REQUIREMENTS FOR CONSIGNMENT OFFER:

The documents listed below should be submitted to the Consignment Committee during the Opening of Consignment Offer. The requirements should be prepared containing three (3) sets of LEGAL, TECHNICAL, and FINANCIAL requirements (One (1) original and two (2) copies). The three (3) components should be in separate folders within one (1) sealed envelope.

A. LEGAL REQUIREMENTS (should be prepared in a separate folder in the sealed envelope)

1. Secretary Certificate (A duly notarized certificate, issued by the company’s authorized signatory, authorizing a representative from the company to present its documents. Only the authorize representative with a proper PHC identification card (ID) is allowed to attend the consignment meeting)

2. Company Profile (A document that introduces the company’s organizational structure, products, and services)

3. Securities and Exchange Commission (SEC) registration certificate for corporation/partnership or Department of Trade and Industry (DTI) permit for sole proprietorship

4. Business / Mayor’s Permit from the local government

5. Tax Clearance Certificate

6. Omnibus Sworn Statement (duly notarized)

7. Certificate of Exclusive Distributorship (CED)

8. At least one (1) sample of procurement or consignment contract in the last 5 years (in PHC or other institution/hospital). In the absence of any contract, provide an original and notarized letter stating the prospective consignor’s willingness to consign the item in PHC.

B. TECHNICAL REQUIREMENTS (should be prepared in a separate folder in the sealed envelope)

9. License to Operate (LTO) issued by the Philippine Food and Drug Administration (PFDA)

10. Certificate of Product Registration (CPR) issued by the Philippine Food and Drug Administration (PFDA)

   - Identify the product codes in your CPR in line with the project you are joining. Write the Invitation to Consign (ITC) number on the upper right part of your CPR. e.g. ITC 127.2016 Tuohy Borst Hemostatic Valve

11. Brochure of the consigned item (Original brochure or downloaded from internet or product insert/ information)

12. Other documents that the Consignment Committee (CC) may require
C. FINANCIAL REQUIREMENTS (should be prepared in a separate folder in the sealed envelope)

13. Audited Financial Statement duly stamped and received by the Bureau of Internal Revenue (BIR)

14. Financial proposal / Price Quotation
   - Identify the product codes in your price quotation. It should correspond to your CPR codes and the project you are joining, eg.:

<table>
<thead>
<tr>
<th>Name of Product in CPR</th>
<th>ITC no. and name of the project</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR Code: Guidewire Accessory Kit with Copilot® Bleedback Control Valve Code: 1003330</td>
<td>ITC no. 127.2016 Tuohy Borst Hemostatic Valve</td>
<td>P xxx.xxx</td>
</tr>
</tbody>
</table>

   - With validity of at least one (1) year (e.g.: “valid for one year.” Do not specify date. The one (1) year validity date of your offer will coincide with the effectivity date of your Consignment Agreement (CA).

   - Must be duly signed by the authorized signatory as certified in the Secretary Certificate.

NOTE:

- All items for consignment must be evaluated and accepted by the end-user through the Product Standards. Kindly visit the Product Standards for queries regarding product evaluation. The office is located at the D1 office, 3F, PHC Hospital Bldg. or call 925-2401-50 local 2365.

- The above-mentioned documents should be ready during the Pre-Consignment Conference/Opening of Consignment Offer to be held every 2nd and last Thursday of the month.

- For inquiries, you may visit the Consignment Committee office at the MAB Basement near Engineering and Maintenance Division or call 925-2401-50 local 4093.

Approved by:

[Signature]
RENATO R. PACIS, MD, MHA
Chairman, Consignment Committee
June 24, 2019

Noted by:

[Signature]
JOEL M. ABANTILLA, MD
Executive Director
28/19