



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

October 11, 2016

DEPARTMENT MEMORANDUM

No. 2016 - 0357

TO : DOH - ARMM SECRETARY, ALL DIRECTORS OF DOH REGIONAL OFFICES, CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS

SUBJECT : Detailed Information in the Purchase Orders on the Procurement of Essential Medicines

Since year 2012, the DOH – Pharmaceutical Division (PD) has collected and consolidated all procurement data of essential medicines of DOH facilities. The consolidated data are analyzed to produce the Drug Price Reference Index (DPRI) which is the ceiling price for the procurement of essential drugs and medicines in the government.

It was observed that the format of Purchase Orders varies across different DOH Facilities (Hospitals / Regional Offices) and that some essential pieces of information were not included in the submission, such as but not limited to: Brand Name, Manufacturer, Dosage Form, Packaging Information, Unit per Box, Shelf Life, Country of Origin, etc.

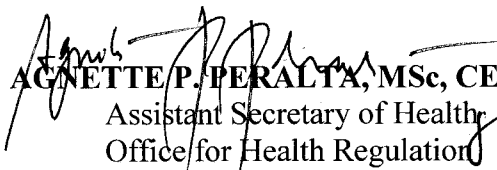
In view of the above reasons, all DOH facilities are instructed to include the following information (please see Annex A) in their future Purchase Orders of essential medicines and this instruction shall be applied to all forms of procurement as stipulated under the Revised IRR of RA 9184 (Government Procurement Reform Act). Moreover, these items must also be available for medicines acquired through consignment.

Should you have any concerns or inquiries relative to this matter you may contact Mr. Jeffrey Castro or Ms. Priscilla Alimario at (02) 651 – 7800 ext. 2557.

Your utmost support for this endeavor would be highly appreciated.

For strict compliance.

By the Authority of the Secretary of Health:


AGNETTE P. PERALTA, MSc, CESO III
Assistant Secretary of Health
Office for Health Regulation

ANNEX A

The following information shall be reflected in the future Purchase Order of all DOH Facilities:

- | | |
|--|--|
| a. Supplier | j. Unit Cost |
| b. Purchase Order / Consignment Number | k. Unit of Issue (if Box, indicate quantity per box) |
| c. Date | l. Quantity |
| d. Mode of Procurement | m. Shelf Life |
| e. Generic Name | n. Packaging Instruction |
| f. Strength / Dose / Volume / Form | o. Signatures |
| g. Brand Name | p. Program (for Regional Offices) |
| h. Manufacturer | |
| i. Country of Origin | |

Please see attached documents (Actual Purchase Order from DOH – COBAC) for your reference.



Republic of the Philippines
 DEPARTMENT OF HEALTH
 OFFICE OF THE SECRETARY
 PURCHASE ORDER
 Procurement of Prednisone
 IB No. 2015-059

Supplier: **999 Seth Pharmaceutical Inc.** PO No.: **GOP-2015-032**
 Address: Kalayaan Village City of San Fernando Pampanga Date: **MAY 14 2015**
 Telephone No. (045) 455-2457/455-2458 Mode of Procurement: Competitive Bidding
 TIN

Gentlemen:
 Please furnish this office of the following articles subject to the terms and conditions contained herein:

Place of Delivery: DOH Warehouse Quirino Memorial Medical Center (QMMC) Delivery Term:
 Compound, Project 4, Quezon City Payment Term:
 Date of Delivery: within One Hundred Eighty (180) calendar days from the receipt of the Notice to Proceed.

| ITEM NO. | ITEM DESCRIPTION | QTY | UNIT | UNIT COST | AMOUNT |
|----------|---|---------|---------|-----------|--------------|
| 1 | Prednisone Name of Manufacturer: Lloyd Lab. Inc. Brand: Sterocort-10 Country of Origin: Philippines Supplier's Specification 10mg tablet <u>Upon delivery the following shall be complied with:</u> Shelf Life: Supplies delivered must be fresh commercial stock with a total shelf life of twenty four (24) month from the date of manufacture but not less than eighteen (18) months from the date of delivery Packaging Instruction: 10 tablets in blister pack/foil 100 tablets per box 100 boxes per corrugated carton Labeling Instructions: Each blister pack foil, small and bigger box should be stickered/imprinted with: "Philippine Government Property-Department of Health-Not for Sale" Date of Manufacture: _____ Date of Expiry: _____ XXXXXXXXXXXXXXXXXXXXXXXX Purpose: For leprosy program 2015 | 849,000 | tablets | 3.40 | 2,886,600.00 |

PS / COBAC
 APPROVED PO / CONTRACT
 Received by: WOLF
 Date: MAY 29 2015
 PS / COBAC
 RELEASED PO / CONTRACT
 by: WOLF
 Date: JUN 04 2015

Two Million Eight Hundred Eighty Six Thousand Six Hundred Philippine Pesos 2,886,600.00

Liquidated Damages (Section 68 of the Revised IRR of RA9184): The amount of the liquidated damages shall be at least equal to one-tenth of one percent of the cost of the unperformed portion for every day delay.

Warranty (Section 62 of the Revised IRR of RA 9184): In order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract of the awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the procuring entity of the delivered supplies. The obligation of the warranty shall be covered by either retention money in an amount equivalent to at least ten percent (10%) of every progress payment, or a special Bank Guarantee to at least ten percent (10%) of the Total Contract Price. The said amounts shall only be released after the lapse of the warranty period, or in the case of Expendable Supplies, after consumption thereof. Provided, however, That the supplies delivered are free from patent and the latent defects and the conditions imposed under the contract have been fully met.

By the Authority of the Secretary of Health:

IRMA L. ASUNCION, MD, MHA, CESO IV
 Director IV
 Disease Prevention and Control Bureau

CONFORME: Seth even F. Sumbagan
 Signature over printed name of Supplier
 Date: 6-10-15

Prepared by: Patricia S. Sumbagan
RACQUEL P. ALVENDIA, CPA, MBAH
 CHIEF ACCOUNTANT
 APPROBS No.: 2015-032-2917
 Amount: 2,886,600.00



Republic of the Philippines
 DEPARTMENT OF HEALTH
 OFFICE OF THE SECRETARY
 PURCHASE ORDER
 Procurement of Amlodipine & Paracetamol
 under IB No. 2015-054

Supplier: **999-Seth Pharmaceutical Inc.** PO No.: **GOP-2015-118**
 Address: **J.P. Rizal St., Jaena Avenue, Kalayaan VIII, CSFP** Date: **AUG 25 2015**
 Telephone No. **455-2457 and Fax No. 455-2458**
 TIN: _____ Made of Procurement: **Competitive Bidding**

Gentlemen:
 Please furnish this office of the following articles subject to the terms and conditions contained herein:
 Place of Delivery: **DOH Warehouse Ground Floor, Bldg. 23, Logistic and Management Division, Department of Health, San Lazaro Compound, Sta. Cruz, Manila** Delivery Term: _____
 Date of Delivery: **Sixty (60) Calendar Days upon the receipt of Notice to Proceed (NTP).** Payment Term: _____

| ITEM NO. | ITEM DESCRIPTION | QTY | UNIT OF ISSUE | UNIT COST | AMOUNT |
|--|---|---------|---------------|-----------|---------------------|
| 1 | Paracetamol Oral Suspension/Syrup Name of Manufacturer: New Myrex Lab. Inc. Country of Origin: Philippines Brand: Generic Specifications: * Alcohol free * 250mg/5mL * 60mL suspension/syrup Upon delivery the following shall be complied with: - Shelf Life: Drugs must be fresh commercial stock with a total shelf life of eighteen (18) months from the date of manufacture but not less than sixteen (16) months from the date of delivery. Packaging Instruction: - Amber bottle or opaque plastic bottle - Individually boxed - 144 bottles per carton Labeling Instructions: Each amber/opaque plastic bottle, box and carton should be stickered/inscribed with: "Philippine Government Property - Department of Health - Not for Sale" Date of Manufacture: _____ Date of Expiry: _____ ***** For the HEMB use. Note: Subject to the conditions stated in the Bidding Document. | 100,000 | Bottles | 12.95 | 1,295,000.00 |
| One Million Two Hundred Ninety Five Thousand Philippine Pesos | | | | | 1,295,000.00 |

Liquidated Damages (Section 68 of the Revised IRR of RA9184): The amount of the liquidated damages shall be at least equal to one-tenth of one percent of the cost of the unperformed portion for every day delay.

Warranty (Section 62 of the Revised IRR of RA 9184): In order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract of the awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the procuring entity of the delivered supplies. The obligation of the warranty shall be covered by either retention money in an amount equivalent to at least ten percent (10%) of every progress payment, or a special Bank Guarantee to at least ten percent (10%) of the Total Contract Price. The said amounts shall only be released after the lapse of the warranty period, or in the case of Expendable Supplies, after consumption thereof. Provided, however, That the supplies delivered are free from patent and the latent defects and the conditions imposed under the contract have been fully met.

By the Authority of the Secretary of Health:
GLORIA J. BALBOA, MD, MPH, MHA, CEO VI, CESO III
 Director IV
 Health Emergency Management Bureau

CONFORME: *J. Alvarado*
 Signature over printed name of Supplier
 Date: 9-22-15

Funds Available: Approved
 RA 9184 No.: 200-N-08-0379 826-A
 Amount: 1,295,000.00
RAQUEL P. ALVENDIA, CPA, MBAH
 CHIEF ACCOUNTANT

PS / COBAC
 RELEASED: PO / CONTRACT
 by: *Vady*
 Date: SEP 21 2015

PS / COBAC
 APPROVED PO / CONTRACT
 Received by: *SANAY*
 Date: SEP 18 2015

BUDGET DIVISION
 DISBURSEMENT SECTION
 RECEIVED
 DATE: 08-26-15
 TIME: 3:00
PP-4046