

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

1. The Ospital ng Imus of the City Government of Imus hereinafter referred to as the "Consignee" has a requirement for the Consignment of Common Drugs and Medicines for in and out patients, antibiotics used for emergency carts, dangerous drugs used for operating room in accordance with the provisions of the DOH Administrative Order No. 2019-0058 entitled **"Simplified Consignment System for Drugs and Medicines for DOH Hospitals and other Government Health Units."**

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION
1	1	LOT	CONSIGNMENT FOR COMMON MEDICINES
2	1	LOT	CONSIGNMENT FOR NARCOTIC AND OR MEDICINES
3	1	LOT	CONSIGNMENT FOR ANTIOBIOTICS AND ECRTS

2. The complete set of Consignment Documents may be acquired by interested prospective consignors upon payment of the applicable fee for the documents in the amount of **Php1,000.00** to cover the cost of reproduction of consignment forms starting **May 19, 2023** from **Bids and Awards Committee 4th floor New City Government Center of Imus, Malagasang 1G, City of Imus, Cavite.**
3. The Pre-Consignment Conference is scheduled on **May 25, 2023 at 1:00 p.m. at the Bids and Awards Committee 4th floor New City Government Center of Imus, Malagasang 1G, City of Imus, Cavite.**
4. The Deadline of submission for the proposal will be on **May 29, 2023 at 10:00 a.m.** The submission of Consignment Proposal will be through actual submission to **BAC Secretariat at Ospital ng Imus, Training Room, Malagasang 1G, City of Imus, Cavite.** Late submission of proposal shall not be accepted.
5. Opening of Consignment Proposal by MCC is on **May 29, 2023 10:30 a.m. at Ospital ng Imus, Training Room, Malagsang 1G, City of Imus, Cavite.** Prospective Consignors are not required to attend the Opening of Proposals.
6. 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 the required fields, do not leave blank fields.
7. Ensure that the signatory is the duly authorized representative of the Consignor, 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.

8. 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.
9. Price Quotations shall be valid for One Hundred Eighty (180) days from opening of Quotations.
10. 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.
11. The Notice of Award may be forfeited:
 - a. If a Consignor:
 - i. Fails to sign or complete the Consignment Agreement (MOA) within thirty (30) days from receipt of NOA;
 - ii. Withdrawal of price offer, or refusal to accept an award, or enter into a contract with the LGU-Imus without justifiable cause, after the supplier price offer has been accepted;
 - iii. Submission of eligibility requirements containing false information or falsified documents;
12. The Consignee has the right, at its sole discretion, to withdraw, retract or void any Notice of Award issued to any successful consignor.
13. 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 Medical Center Chief through the Consignment Committee. The Consignor, by the act of participating and submitting its proposal, shall be deemed to have full knowledge and understanding that the Consignee shall utilize and resort to Consignment Scheme only if the need arises.
14. 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 governed by a Consignment Order implemented by the Consignment Committee.
15. Delivery Site: Ospital ng Imus, Malagasang 1G, City of Imus, Cavite.
16. Before submitting their proposal, the supplier is deemed to have become familiar with all existing law, decrees, ordinances, acts, and regulations of the Philippines which may affect this project in any way.

17. The Consignee shall not assume any responsibility regarding erroneous interpretations or conclusions by the consignor/ by the supplier out of data furnished by the Consignee. However, the Consignee shall ensure that all information herein is correct and consistent.
18. The Prospective Consignor shall submit a Letter of Intent to participate in the consignment and a Certified True Copy of the following:

Eligibility and Technical Components: (2 copies)

Legal Documents

- a Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- b Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- a Mayor's or Business permit;
and
- b Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- c Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- d The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- e The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
- f Certificate of Current Good Manufacturing Practice (CGMP) issued by the FDA (for manufacturers). If not, the principal manufacturer's certified true copy of CGMP must be submitted with Apostille Seal;
- g FDA License to Operate;
- h Updated Certificate of Product Registration for each item offered issued by the FDA;

Financial Proposal: (2 copies)

- a Duly Signed Consignment Invitation and Instruction Form;
 - b Consignment Offer Form (Prescribed Form)
19. MCC shall review the proposal made by the consignor in consultation with BAC. The following shall be considered in the approval of the drug consignment:
- a. Track Record of the consignor
 - b. Only drugs and medicines covered under the PNF shall be considered for consignment
 - c. Drugs and medicines shall be covered with the appropriate CPR
 - d. ABC of the supplies offered based on the current DPR
20. In any case of two or more consignors qualified in the above qualifications, evaluation and declaration of the consignor shall be based on the lowest responsive consignor through competitive manner.
21. The evaluation of the consignment offers and the resultant resolution/recommendation of the MCC shall be prepared and sent to the Chief of Hospital and the City Mayor for approval and confirmation respectively.
22. Upon approval, Notice of Consignment (Annex B) shall be prepared and issued by the MCC to the eligible Consignor. Likewise, Notice of Denial of Consignment (Annex C) shall be issued to the non-eligible Consignor.
23. Thereafter, the Supply Medicine Consignment Agreement (SMCA) shall be prepared by the MCC for signature of the head of hospital/health unit or its representative and representative of the Consignor. A pro forma copy of SMCA as "Annex D".
24. Afterwards, the Chief Pharmacist shall prepare the Consignment Order (Annex E). A Consignment Order may also be issued in-between the agreed medicine replenishment period to offset unforeseen exigencies, such as sudden depletion of a particular stock as a result of force majeure or increased utilization. However, the same is subject to pertinent laws, rules and regulations.
25. Consignor shall deliver stock for consignment to the Pharmacy Unit in the presence of the Inspection Committee's representative. The expiration dates of items for consignment shall not be less than 12 months from the date of the delivery. Meanwhile, the delivery receipt shall contain the following information:

1. Name of Consignor as Heading
2. Date of Delivery
3. Delivery Receipt Number
4. Consignment Order Number Covered
5. Name of authorized representative of the Consignor effecting the delivery
6. Description of the Consigned Medicine;
 - a Generic Name
 - b Dosage Form
 - c Strength
 - d Batch No./Lot No.
 - e Manufacturing Date
 - f Expiration Date
 - g Sub Packaging Unit
7. Quantity
8. Unit
9. Unit Price
10. Total Price

26. The Pharmacy Unit shall record the receipt of the consigned stocks in the bin cards. The cards shall be maintained and updated on a daily basis.

27. For sales of drugs and medicines, the Pharmacy Section shall indicate in the Charge Slip whether the sales of the drugs and medicines are from Consignment or Regular Stocks.

28. A separate official receipt shall be issued to identify the payment of consigned drugs and medicines.

29. At the end of each month, an inventory of the consigned items shall be made by the Pharmacy staff, Supply Officer or its equivalent and a representative of the Consignor, to determine the following:

- a Consigned Stocks received during the period (Initial/Beginning Inventory + Replenishment Stocks)
- b Consigned Stocks sold for the month. Consigned Stocks sold shall be supported by prescription duly marked "PAID" with official receipt number. This should be reconciled with the inventory report.
- c Ending Balance of consigned goods ($a-b=c$)

30. Pharmacy Unit prepares three (3) copies of the Monthly Sales Report:

- a Original Copy – Supply Officer to serve as basis in the preparation of Disbursement Voucher for payment.
- b Second Copy shall be retained by the Pharmacy Unit
- c Third Copy to the MCC

31. The Cashier Section shall prepare Monthly Report of Collection and Disposals (RCD) to validate the Monthly Sales Report declared by the Pharmacy Section.
32. Monthly RCD shall be submitted to Accounting Section for monitoring of sales and reconciliation with the Consignor's Sales Invoice. Payment to the latter shall be made within thirty (30) days after submission of said invoice.
33. Income derived from consigned drugs and medicines shall be accounted under the revolving fund Account supported with separate Subsidiary Ledger to identify sales from consigned goods.
34. Handling and storage of consigned medicines shall be strictly implemented in accordance with its specific temperature requirements.
35. The discounts for Senior Citizens and/or Persons with Disability (PWD) shall be honored.
36. Income earned from the consigned medicines shall be used for hospital operation.
37. Non-compliance to information requirement submissions and the procedure set forth herein shall be Subject to appropriate sanctions as provided for in the pertinent laws, statutes, rules and Regulations covering behavior and actions of Government Officers and Employees.
38. Other Pertinent provision of DOH Administrative Order 2019-0058 is likewise adopted.
39. 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.
40. Any interlineations, erasures, or overwriting shall be valid only if they are signed for initialed by the duly authorized representative/s of the consignor.
41. 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 /noncompliance criteria and determination of the most responsive offer in terms of technical specifications, compliance, and price.
42. The prospective consignor shall bind their Eligibility and Technical Components in a folder of any color and shall be placed and sealed in an envelope marked "Eligibility and Technical Documents."
43. The prospective consignor shall bind their Financial Proposal in a folder of any color and shall be placed and sealed in an envelope marked "Financial Proposal";

44. Please attach an index tab to all CPR copies (including its attachments) and note the item number for each CPR copy.
45. Failure to comply with the aforementioned guidelines is a ground for disqualification. The LGU-Imus Consignment Committee 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.
46. The Consignor, 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 instruction, forms, terms, and project requirements in the Consignment Proposal.

For further information, please refer to **Ms. Sarah Jane P. Parales**, Chief Pharmacist II with email address jane_20878@yahoo.com and contact number. **09175447594**.

Recommending Approval:



LAURO D. MONZON

Chairperson, Bids and Awards Committee

Approved:



DR. GABRIEL G. GABRIEL, MD, FPCEM, MMHoA

Chief of Hospital

LIST OF MEDICINES FOR CONSIGNMENT

PRODUCT NAME (GENERIC NAME)	QUANTITY
Dosage Form:	
Strength:	
Sub-Packaging Unit:	
Acetylcysteine 200mg sachet	1000
Allopurinol 100mg tab	1000
Allopurinol 300mg tab	500
Aluminum Magnesium Hydroxide 120ml	100
Amikacin 125mg/ml amp	500
Aminophylline 25mg/ml amp	500
Amlodipine 5mg tab	10000
Amlodipine 10mg tab	10000
Ampicillin 250mg vial	5000
Ampicillin 500mg vial	5000
Ampicillin 1g vial	1000
Ampicillin+Sulbactam 750mg vial	2000
Ascorbic Acid 500mg tab	5000
Aspirin 80mg tab	5000
Atorvastatin 10mg tab	1000
Atorvastatin 20mg tab	1000
Atorvastatin 40mg tab	10000
Atropine Sulfate 1mg /ml amp	1000
Benzyl Pen G 1million units	1000
Betahistine 16mg tab	3000
Bisacodyl 10mg suppository	50
Bisacodyl 5mg suppository	50
Butamirate 50mg tab	500
Calcium Carbonate 500mg tab	200
Carvedilol 6.25mg tab	5000
Carvedilol 25mg tab	2000
Cefazolin 1g vial	600
Cefepime 1g vial	600
Cefixime 100mg/5ml bottle	100
Cefoxitin 1g vial	1000
Ceftazidime pentahydrate 1g vial	500
Ceftriaxone 1g vial	10000
Cefuroxime 500mg tab	15000
Cefuroxime 250mg/ml suspension	100
Cefuroxime Sodium 750mg vial	10000
Celecoxib 200mg cap	10000

Cetirizine 60ml syrup	30
Cetirizine 1mg/ml drops	30
Cinnarizine 25mg tab	500
Clonidine 75mcg tab	6000
Clopidogrel 75mg tab	10000
Co-Amoxiclav 625mg tab	10000
Colchicine 500mcg tab	1500
Dexamethasone 8mg amp	1000
Diclofenac 75mg/3ml amp	100
Digoxin 250mg tab	300
Diltiazem 60mg tab	100
Domperidone 10mg tab	300
Enalapril 5mg tab	700
Enoxaparin 0.4mg prefilled syringe	800
Enoxaparin 0.6mg prefilled syringe	500
Ertapenem 1g vial	50
Folic Acid 5mg cap	800
Furosemide 10mg/ml amp	6000
Furosemide 40mg tab	2000
Heparin 5000iu vial	1000
Hydralazine 20mg amp	300
Hydrocortisone sodium succinate 100mg vial	5000
Hydrocortisone sodium succinate 250mg vial	3000
Ibuprofen 200mg/5ml syrup	50
Ipratropium+Salbutamol 25mg/500mcg nebule	5000
Isosorbide Mononitrate 30mg	2000
Isosorbide Mononitrate 60mg	1000
Isoxsuprine 10mg tab	1000
Isoxsuprine 5mg/ml 2ml amp	500
Ketorolac 30mg amp	3000
Lactulose 3.35g/5ml 120ml	300
Levofloxacin 500mg tab	500
Levofloxacin 500mg vial	300
Loratadine 10mg tab	300
Losartan 50mg	20000
Losartan 100mg	10000
Losartan+HCTZ 50mg/12.5mg	500
Mefenamic Acid 500mg tab	7000
Metformin 500mg tab	10000
Methyldopa 250mg tab	500
Methylergometrine 200mg/ml 1ml amp	500
Metoclopramide 5mg/ml 2ml amp	1000
Metoclopramide 10mg	800
Metoprolol 50mg tab	1000
Metronidazole 5mg/ml 100ml vial	1000
Metronidazole 500mg tab	2000

Metronidazole 125mg/5ml	50
Montelukast 10mg tab	1000
Multivitamins drops 15ml	100
Multivitamins tab	1000
Mupirocin 5g oint	1000
Nifedipine 10mg cap	100
Omeprazole 20mg tab	1000
Omeprazole 40mg tab	10000
Omeprazole 40mg vial	20000
Oxacillin 500mg vial	500
Paracetamol 100mg/ml 15ml drops	500
Paracetamol 250mg/ml 60ml syrup	1000
Potassium Chloride 600mg tab	5000
Potassium Chloride 2meq/ml vial	1000
Prednisone 20mg tab	300
Propranolol 10mg tab	300
Propylthiouracil 50mg tab	500
Silver Sulfadiazine 1% 15g tube	200
Simvastatin 20mg tab	500
Simvastatin 40mg tab	500
Terbutaline Sulfate 500mcg/ml amp	100
Tolvaptan 15mg tab	100
Tramadol 50mg cap	5000
Tramadol 50mg/ml 2ml amp	10000
Tranexamic Acid 100mg/ml amp	5000
Tranexamic Acid 500mg tab	2000
Trimetazidine 35mg tab	10000
Vitamin B Complex 100mg/100mg/1mg tab	20000
Vitamin B Complex 100mg/100mg/1mg amp	100
Zinc 10mg/ml 15ml drops	300
Zinc 10mg/ml 60ml syrup	300

Prepared by:

Sarah Jane P. Parales, RPh, PhD

Chief Pharmacist

Recommended by:

Tisha P. Salazar, MD, DPBA, MHM

Designated Chair

Pharmacologic and Therapeutics Comm.

Approved by:	
Gabriel G. Gabriel,MD,FPCEM,MMHoA	
Chief of Hospital	

LIST OF MEDICINES FOR CONSIGNMENT

PRODUCT NAME (GENERIC NAME)	QUANTITY
Dosage Form:	
Strength:	
Sub-Packaging Unit:	
0.9% Sodium Chloride 1L	15000
0.9% Sodium Chloride 500ml	10000
0.9% Sodium Chloride 50ml	6000
0.9% Sodium Chloride Irrigation 1L	6000
Bupivacaine Isobaric amp	200
Bupivacaine HCl 0.5% 5mg/4ml amp	1000
Butorphanol 2mg/ml amp	600
Calcium Gluconate 10% 10ml amp	500
Carbetocin 100mcg/ml 1ml amp	50
Carboprost 125mcg amp	1000
Dantrolene Sodium 20mg/65ml vial	20
Dextrose 10% Water 500ml	300
Dextrose 5% 0.3 Sodium Chloride 500ml	1000
Dextrose 5% 0.3 Sodium Chloride 1L	500
Dextrose 5% 0.9 Sodium Chloride 500ml	500
Dextrose 5% 0.9 Sodium Chloride 1L	2000
Dextrose 5% IMB 500ml	2000
Dextrose 5% LR 1L	8000
Dextrose 5% LR 500ml	1000
Dextrose 5% NM 1L	300
Dextrose 5% NM 500ml	48
Dextrose 5% Water 250ml	500
Dextrose 5% NR 1L	100
Dextrose 50% 50ml	500
Diazepam 10mg/2ml amp	500
Dobutamine 250mg/5ml	300
Dopamine HCl 40mg/ml amp	500
Equine anti-rabies serum vaccine vial	200
Erythromycin 0.5% 3.5g tube	100
Fentanyl 50mcg/ml 2ml amp	500
Fondaparinux Sodium 2.5mg prefilled syringe	10
Gentamicin 40mg/ml 2ml amp	1000
Human Albumin 20% 50ml	300
Human Regular Insulin	50
Human Isophane Insulin (NPH)	50
Hydroxyethyl starch 6% 500ml bag	100

Isosorbide Dinitrate 5mg SL tab	1000
Isosorbide Dinitrate 1mg/ml 10ml amp	100
Lactated Ringer's Solution 500ml	500
Lactated Ringer's Solution 1L	5000
Lidocaine 2% twist 5ml	8000
Magnesium Sulfate 250mg/ml vial	500
Mannitol 500ml	300
Midazolam 5mg/ml 1ml amp	1500
Morphine 10mg/ml amp	300
Nalbuphine 10mg/ml 1ml amp	1000
Naloxone 400mcg/ml 1ml amp	100
Oxytocin 10 iu /ml 1ml amp	5000
Paracetamol 500mg tab	10000
Paracetamol 150mg/ml amp	15000
Pethidine 50mg/ml 2ml amp	30
Purified cell rabies vaccine vial	30
Sacubitril/Valsartan 50mg tab	1000
Sacubitril/Valsartan 100mg tab	1000
Salbutamol 1mg/ml 2.5ml nebule	2000
Sevoflurane 250ml bottle	100
Sterile Water for Injection 1L	5000
Sterile Water for Injection 50ml vial	5000
Tetanus Antitoxin 1,500 iu amp	5000
Tetanus Toxoid 0.5ml amp	5000

Prepared by:

Sarah Jane P. Parales,RPh,PhD

Chief Pharmacist

Recommended by:

Tisha P. Salazar, MD, DPBA, MHM

Designated Chair

Pharmacologic and Therapeutics Comm.

Approved by:

Gabriel G. Gabriel,MD,FPCEM,MMHoA

Chief of Hospital

<u>LIST OF MEDICINES FOR CONSIGNMENT</u>	
PRODUCT NAME (GENERIC NAME)	QUANTITY
Dosage Form:	
Strength:	
Sub-Packaging Unit:	
Atracurium 10mg/ml amp	500
Azithromycin 500mg tab	3000
Azithromycin 500mg vial	200
Acetylcysteine 600mg sachet/tablet	5000
BCG vaccine vial	1000
Cefixime 200mg tab	500
Cefixime 400mg tab	100
Ciprofloxacin 200mg vial	500
Clindamycin 150mg/ml 4ml amp	10000
Clindamycin 300mg cap	5000
Erythropoetin alfa 4000iu/0.5ml	5000
Esmolol 10mg/ml 10ml vial	30
Iron Sucrose 20mg/ml amp	500
Meropenem 1g vial	1000
Molnupiravir 200mg cap	5000
Neostigmine 500mcg/ml 1ml amp	200
Nicardepine 10mg/ml 10ml amp	600
Norepinephrine 1mg/ml 4ml amp	3000
Ondansetron 4mg/2ml amp	1000
Paracetamol 100mg/ml 100ml vial	5000
Phenytoin 50mg/ml amp	100
Pipercillin/Tazobactam 4.5g vial	5000
Propofol 10mg/ml vial	500
Remdesivir 100mg/ 20ml vial	1000
Sodium Bicarbonate 1meq/ml 20ml vial	1000
Streptokinase 1.5 M iu vial	10
Suxamethonium Chloride 20mg/ml vial	50
Vancomycin 500mg vial	200
Vancomycin 1g vial	300
Prepared by:	
Sarah Jane P. Parales,RPh,PhD	
Chief Pharmacist	

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