



CONSIGNMENT REQUIREMENTS

Two (2) sets of the certified true copy of requirements shall be prepared containing the Legal, Technical, and Financial requirements. The first set must be labeled as **ORIGINAL** and the second set as **COPY 1**.

1. PRELIMINARY REQUIREMENT

1.1 All items for consignment must be **verified by the Product Standards Committee**. For inquiries, email the PSC secretariat at prodscomm@phc.gov.ph or call 925-2401-50 local 2576.

1.2 Consignment Request to be accomplished by the end-user.

1.3 Letter of Intent (LOI). The LOI must be submitted to the Consignment Secretariat (phc.psc@gmail.com) for review and approval of the Consignment Committee Chairperson prior to submission of consignment requirements. For renewing consignors, the LOI must be submitted four (4) months before expiration of the consignment agreement subject to the renewal.

1.4 Accreditation Fees. Upon approval of the LOI, an order of payment shall be prepared by the Consignment Secretariat. The Committee shall impose reasonable fees for the accreditation of consignors.

a. A standard amount of five thousand pesos (₱5,000.00) shall be charged as the consignment fee for the accreditation of new and continuing consignors. This will be collected at the Treasury Division prior to acceptance of consignment requirements for processing.

b. For contract renewal, continuing consignors shall submit their consignment requirements not later than three (3) months from the expiration of their consignment agreement. The payment of the late submission fee (₱5,000.00) shall be imposed for failure to submit the consignment requirements within the specified period of submission.

c. Consignors with lacking documents shall be given a non-extendable period of 20 calendar days to complete its deficiencies, subject to the payment of the compliance fee to be computed from the date of initial notice of deficiencies.

1.5 TOP SHEET. Each folder shall have a duly signed Top Sheet attached as a cover sheet. You may request a copy from the Consignment Secretariat via email (phc.psc@gmail.com).



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2. **CONSIGNMENT REQUIREMENTS.** Prospective consignors shall submit the consignment requirements to the Committee:

2.1 LEGAL REQUIREMENTS

- a. Photocopy of the **Official Receipt** of accreditation fees.
- b. **Company Profile.** A document that introduces the company's organizational structure, products and services.
- c. **Securities and Exchange Commission (SEC) registration** certificate for the corporation/ partnership or Department of Trade and Industry (DTI) permit for sole proprietorship.

If the SEC registration has been amended, the initial certificate shall be submitted with the amended certificate.

- d. **Secretary Certificate.** A duly notarized certificate to verify the authorization of an individual to act on behalf of the company with regard to the consignment process. Only the authorized representative with a proper PHC identification card (ID) is allowed to attend the consignment conference.
- e. Valid **Business/ Mayor's Permit** issued by the local government where the company is located.
- f. Valid **Certificate of Registration (COR)** (BIR Form 2303)
- g. Valid **Tax Clearance** certificate.
- h. Duly **notarized Omnibus Sworn Statement** for consignment purposes.
- i. Valid **Certificate of Exclusive Distributorship (CED)** with at least one (1) year validity.
- j. A **sample of procurement or consignment** contract within the last five (5) years in other institutions. In the absence of any contract, provide a copy of the Sales Invoice and Purchase Order of the item for consignment.



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2.2 TECHNICAL REQUIREMENTS

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

l. Valid **Certificate of Product Registration (CPR)**, issued by the Philippine Food and Drug Administration.

For CPRs undergoing renewal or amendment at the time of the application for consignment, submit the **FDA Acknowledgement Receipt** with the FDA certificate subject of the renewal or amendment.

m. **Brochure** of the items to be consigned.

n. Other documents that the Consignment Committee may require.

2.3 FINANCIAL REQUIREMENTS

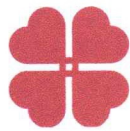
o. Latest **Audited Financial Statement (AFS)** duly stamped and received by the Bureau of Internal Revenue (BIR).

For **e-AFS or AFS electronic submissions**, submit the proof of BIR's acknowledgment receipt in lieu of the stamp.

New companies of less than one (1) year shall submit the latest General Information Sheet or Interim Financial Statement.

p. **Financial Proposal / Price Offer.** A duly signed price offer in the consignors' company letterhead addressed to the incumbent Consignment Committee chairperson:

- **MARIA LUISA VALENTINA R. JACILDO, MD.**
Chairperson, Consignment Committee



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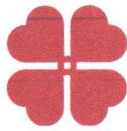
Sample Price Offer for Ala Carte items

Product/ Item(1)	Unit	Invitation to Consignment (ITC)(2)	2023 Price Offer(3)	2024 Price Offer(3)
[Product Name] Angio-seal VIP Vascular Closure Device (4) [FDA Registration No.] MDR-000101	1	ITC 001.2024 Vascular Closure Device	₱ 1,000.00	₱1,000.00

Sample Price Offer for Package

Package	Product/ Item(1)	Unit	Invitation to Consignment (ITC)(1)	2023 Price Offer(3)	2024 Price Offer(3)
A	[Product Name] SAPPH Coronary Dilatation Catheter [FDA Registration No.] MDR-000102	1 pc	ITC 001.2024 Pre-Dilatation Balloon - All Sizes	₱ 1,000.00	₱1,000.00
	[Product Name] SAPPH Coronary Dilatation Catheter [FDA Registration No.] MDR-000102	2 pcs	ITC 002.2023 Scoring/ Cutting Balloon - All Sizes		

- (1) The Product/ Item name and FDA Registration no. are found in the FDA Certificate of Product Registration.
- (2) See <https://www.phc.gov.ph/about-phc/announcements/consigned-goods.php> for the Invitation to Consign.
- (3) The 2023 vs 2024 price offer comparison is for renewing consignors with an existing consignment agreement with Philippine Heart Center. New consignors may submit the 2024 price offer.



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- (4) Quotations for items with specific sizes, indicate the size/ code as indicated in the FDA Certificate of Product Registration:

Product/ Item
[Product Name] Angio-seal VIP Vascular Closure Device Size/ Code: C800013(4)
[FDA Registration No.] MDR-000101

- (5) The validity of the price offer is understood to coincide with the validity of the consignment agreement.

For inquiries, email us at phc.psc@gmail.com or call 925-2401-50 local 2577.

Reviewed by:

MARIA LUISA VALENTINA R. JACILDO, MD.
Chairperson, Consignment Committee

Approved by:

JOEL M. ARANILLA, MD
PHC Executive Director