARDS COMMITTEE (BAC) DRUGS, MEDICINES, AND MEDICAL SUPPLIES / EQUIPMENT

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. Business Permit from the Local Government Unit (PLGU) which administratively covers the Consignee with which the Consignor intends to enter into a Consignment Agreement;
<input type="checkbox"/>	4. Certificate from BIR with Tax Identification Number (Tin) acknowledging receipt of duly audited Financial Statement (FS) of the preceding year;
<input type="checkbox"/>	5. Statement of Similar Projects on Completed Government or Private contracts supported with Certified Copies of Consignment Orders, Utilization Reports, Notices of Award, Purchase Orders and / or Official Receipts on payments of goods delivered using the prescribed format; For those applying for Renewal of Accreditation / Registration. The Consignor must submit a Statement of Completed / on-going contracts with certified Copies of Consignment Orders, Utilization Reports and Official Receipts of payment issued by the Procuring Entity;
<input type="checkbox"/>	6. List of goods required by the BeGH intended to be consigned with the corresponding certified true copies of the Certificate of Product Registration (s) issued by FDA. In case that a consigned item is non-registrable, a Certificate of Exemption issued by the FDA shall be submitted indicating a specific item therein; OR

	List of Consigned Items intended for consignment using the prescribed format with the corresponding CPR numbers, Date of Issuance, and Date of Validity;
<input type="checkbox"/>	7. Sworn and duly notarized statement that the prospective consignor has not been “blacklisted” to participate in bidding by any government agency, LGUs or government owned or controlled corporations;
<input type="checkbox"/>	8. Certificate of Current Good Manufacturing Practice (CGMP) issued by FDA for manufacturers. In case the prospective consignor is not a manufacturer, its principal manufacturer’s certified true copy of CGMP must still be submitted;
<input type="checkbox"/>	9. Tax Clearance per Executive Order No. 398, s.2005, as finally reviewed and approved by the Bureau of Internal Revenue;
<input type="checkbox"/>	<u>Additional Requirement</u>
<input type="checkbox"/>	10. Valid License to Operate (LTO) issued by the Food and Administration;
<input type="checkbox"/>	11. Memorandum of Agreement (MOA) between the distributor and manufacturer;
<input type="checkbox"/>	12. Notarized Letter of Conformity with the Terms of Reference of the Consignment of Various Medical Supplies of BeGH to be printed in the CONSIGNOR ’s letterhead using the attached prescribed format (<i>as an attachment</i>); and
<input type="checkbox"/>	13. Company profile indicating the following; <ul style="list-style-type: none"> a) Company background; b) List of the key personnel to be involved in the project including the curriculum vitae which shall be submitted;

Note: This checklist shall be placed inside Envelope No. 1.

Unanimously Carried:

TOMASA S. ATAYOC

BAC Member

MIRIAM V. TIONGAN

BAC Member

JENNETTE MARIE G. BANGAO

BAC Member

BRIAN J. CRISPIN

BAC Member

WILMA L. LEE

BAC Member

MELIARAZON F. DULAY

BAC Vice Chairperson

NORA M. RUIZ

BAC Chairman

Date: Febraury 10, 2021

Time: 1:30 P.M.

ENVELOPE 2

**CONSIGNMENT OF VARIOUS MEDICAL SUPPLIES
CONSIGNMENT REQUEST NO. 2021-01-004**

Name of Consignor

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

Note: This checklist shall be placed inside Envelope No. 2

Unanimously Carried:

TOMASA S. ATAYOC

BAC Member

MIRIAM V. TIONGAN

BAC Member

JENNETTE MARIE G. BANGAO

BAC Member

BRIAN J. CRISPIN

BAC Member

WILMA L. LEE

BAC Member

MELIARAZON F. DULAY

BAC Vice Chairperson

NORA M. RUIZ

BAC Chairman

Date: February 10, 2021

Time: 1:30 P.M.

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 Medical Supplies for Benguet General Hospital

To: NORA M. RUIZ, MD

Chairperson

BIDS and AWARDS COMMITTEE

DRUGS, MEDICINES, AND MEDICAL SUPPLIES / EQUIPMENT

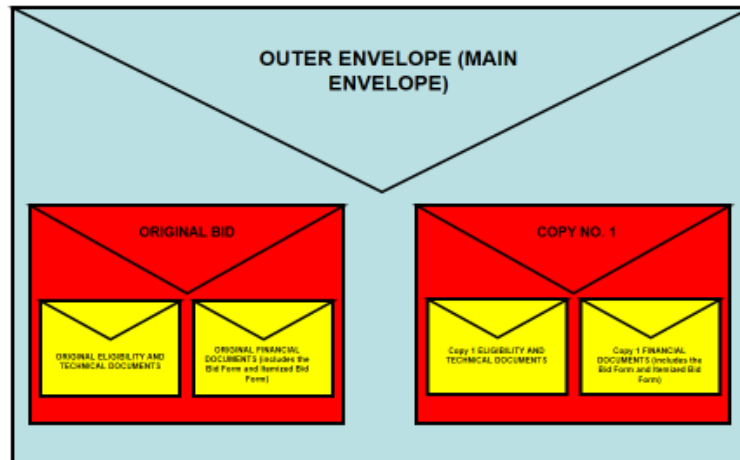
La Trinidad, Benguet

This is to inform the **BIDS and AWARDS COMMITTEE (BAC) DRUGS, MEDICINES, AND MEDICAL SUPPLIES** / **EQUIPMENT** that our company, _____, located at _____ conforms with the Terms and Reference of this project: **CONSIGNMENT OF VARIOUS MEDICAL 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 Bids and Awards Committee **DRUGS, MEDICINES, AND MEDICAL SUPPLIES / EQUIPMENT** 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 Consignment 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 1” for photocopy in CAPITAL LETTERS
- Below it “ENVELOPE 2: ACCOMPLISHED CONSIGNMENT FORM”



CONSIGNMENT REQUEST-NEW

BENGUET GENERAL HOSPITAL ECONOMIC ENTERPRISE

Fund: _____

Department : _____ CR No.: 21-01-004 Date: 01-22-21
 Section: PHARMACY FPP : _____

Item No.	Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
38	5408	kit	Admission Kit (Cotton balls , tissue paper, alcohol 70%, spoon and fork, bathsoap, measuring cup, face towel, adult toothbrush, toothpaste, wipes, drinking water 500ml) packed in a green handbag with BeGH logo	4,000		
39	5103	bottle	Alcohol, ethyl, 70%, 250ml w/ fliptop cover	2,880		
40	5388	pack	Diaper, Baby Newborn packed x 4's, absorbent w/ adhesive strip	1,800		
41	5392	piece	Infusion set, Macro drip: 20 drops/ml, Y-connector needleless injection port for maximum safety, luer lock fitting needle adaptor that allows easy and secure connection of needle or IV cannula, no leakage when used, sharp spike for better penetration of glass/plastic bottle, dripping port provides constant precision drip over long duration, especially designed roller clamp for better flow control, 215cm soft PVC tubing ensures uniform flow rate, easy to open single peeled pack, pyrogen free	18,000		
42	4097	piece	Infusion set, Micro drip: 60 drops/ml, Y-connector needleless injection port for maximum safety, luer lock fitting needle adaptor that allows easy and secure connection of needle or IV cannula, no leakage when used, sharp spike for better penetration of glass/plastic bottle, dripping port provides constant precision drip over long duration, especially designed roller clamp for better flow control, 200-215cm soft PVC tubing ensures uniform flow rate, easy to open single peeled pack, pyrogen free, air vented spike	8,000		
43	4172	piece	Suture, Chromic 3-0, absorbable, 75cm in length with atraumatic, 26mm 1/2 circle taper needle, needle is sharp enough to penetrate and carry suture through tissue with minimal resistance, rigid to resist bending yet ductile to resist breaking, stable in the grasp of the needleholder, suture is not easily detached from needle	576		
44	5250	piece	Suture, Chromic 4-0, absorbable, 75cm in length, with atraumatic 20 to 22 mm 1/2 circle taper needle, needle is sharp enough to penetrate and carry suture through tissue with minimal resistance, rigid to resist bending yet ductile to resist breaking, stable in the grasp of the needleholder, suture is not easily detached from needle	576		
45	5394	piece	Volumetric set, infusion set, micro drip: 60 drops/ml, 150cc calibrated burette chamber that allows fine control of fluid volumes and avoids in advertent over-transfusion with float valve that prevents air trapping in the fluid line once the measured volume chamber is empty, for needleless injection, 200cm tube length	7,000		
46	5312	bottle	Water, distilled drinking 1liter with expiry date and FDA approved, packed in a box	15,000		
47	5390	bottle	Water, distilled drinking 4 liters with expiry date and FDA approved, packed in a box	4,290		
48	5313	bottle	Water, distilled drinking 500ml with expiry date and FDA approved, packed in a box	6,000		
NEW-NURSING						
56		box	Gloves , surgical, size 7, powder free, 50's/box	1,300		
57		box	Gloves , surgical, size 7.5, powder free, 50's/box	1,300		
58		box	Gloves, surgical size 6.5, powder free, 50's/box	1,300		
59		piece	Spinal Needle G-25 x 3 1/2" needle. Quincke type with clear, colorless hub in sterile pack	2,500		
60		piece	Suction tube with abdominal poole drain, 210-300cm length, ID 6.0mm, OD 9.0mm, single use, latex free	3,000		
61		piece	Syringe 10ml, with G-20 x 1" needle, sterile, leur-lock, disposable	82,000		
62		piece	Yankauer suction tube (Suction connecting tube with Yankauer, 300cm length, ID 6.0mm, OD 9.0mm, single use, latex free, smooth tipped, single pack, suction connecting tube is attached to suction handle and not on separate pack)	4,000		

Purpose: Request for medical supplies for pharmacy use

Signature :	Requested by: 	Approved by:
Printed Name :	MELIARAZON F. DULAWA, MD, FPOGS	MELCHOR D. DICLAS, M.D.
Designation :	PHO /ACTING CHIEF OF HOSPITAL III	Provincial Governor