



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

04 October 2021

DEPARTMENT MEMORANDUM

No. 2021 – 0445

TO : **DIRECTORS OF CENTERS FOR HEALTH DEVELOPMENT (CHDs), CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA, EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS AND MINISTER OF HEALTH – BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO (MOH-BARMM)**

SUBJECT : **SUBMISSION OF 2021 PURCHASE / CONSIGNMENT ORDER, LIST OF PROCURED / CONSIGNED MEDICINES AND 2020 PROCUREMENT (PUBLIC BIDDING) REPORT OF ESSENTIAL MEDICINES**

The Department of Health (DOH) – Pharmaceutical Division (PD) is implementing the Drug Price Reference Index (DPRI) which aims to guide all public health facilities in the efficient sourcing of essential medicine, medical devices in the public sector.

In light of the above, the DOH – PD is now starting the data collection for the 2021 procurement of medicines for the DPRI.

The Purchase Order (PO) and list of medicines should contain the following information:

- | | |
|--|---|
| a. PO number | g. Quantity |
| b. PO Date | h. Total Cost |
| c. Generic Name of Medicine with Strength | i. Supplier |
| d. Dosage / Form | j. Manufacturer |
| e. Brand Name | k. Mode of procurement |
| f. Acquisition Cost per unit (as reflected in the PO/CO) | l. Delivery Status (for summary only) |
| | m. Bid attempt (for summary and bidding only) |

Furthermore, as a continuing effort to improve the DPRI, the DOH – Pharmaceutical Division is also collecting the 2020 Procurement Report. The data are being used to update the price indices as well as to review and monitor drug price trend in public health facilities. The report shall contain the following information:

- | | |
|---|--|
| a. Generic Name (including strength/form/volume) | e. Reason of bid failure (if failed) |
| b. Approved Budget of Contract (ABC) per unit used in the bidding | f. Date of bid call posted in PhilGEPS |
| c. Status of bidding (successful or failed) | g. Date of bid call ended in PhilGEPS |

d. Awarded price per unit (if successful)

h. Edition of the DPRI used

Attached herewith are the sample PO and matrix for your reference. The matrix should be at least sorted in alphabetical manner to facilitate and validation process. If the procured or consigned drugs have no brand name available (e.g. generic drugs) indicating the manufacturer will suffice. For the 2020 procurement report please see annex C for template and instructions.

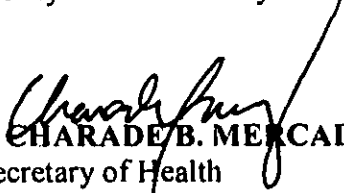
Kindly submit your procurement data not later than **January 24, 2022**. Please send the copy of the document through any of the following:

- Hard copy / Courier: 4th floor, Philippine Blood Disease and Transfusion Center, Lung Center Compound, Quezon Avenue. Quezon City
- Soft Copy / Email: dpri@doh.gov.ph

For any concerns and inquiries, you may contact Mr. Achilles V. Aragona at (02) 875-7734 or (02) 875-7264 Local 253.

For strict compliance.

By Authority of the Secretary of Health:


ATTY. CHARADE B. MERCADO-GRANDE
Undersecretary of Health
Health Regulation Team

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(18)

Supplier:	Company F	PO No.:	2010-9-208		
Address:	Company Address	Date:			
Telephone No.:		Mode of Procurement:			
TIN:					
<p>Gentlemen:</p> <p>Please furnish this office the following articles subject to the terms and conditions contained herein:</p>					
Place of Delivery	: DOH Warehouse, Medical Management Division, Bldg. 25, San Lazaro Campd., 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>Ascorbic Acid Oral Name of manufacturer: Company F1 Country of origin: Philippines Brand: Generic Strength: 100mg/5ml Dosage form: Syrup 50ml bottle</p> <p>Upon delivery the following shall be complied:</p> <ul style="list-style-type: none"> • 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. • Packaging instructions: 50ml bottle, individually boxed, 144 bottles per corrugated carton. • Labeling instructions: For each box, bottle and corrugated carton the 	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"> • 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. • Packaging instructions: 10 tablets in blister pack / foil strip, 100 tablets per box. • 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: _____ <p>x-x-x-x-x-x-x-x-x-x For the use of HERAS</p> <p>Note: Subject to the conditions stated in the Bidding Documents.</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>HOPEFULLY AUTHORIZED REPRESENTATIVE</p>				
<p>CONFORME:</p>				
<p>Signature over printed name of Supplier</p>				
<p>Date</p>				
<p>Funds Available:</p>	<p>ALOS No. : _____ Amount : _____</p>			

**2020 Procurement Report
(Public Bidding)**

Facility Name: _____

Email Address: _____

Instruction: Kindly fill-up the form and used the legend listed below.

Generic Name / Strength / Form / Volume	1st Bidding							2nd Bid (Rebid)							3rd Bid (Rebid)									
	ABC per Unit	Quantity	Status of Bidding	Awarded Price per Unit	Reason of Bid Failure	Date Posted (PhilGEPS)	Date Ended (PhilGEPS)	Version of DPRI	ABC per Unit	Quantity	Status of Bidding	Awarded Price per Unit	Reason of Bid Failure	Date Posted (PhilGEPS)	Date Ended (PhilGEPS)	Version of DPRI	ABC per Unit	Quantity	Status of Bidding	Awarded Price per Unit	Reason of Bid Failure	Date Posted (PhilGEPS)	Date Ended (PhilGEPS)	Version of DPRI
Amoxicillin 250 mg capsule	1.00	100	S	0.7	n/a	1/20/2020	2/20/2020	1																
Amlodipine 10 mg tablet	2.00	200	F	n/a	1	1/20/2020	2/20/2020	1	2.5	200	S	2.50	n/a	3/1/2021	3/20/2021	1								
Amphotericin B (Lloid Com)	1,500	30	F	n/a	2	1/20/2020	2/20/2020	1	2748	30	F	n/a	2	3/1/2021	3/20/2021	1	3297	13	S	3,097.00	n/a	4/23/2021	5/1/2021	1

Prepared By: _____

Date: _____

Legends:

Name with Signature

Reason for Failed Bidding Codes Status of Bidding:

- 1 - Low ABC
- 2 - No Bidders
- 3 - Bidders Disqualifie
- 4 - Others (pls.specify

- S - Successful
- F - Failed
- O - Ongoing

Version of DPRI:

- 1 - 2017 DPRI
- 2 - 2018 DPRI
- 3 - 2019 DPRI
- 4 - If no DPRI /

Approved By: _____

Chief of Hospital /
Regional or Executive
Director / Secretary