



INVITATION AND INSTRUCTIONS TO ALL INTERESTED SUPPLIERS
CONSIGNMENT OF MEDICAL SUPPLIES AND DEVICES

1. The **Southern Philippines Medical Center** hereinafter referred to as the “Consignee” has a requirement for the Consignment of Drugs and Medicines in accordance with the provisions of the *DOH Administrative Order No. 2006-0039 s. 2006 entitled “Amended Policies and Guidelines for the Institutionalization and Decentralization of the Department of Health Drug Consignment System.”*
1. The complete set of Consignment Documents may be acquired by interested prospective *consignors* from **May 03, 2021, to May 16, 2021**, from the SPMC Procurement Office until the deadline for the submission and receipt of the proposal. Interested Suppliers may visit our website: <http://spmc.doh.gov.ph> and download the documents free of charge or contact us at Telephone No. (082) 287-7730 / 227-2731 loc. 5071 or through our email address specified below;
1. The Deadline for the submission of the proposal will be on **May 16, 2021, On or Before 05:00 PM**. The Submission of Consignment Proposal will be through electronic mail (email) at **consignment.spmc@gmail.com**.
2. Opening of Consignment Proposal is on **May 17, 2021, at 09:00 AM**. Prospective Consignors are not required to attend the Opening of Proposals.
3. All pages comprising the documents must be duly signed for authenticity by the authorized representative who will directly transact with the procurement office. Consignor must complete all required fields, do not leave blank fields.
4. Ensure that the signatory is the duly authorized representative of the Supplier, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the proposal, and to sign and execute the ensuing contract, accompanied by the duly notarized **Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate**, whichever is applicable, attached to the **Omnibus Sworn Statement**.
5. Price Schedule must be quoted in Philippine Peso and shall include the unit price, inclusive of all taxes to be paid if the contract is awarded, **it must be written in words as well as in figures, computerized/typewritten with no missing pages**.
6. Price Quotations shall be valid for One Hundred Eighty (180) days from the opening of Quotations.
7. **All submitted quotation/prices shall be considered as fixed prices**, and therefore not subject to price adjustments, except under extraordinary and justifiable circumstances or as stated in the Consignment Agreement.



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8. The Notice of Award may be forfeited:
 - a. if a Supplier:
 - i. fails to sign or complete the Consignment agreement (MOA) within thirty (30) calendar days from receipt of NOA;
 - ii. withdrawal of a price offer, or refusal to accept an award, or enter into a contract with the Government without justifiable cause, after the supplier price offer has been accepted;
 - iii. submission of eligibility requirements containing false information or falsified documents;
9. The Consignee has the right, at its sole discretion, to withdraw, retract or void any Notice of Award issued to any successful supplier.
10. 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 Chief Administrative Officer and Medical Center Chief through the Pharmacy Head*. **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 Consignment Scheme only if the need arises.**
11. The delivery of goods shall be based on a scheduled delivery to be stipulated in the consignment agreement. **The specific description, schedule of delivery, and quantity of the delivery shall be covered by a Consignment Order implemented by the head of Pharmacy.**
12. **DELIVERY SITE: Pharmacy Section, Southern Philippines Medical Center, J.P Laurel Avenue, Davao City**
13. 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.
14. 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.



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15. Format, Signing, Encrypting, Marking, and Submission of Proposals

- 17.1 The prospective consignor shall secure their scanned document/s under **Eligibility and Technical Components** in a separate PDF file per document group and must be contained in a digital folder named **"Eligibility and Technical Documents"**. The PDF file name must reflect the document it contains;
- 17.2 The prospective consignor shall secure their scanned document/s under **Financial Components** in a separate PDF file per document group and must be contained in a digital folder named **"Financial Documents"**. The PDF file name must reflect the document it contains;
- 17.3 The **Digital Folder 1 and 2** must be contained in another digital folder named **"CONSIGNMENT OF DRUGS AND MEDICINES PROPOSAL – [CONSIGNOR'S BUSINESS NAME]"** and this folder must be secured/encrypted with a password;
16. The prospective consignor shall submit a Certified True Copy of the following requirements:

18.1 Eligibility and Technical Components – Digital Folder 1

- ☐ a. Certificate from Bureau of Internal Revenue (BIR) acknowledging receipt of duly audited Financial statements (1 Copy only);
- ☐ b. SEC registration Certificate for Corporations/partnerships: or relevant DTI Registration Certificate for sole proprietorships (1 Copy only);
- ☐ c. Valid Business or Mayor's permit (1 Copy only);
- ☐ d. Omnibus Sworn Statement (Prescribed Form & Duly notarized) (1 Copy only), accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- ☐ e. Certificate of Current Good Manufacturing Practice (CGMP) issued by BFAD (for manufacturers). If not, the principal manufacturer's certified true copy of CGMP must be submitted. (1 Copy only);
- ☐ f. Valid Tax Clearance Certificate. (1 Copy only);
- ☐ g. Updated Certificate of Product Registration issued by FDA (1 Copy only)

18.2 Financial Proposal – Digital Folder 2

- ☐ a. Duly signed Consignment Invitation and Instructions Form
- ☐ b. Consignment Offer Form (Prescribed Form);



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19. The prospective consignor shall be contacted via phone call during the opening of documents to provide the password of the submitted Consignment Proposal.
20. All documents including the number of copies, shall be signed, and every page thereof shall be initialed, by the duly authorized representative/s of the Consignor;
21. Proposals that are not properly encrypted and marked, as required, shall not be rejected, but the consignor or its duly authorized representative shall acknowledge such condition of the proposal as submitted. **The Consignment Committee shall assume no responsibility for the errors and misplacement of the contents of the improperly encrypted or marked submissions, or its premature opening. Inaccessibility of the Consignment Proposal and Documents due to encryption/password error is an automatic failure of the proposal.**
22. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Supplier.
23. Consignor is entitled to one (1) proposal 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.**
24. The prospective consignors must secure and prepare the original copy of all documents comprising the Consignment Proposal should the Consignment Committee request for it. **The Consignor shall submit their hard copy documents within a non-extendible period of Five (5) calendar days from receipt of the request;**
 - 24.1 The prospective consignor shall bind their Eligibility and Technical Components in a green folder and shall be placed and sealed in one green envelope marked **"Eligibility and Technical Documents"**;
 - 24.2 The prospective consignor shall bind their Financial Proposal together with the second copy of CPR in a green folder and shall be placed and sealed in one green envelope marked **"Financial Proposal"**;
 - 24.3 Please **attach an index tab to all CPR copies** (including its attachments) and note the item number for each CPR copy;
 - 24.4 The prospective consignor shall submit a Certified True Copy of the following requirements:

Eligibility and Technical Components - Folder 1

- ☐ a. Certificate from Bureau of Internal Revenue (BIR) acknowledging receipt of duly audited Financial statements (1 Copy only);
- ☐ b. SEC registration Certificate for Corporations/partnerships: or relevant DTI Registration Certificate for sole proprietorships (1 Copy only);



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- ☐ c. Valid Business or Mayor's permit (1 Copy only);
- ☐ d. Omnibus Sworn Statement (Prescribed Form & Duly notarized) (1 Copy only), accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- ☐ e. Certificate of Current Good Manufacturing Practice (CGMP) issued by BFAD (for manufacturers). If not, the principal manufacturer's certified true copy of CGMP must be submitted. (1 Copy only);
- ☐ f. Valid Tax Clearance Certificate. (1 Copy only);
- ☐ g. Updated Certificate of Product Registration issued by FDA (1st Copy)

Financial Proposal - Folder 2

- ☐ a. Duly signed Consignment Invitation and Instructions Form
- ☐ b. Consignment Offer Form (Prescribed Form);
- ☐ c. Updated Certificate of Product Registration issued by FDA (2nd Copy)

25. Failure to comply with the aforementioned guidelines is a ground for disqualification. The Southern Philippines Medical Center 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.

26. The Supplier, by the act of submitting its proposal, shall be deemed to have determined the general characteristics of the contract works and the conditions for this Project and examine all instructions, forms, terms, and project requirements in the *Consignment Proposal*.


Ma. Elinore Alba-Concha, MD, FPAFP
Consignment Chairperson

SPMC – Consignment Selection and Awards Committee

CONFORME:

Name & Signature of Authorized Representative: _____

Business name: _____

Date and Time of Signing: _____

Contact number: _____



DEPARTMENT OF HEALTH
Center for Health Development Davao Region
SOUTHERN PHILIPPINES MEDICAL CENTER
J.P. Laurel Avenue, Bajada, Davao City
Tel. Nos. 227-27-31; 226-40-17



LIST OF MEDICAL SUPPLIES AND DEVICES FOR CONSIGNMENT 2021 FOR FAILED ITEMS

ITEM #	ITEM DESCRIPTION	UNIT
Requesting Unit: HI OR		
1	Arterial Femoral Cannula Fr. 18L, luer lock, 8 fr, 12 F, 14 F (Length 190mm), 0.035" x 700 mm cannulator extracorporeal Membrane Oxygenator	
2	Cannula, Venous Femoral Cannula Fr. 22L, luer lock, 8 fr, 12F (Length 190mm), 0.035 x 1400mm guidewire for percutaneous application w/ kit for extracorporeal membrane oxygenator	
3	Cannula, Venous Femoral Cannula Fr. 20L, luer lock, 8 fr, 12F (Length 190mm), 0.035 x 1400mm guidewire for percutaneous application w/ kit for extracorporeal membrane oxygenator	
4	Cannula, Venous Femoral Cannula Fr. 24L, luer lock, 8 fr, 12F (Length 190mm), 0.035 x 1400mm guidewire for percutaneous application w/ kit for extracorporeal membrane oxygenator	
5	ECMO Adult Set (Oxygenator)	
6	ECMO Neonatal/Infant Set (Oxygenator)	
7	ECMO Pediatric Set (Oxygenator)	
8	Laryngoscope Blade VL Mac Size #2, (Disposable) Compatible to existing machine	
9	Laryngoscope Blade VL Mac Size #3, (Disposable) Compatible to existing machine	
10	Laryngoscope Blade VL Mac Size #4, (Disposable) Compatible to existing machine	
11	Absorbable Hemostatic Particles	
12	Hemodialysis Catheter Set Double Lumen Fr 12 x 16 cm	
13	Hemodialysis Catheter Set Triple Lumen Fr 12 x 16 cm	
14	Cannula, Flexible Arch arterial, 11 inches overall length, vented 3/8 in. connector 18 Fr.	
15	Cannula, Flexible Arch arterial, 11 inches overall length, vented 3/8 in. connector 20 Fr.	
16	Cannula, Flexible Arch arterial, 11 inches overall length, vented 3/8 in. connector 22 Fr.	
17	Cannula, Flexible Arch arterial, 11 inches overall length, vented 3/8 in. connector 24 Fr.	
18	Femoral Arterial or Jugular Venous Cannula, 12.5 in. overall length, vented 3/8 in connector 15 Fr.	
19	Femoral Arterial or Jugular Venous Cannula, 12.5 in. overall length, vented 3/8 in connector 17 Fr.	
20	Femoral Arterial or Jugular Venous Cannula, 12.5 in. overall length, vented 3/8 in connector 21 Fr.	
21	Femoral Arterial or Jugular Venous Cannula, 12.5 in. overall length, vented 3/8 in connector 23 Fr.	
22	Femoral Arterial or Jugular Venous Cannula, 12.5 in. overall length, vented 3/8 in connector 25 Fr.	
23	Femoral Arterial/ Jugular Insertion Kit	
24	Cannula, Two-Stage Venous, ½ in. connection site 29/37 Fr.	
25	Cardioplegia Delivery System (Myotherm XP and CSC 14)	
26	Oxygenator, Adult, up to 7.5 to 8 liters flow, with Integrated Arterial Filter (Inspire 8 and Fusion)	
27	Oxygenator, Pediatric, up to 6 liters flow, with Integrated Arterial Filter (Inspire 6 and Fusion)	
28	Oxygenator, Pediatric, Infant, up to 2 to 2.3 liters flow (Liliput 2 and Pixie)	
29	Oxygenator, Pediatric, neonatal, up to 800 ml flow (Liliput 1 and Pixie)	
30	Vascular conduit solution	
31	GRAFT 6mm x 30 cms	
32	GRAFT 8mm x 60 cms	
33	GRAFT 12mm x 30 cms	
34	GRAFT 14mm x 30 cms	
35	GRAFT 16mm x 30 cms	
36	GRAFT 18mm x 30cms	

THE CONSIGNMENT OFFER FORM AND REQUIREMENTS MUST BE SUBMITTED ON FEBRUARY 11, 2021 BEFORE 5:00 PM TO THE PROCUREMENT OFFICE,
SOUTHERN PHILIPPINES MEDICAL CENTER, J.P LAUREL AVENUE, DAVAO CITY.


RICARDO B. AUDAN, MD, FPAFP
Officer-in-Charge, Medical Center Chief II



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ITEM #	ITEM DESCRIPTION	UNIT
Requesting Unit: HI OR		
37	GRAFT 20mm x 30 cms	
38	GRAFT 22mm x 30 cms	
39	GRAFT 24mm x 30cms	
40	GRAFT 26mm x 30 cms	
41	GRAFT 28mm x 30 cms	
42	GRAFT 30mm x 30 cms	
43	GRAFT 12mm x 6mm, 40 cms	
44	GRAFT 14mm x 7mm, 40 cms	
45	GRAFT 16mm x 8mm, 40 cms	
46	GRAFT 18mm x 9mm, 40 cms	
47	GRAFT 20mm x 10mm, 40 cms	
48	GRAFT 22mmx 11mm, 40 cms	
49	PTFE Polymer Pledgets 3x7x1.85 mm	
50	Suture coated braided polyester size 3-0 24"/60cm, 1/2 curve 13mm taper double arm needle plain size	
51	Acute Hemodialysis Catheter Set Double Lumen Fr 12 x 16 cm	
52	Acute Hemodialysis Catheter Set Triple Lumen Fr 12 x 16 cm	
53	Acute Hemodialysis Catheter Set Triple Lumen Fr 12 x 20 cm	
54	Acute Hemodialysis Catheter Set Double Lumen Fr 14 x 15 cm Pre-Curved	
55	Acute Hemodialysis Catheter Set Double Lumen Fr 14 x 20 cm Pre-Curved	
56	Chronic Hemodialysis Catheter Set Double Lumen Fr 15 x 19 cm ANTE	
57	Chronic Hemodialysis Catheter Set Double Lumen Fr 15 x 23 cm ANTE	
58	Chronic Hemodialysis Catheter Set Double Lumen Fr 15 x 27 cm ANTE	
59	Chronic Hemodialysis Catheter Set Double Lumen Fr 15 x 31 cm ANTE	
60	Central Venous Catheter Triple Lumen Fr 7 x 20 cm	
61	Central Venous Catheter Triple Lumen Fr 7 x 20 cm (Anti-microbial Impregnated Catheter)	
62	Central Venous Catheter Double Lumen Fr 7 x 20 cm (Anti-microbial Impregnated Catheter)	
63	Central Venous Catheter Single Lumen Ga. 22x10 CM (Pediatric)	
64	Central Venous Catheter Single Lumen Ga. 24x9 CM (Pediatric)	
65	Central Venous Catheter Double Lumen Fr. 4x5cm (Pediatric)	
66	Central Venous Catheter Double Lumen Fr. 4x8cm (Pediatric)	
67	Central Venous Catheter Triple Lumen Fr. 5.5x30 cms (Pediatric)	
68	PICC Set Double Lumen Fr 6 x 50 cm	
69	PICC Set Double Lumen Fr 5.5 x 55 cm	
70	Single Lumen Catheter For Pedia Fr. 4 x 10 cms G 22	
71	Central Venous Catheter, F5 Seldinger; Triple lumen Catheter G20/22; D-18; M-6; P-6; 20cms in length	
72	Central Venous Catheter, Double Lumen, Fr.7, 30cms in Length (Adult)	

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