



REPUBLIC OF THE PHILIPPINES
PROVINCE OF CAMARINES NORTE
Daet

CAMARINES NORTE PROVINCIAL HOSPITAL

**INVITATION AND INSTRUCTION TO ALL INTERESTED SUPPLIERS
CONSIGNMENT OF DRUGS AND MEDICINES**

1. The *Camarines Norte Provincial Hospital* hereinafter referred to as the “*Consignee*” has a requirement for the Consignment of Drugs and Medicines under the provisions of the *DOH Administrative Order No. 2019-0058 “Simplified Consignment System for Drugs and Medicines for DOH Hospitals and other Government Health Units”* and *Provincial Ordinance No. 37-2022* entitled “*An Ordinance Institutionalizing the Consignment System of Medicines and Medical Supplies of Hospitals Managed and Supervised by the Provincial Government of Camarines Norte.*”
2. The complete set of Consignment Documents may be acquired by interested prospective consignors from **October 14, 2023 until October 23, 2023** at the Office of the Acting Chief of Hospital /Chair of the *Medicines Consignment Committee, Camarines Norte Provincial Hospital* upon payment of the applicable fee for the Consignment Documents, in the amount of *Five Thousand Pesos (Php 5,000.00) per Lot.*
3. The Consignment Proposal must be duly received by the **Medicines Consignment Committee** through manual submission at the Office of the Acting Chief of Hospital /Chair of the *Medicines Consignment Committee, Camarines Norte Provincial Hospital* **on or before October 23, 2023, 4:00 p.m.** Late submission of proposals shall not be accepted.
4. Opening of Consignment Proposal shall be on October 24, 2023, 10:00 am at the BAC Conference Office, (at the back of Agro-Sports Center), J. Lukban Street, Daet, Camarines Norte . Consignors are not required to attend the Opening of Proposals.
5. Price quotation must be quoted in Philippine Pesos and shall include the unit price, inclusive of all taxes to be paid if the contract is awarded. **It must be written in words and figures, computerized with no missing pages.** All pages comprising the documents must be duly signed for authenticity by the authorized representative. Consignor must complete all required fields, do not leave blank fields.
6. Price Quotations shall be valid for **One Hundred Eighty (180) days (Days/Timeline)** from the opening of Quotations.
7. **All submitted quotations/prices shall be considered fixed prices**, therefore not subject to price adjustments, except under extraordinary and justifiable circumstances or as stated in the Consignment Agreement. The Consignee has the right, at its sole discretion, to withdraw, retract or void any Notice of Award issued to any successful supplier.
8. The Consignee shall assume no obligation and responsibility to place orders and accept deliveries to any successful suppliers even in the presence of a Notice of Award, Consignment Order, and Memorandum of Agreement unless otherwise instructed, scheduled, and approved by the **Governor**. The Consignor, by the act of participating and submitting its proposal, shall be deemed to have the full knowledge and understanding that the Consignee shall utilize and resort to the Consignment Scheme only if the need arises.
9. The delivery of goods shall be based on a scheduled delivery to be stipulated in the consignment agreement. The specific description, unit price, delivery quantity , and delivery schedule **shall be covered by a duly signed Consignment Order.**



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10. **DELIVERY SITE: Pharmacy Section, Camarines Norte Provincial Hospital, Bagasbas Road, Barangay V, Daet, Camarines Norte;**
11. **The prospective Consignor shall submit a Certified True Copy of the following requirements:**
 - a. **Letter of Intent**
 - b. **Price Quotation**
 - c. **Certificate of Registration from the BIR**
 - d. **DTI or SEC Registration**
 - e. **Mayor's Permit**
 - f. **License to Operate (LTO) with at least 1-year validity**
 - g. **Certification of Product Registration (CPR) with at least 1-year validity**
 - h. **Certificate of Current Good Manufacturing Practice (CGMP) issued by BFAD (for manufacturers). In case the prospective Consignor is not a manufacturer, a certified true copy of its principal manufacturer's Certificate of CGMP must be submitted.**
 - i. **Sworn and duly notarized statement that the prospective Consignor has not been "blacklisted" to participate in biddings by any government agency, local government unit(LGU) or government-owned or controlled corporation(GOCC)**
 - j. **Sworn and duly notarized undertaking that the prospective Consignor shall:**
 - **supply the medicines on a consignment basis at the Camarines Norte Provincial Hospital (CNPB).**
 - **deliver the medicines within ten(10) days upon receipt of the Consignment Order**
 - **ensure that medicines delivered are with expiration dates not less than fifteen (15) months from the date of delivery.**
 - **issue a Delivery Receipt for every delivery made which shall bear among other things the complete description of the products, quantity, unit of measure and unit price.**
 - **submit a Monthly Sales Invoice**
12. **Submission of Copy of the Consignment Proposal:**
 - a. **The prospective Consignor shall bind all requirements in a long folder and it shall be placed in a long envelope, and securely **sealed** for confidentiality purposes.**
 - b. **The folder and envelope shall be properly marked with the following details:**
 - **Company Name**
 - **Company Address and contact details.**
 - c. **Please attach an index tab at the right-side corner of each CPR indicating the item number of the quoted item.**
 - d. **Please submit the copy of the consignment proposal at the Office of the Acting Chief of Hospital /Chair of the *Medicines Consignment Committee, Camarines Norte Provincial Hospital* on or before **October 23, 2023, 4:00 p.m.** for post-qualification purposes.**



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13. The Consignee shall not assume any responsibility regarding erroneous interpretations or conclusions by the consignor/supplier out of the data furnished by the Consignee. However, the Consignee shall ensure that all information herein is correct and consistent.
14. Before submitting their proposal, the Supplier is deemed to have become familiar with all existing laws, decrees, ordinances, acts, and regulations of the Philippines which may affect this Project in any way.
15. Proposals that are not properly marked and sealed, as required, shall not be rejected but the Consignor or its duly authorized representative shall acknowledge such conditions of the proposal as submitted. **The Consignment Committee shall assume no responsibility for the errors and misplacement of the contents of the improperly marked and sealed submissions or its premature opening.**
16. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Supplier.
17. Consignor is entitled to one (1) proposal per Lot only; otherwise, all other proposals shall be automatically rejected. **Selection shall be based on pass/fail and compliance/non-compliance criteria and determination of the most responsive offer in terms of technical specification, compliance, and price, to wit:**
 - a. **Track record of supplier;**
 - b. **Technical/Legal eligibility (Valid CPR & LTO)**
 - c. **Price offer is based on the current edition & latest policy of the Drug Price Reference Index (DPRI) of the DOH**
18. Failure to comply with the aforementioned guidelines is a ground for disqualification. The Camarines Norte Provincial Hospital reserves the right to reject all proposals, declare a failure of consignment, or not forge an agreement without thereby incurring any liability to the affected supplier/s.

DR. LIBORIO C. FERRER, FPAMS, MHcA
MS II / Acting Chief of Hospital
CNPH – Chair, Medicines Consignment Committee

CONFORME:

Name & Signature of Authorized Representative: _____

Business Name: _____

Date and Time of Signing: _____

Contact Number: _____



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**CAMARINES NORTE PROVINCIAL HOSPITAL
PROVINCIAL GOVERNMENT OF CAMARINES NORTE**

TERMS OF REFERENCE

The Consignor shall:

1. Undertake to supply medicines on a consignment basis at the Camarines Norte Provincial Hospital .
2. Conform/agree with the terms and conditions set forth in this IRR.
3. Deliver the consigned medicines to the Pharmacy based on the Consignment Order within TEN (10) days upon receipt.
4. Ensure that medicines delivered are with expiration dates not less than fifteen (15) months from the date of delivery.
5. Issue a Delivery Receipt for every delivery made which shall bear among other things the complete description of the products, quantity, unit of measure and unit price.
6. Be present at the conduct of monthly inventory (physical count) by the Consignee.
7. Prepare and submit the Sales Invoice to the *Chief Pharmacist* for reconciliation.
8. Issue a Pull-Out Form before removing the consigned medicines from the Pharmacy after the Consignee has provided written consent.
9. Free the Consignee from any liabilities, except for any claim, action, suit, cost of expense, damages and liabilities arising out of, in connection with, or resulting from the failure of the Consignee to protect the consigned medicines from damages.