

	Republic of the Philippines Department of Health BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER Baguio City	
	CONSIGNMENT INVITATION	Form No.: MCC-CONC-001
		Revision No.: ∅
		Effectivity Date: August 13, 2018

INVITATION TO APPLY FOR CONSIGNMENT NO. 2018-01

1. The Baguio General Hospital and Medical Center, hereinto referred to as “the Consignee”, has a requirement for the Consignment of **VARIOUS DRUGS AND MEDICINES**.
2. Consignment offer, consisting of the **Letter of Intent, Eligibility Documents and Price Quotations** must be delivered at the **Office of the Medical Center Chief, Baguio General Hospital and Medical Center** on **August 23, 2018; 8:00 am to 5:00 pm.**
3. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid if the contract is awarded.
4. Price Schedule must be quoted in words as well as in figures, computerized/typewritten with no missing pages and must be placed in a sealed envelope marked **CONSIGNMENT ORDER NO.: 2018-01**. All pages comprising the Documents must be duly signed for authenticity. Failure to comply is a ground for disqualification
5. Price Quotations must be valid for seven (7) months from the date of evaluation.
6. Consignor is entitled to one (1) quotation only; otherwise all other quotations shall be automatically rejected.

REQUIREMENTS

1. Prospective Consignors must have participated in the last **PUBLIC BIDDING OF THE VARIOUS DRUGS AND MEDICINES FOR THE FY 2017 AND 2018** of this hospital.
2. The prospective consignor shall submit Certified True Copy of the following Eligibility Requirements in one sealed envelope.
 - a. Letter
 - b. Price Schedule using the prescribed form by this hospital.
 - c. Certificate from the Bureau of Internal Revenue acknowledging receipt of duly Audited Financial Statements;
 - d. Securities and Exchange Commission Registration Certificate for Corporations/partnership; or relevant Department of Industry registration certificate for sole proprietorship.
 - e. Sworn Statement that the prospective Consignor has not been “blacklisted” to participate in biddings by any Government Agency, Local Government Unit, or Government Owned or Controlled Corporation;
 - f. Price Schedule
 - g. F. Certificate of Good Manufacturing Practice (CGMP) issued by the FDA (for manufacturers) and if the Consignor is not the manufacturer, it’s manufacturer’s certified true copy of CGMP;
 - h. Mayor’s/Business Permit
 - i. Income tax return for the last quarter
 - j. Tax Clearance
 - k. Certificate of Product Registration
 - l. Certificate of Analysis


RAY P. SUANDING, MD, FPCP, FPCCP
 (Chairperson, Consignment Committee)