



Republic of the Philippines  
DEPARTMENT OF HEALTH  
**OFFICE OF THE SECRETARY**

November 16, 2015

**DEPARTMENT MEMORANDUM**

No. 2015 - 0386

**TO :** ALL DIRECTORS OF REGIONAL OFFICES, MEDICAL CENTER CHIEFS / CHIEFS OF DOH RETAINED HOSPITALS, EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS, ATTACHED AGENCIES AND OTHERS CONCERNED.

**SUBJECT :** Submission of 2015 List of Procured Medicines and Purchase Orders.

The 2015 (Third Edition) of the Drug Price Reference Index (DPRI) is already available online at [www.dpri.doh.gov.ph](http://www.dpri.doh.gov.ph) and [www.ncpam.doh.gov.ph](http://www.ncpam.doh.gov.ph). You may now use the reference prices in your next procurement activity. The hard copy will be distributed once it is printed.

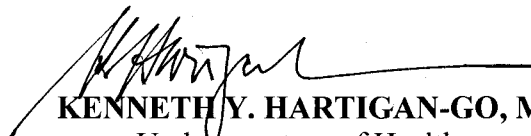
In line with this, the DOH Pharmaceutical Division is now starting the data collection of the 2015 medicines procurement for the DPRI. In this regard, may we ask you to submit the copy of the 2015 Purchase Orders (PO) and list of procured medicines of your respective institution. The PO and summary/list should contain the following information:

- |  |                        |
|--|------------------------|
| 1. Generic Name of Medicine  | 5. Total Cost          |
| 2. Brand Name  | 6. Quantity            |
| 3. Complete Dosage Strength and Form (e.g. Ranitidine 25 mg/mL, 2 mL ampule) | 7. Mode of Procurement |
| 4. Acquisition Cost (as reflected in the PO)                                 | 8. Supplier            |
|  | 9. Manufacturer        |

The deadline for submission is on or before December 18, 2015. Please send the hard copy of the document through courier or email to [dohdpr@gmail.com](mailto:dohdpr@gmail.com) attached herewith are the sample PO and matrix for your reference. Should you have other inquiries you may contact DOH Pharmaceutical Division at 651-7800 local 2554 – 2559.

For strict compliance.

By Authority of the Secretary of Health:

  
**KENNETH Y. HARTIGAN-GO, MD**  
Undersecretary of Health  
Office for Health Regulation

sample

**W. CONTRACT/PURCHASE ORDER**



Republic of the Philippines  
Department of Health  
OFFICE OF THE SECRETARY

**PURCHASE ORDER**

Procurement of Various Pharmaceuticals, Ointment/Cream and Solutions  
IS No. 2010-5-24(19)

Supplier:	Company F	PO No.:	2010-9-208		
Address:	Company Address	Date:			
Telephone No.:		Mode of Procurement:			
TIN:					
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein:					
Place of Delivery	: DOH Warehouse, Material Management Division, Bldg., 25, San Lazaro Cmpd., Sta. Cruz, Manila	Delivery Term	:		
Date of Delivery	: Thirty (30) calendar days upon receipt of Notice to Proceed	Payment Term	:		
Item No.	Unit of Issue	ITEM DESCRIPTION	QTY	UNIT COST	AMOUNT
1	bottle	<p><b>Ascorbic Acid Oral</b> Name of manufacturer: Company F1 Country of origin: Philippines Brand: Generic Strength: 100mg/5ml Dosage form: Syrup 60ml bottle</p> <p>Upon delivery the following shall be complied:</p> <ul style="list-style-type: none"> <li>Shelf life: Drugs must be fresh commercial stock with a total shelf life of twenty four (24) months from the date of manufacture but not less than sixteen (16) months from the date of delivery.</li> <li>Packaging Instructions: 60ml bottle, individually boxed, 144 bottles per corrugated carton.</li> <li>Labeling Instructions: For each box, bottle and corrugated carton the</li> </ul>	3,600	14.40	51,840.00

	<p>Brand: Generic Strength: 500mg (as hydrochloride) Dosage form: tablet/film coated tablet</p> <p>Upon delivery the following shall be complied:</p> <ul style="list-style-type: none"> <li>• Shelf life: drugs must be fresh commercial stock with a total shelf life of twenty four (24) months from the date of manufacture but not less than eighteen (18) months from the date of delivery.</li> <li>• Packaging Instructions: 10 tablets in blister pack / foil strip, 100 tablets per box.</li> <li>• Labeling Instructions: For each box, blister pack or foil strip and corrugated carton the following should legibly imprint: "Philippine Government Property- Department of Health-Not for Sale" Date of manufacture: _____ Date of expiry: _____</li> </ul> <p>X-X-X-X-X-X-X-X-X-X For the use of HEMS</p> <p><b>Note: Subject to the conditions stated in the Bidding Documents.</b></p>			
<p>Five Hundred Thirty One Thousand Four Hundred Thirty Two Pesos Only</p>			<p>Php 531,432.00</p>	
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.</p>				
<p style="text-align: right;"><b>HOPE/DULY AUTHORIZED REPRESENTATIVE</b></p> <p>CONFORME:</p> <p style="text-align: center;">Signature over printed name of Supplier</p> <p style="text-align: center;">Date</p>				
<p>Funds Available:</p>	<p>ALOBS No. : _____</p> <p>Amount : _____</p>			

Name of Hospital							
2013 List of Procured Medicines							
Generic Name of Medicine (with Dosage Form and Strength)	Brand Name	Quantity	Acquisition Cost per Unit as Reflected in the PO (tablet, capsule, ampule, vial, etc)	Total Cost	Supplier	Manufacturer	Made of Procurement
Amoxillin 500mg capsule	Himox	100	12.00	1,200.00	Zuelig Pharma, Inc	GSK	Bidding

Prepared By: \_\_\_\_\_  
Name and Designation

Approved By: \_\_\_\_\_  
Name and Designation