



## INVITATION FOR CONSIGNMENT

IFC No. 2019 – 002

Date: July 17, 2019

The Batangas Medical Center through Health Unit Consignment Committee (BatMC – HUCC) invites suppliers for Consignment of **Supplies and Devices**.

The Batangas Medical Center, hereinafter referred to as “Consignee”, has a requirement for this Consignment system.

The interested Consignor shall submit the following to the Office of the **Chief Administrative Officer, Batangas Medical Center, Bihi Road Kumintang Ibaba, Batangas City:**

### **1. Letter of Intent**

This letter shall address to:

**DR. RAMONCITO C. MAGNAYE, FPCS, FPSGS, MHA**  
Medical Center Chief II  
Batangas Medical Center

Thru: **MR. MANUEL V. SANVICTORES, MPA**  
Chief Administrative Officer

### 2. Company Profile

### 3. For single proprietorship: DTI Business Name Registration

For partnership and corporation: SEC Registration Certificate

### 4. BIR Registration Certificate/Tax Clearance

### 5. Valid Mayor's/Business Permits

### 6. Sworn and duly notarized statement that the prospective Consignor has not been “BLACKLISTED” to participate in any transactions with any Government Agency.

### 7. License to Operate and Certified True Copies of Certificate of Product Registration (CPR) issued by Food and Drugs Administration (FDA)

### 8. Certificate of Good performance from other institution.

### 9. In case of exclusive distributorship, a copy of certificate of exclusivity shall be submitted.

\* An **Envelope 1** shall contain a folder that holds the certified true copies of the above mentioned requirements.

### 10. Price Quotations (*shall be submitted in another separate sealed envelope (Envelope 2)*).

Price Quotation must be quoted in Philippine Peso and must include the unit price of all taxes to be paid once the contract has awarded.

- Price Quotation must be quoted in Philippine Peso and must include the unit price inclusive of all taxes to be paid once the contract has awarded.
- Price must be quoted in complete figures, computerized/typewritten with no missing pages and must be placed in a sealed envelope. All pages comprising the documents must be duly signed for authenticity.
- Price quotations shall be valid for 1 year from the effectivity date of the notarized agreement.



- The delivery of goods shall be based on the approved Consignment Order Form (COF) to be stipulated in the contract agreement. The delivery of goods shall be within ten (10) days from the receipt of COF.
- The Material Management Office of the Batangas medical Center shall be responsible in receiving all goods under consignment system.
- The Consignor is entitled to one (1) quotation only; otherwise all other quotations shall be automatically rejected.

10. Submission of consignment offers, proposals and documents beyond the stated date shall no longer be accepted.

\*refer to **RFQ No. 2019 – 002 – (A to E) for Supplies and Devices for Implants** for the list of items.

Both envelopes are to be submitted until July 30, 2019, 5:00p.m.

Noted by:

**MANUEL V. SANVICTORES, MPA**

Batangas Medical Center – Health Unit Consignment Committee  
Chairman  
(043) 740 – 8303 loc.1026

Approved by:

**RAMONCITO C. MAGNAYE, MD, FPCS, FPSGS, MHA**  
Medical Center Chief II