Republic of the Philippines
OFFICE OF THE CITY MAYOR –
Bids and Awards Committee
General Santos City
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INVITATION FOR ACCREDITATION OF PROSPECTIVE CONSIGNORS

The LOCAL GOVERNMENT UNIT OF GENERAL SANTOS CITY, through the Bids and Awards Committee (BAC), invites interested and eligible manufacturers, suppliers, and dealers to apply for accreditation as prospective Consignors for the implementation of the Consignment System of the Dr. Jorge P. Royeca Hospital (DJPRH) for CY 2026–2027.

1. PROJECTS FOR ACCREDITATION

The accreditation shall cover prospective Consignors interested in participating in the following consignment projects:

a. Consignment of Various Drugs and Medicines Consignment No. CN 2026-08-001
b. Consignment of Various Medical Supplies Consignment No. CN 2026-08-002

2. CONSIGNMENT SYSTEM

The LOCAL GOVERNMENT UNIT OF GENERAL SANTOS CITY, in its continuing effort to sustain the demands of public health services and ensure the continuous availability of essential drugs, medicines, and medical supplies, has adopted the Consignment System at the Dr. Jorge P. Royeca Hospital.

Under the Consignment System, goods or materials are placed in the possession of the Dr. Jorge P. Royeca Hospital for use or sale. The Consignor is paid only for the actual quantity of consigned goods used, dispensed, or sold, subject to the applicable terms and conditions of the Consignment Agreement.

The Consignment System of the Dr. Jorge P. Royeca Hospital is institutionalized under Ordinance No. 20, Series of 2016, which defines consignment as an agreement whereby goods or materials are left in the possession of the Hospital to use or sell, as a means of assuring the availability of drugs and medicines, laboratory supplies and reagents, other medical-related items, and diagnostic services without cost or funds from the LGU of General Santos City.

3. PURPOSE OF THE ACCREDITATION

The purpose of this Invitation is solely to accredit qualified prospective Consignors who may participate in the succeeding consignment activities of the Dr. Jorge P. Royeca Hospital.

The accreditation shall establish the eligibility of interested manufacturers, suppliers, and dealers to participate as prospective Consignors in the Consignment System.

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4. ACCREDITATION REQUIREMENTS

Interested manufacturers, suppliers, and dealers shall submit the documents:

i. PhilGEPS Certificate of Registration (Platinum Membership);
ii. Statement of Single Largest Completed Contract (SLCC);
iii. NFCC Computation or Committed Line of Credit (LoC);
iv. Statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the intended consignment;
v. Joint Venture Agreement (JVA), if applicable, or, in the absence of a JVA, duly notarized statements from all potential JV partners stating that they will enter into and abide by the provisions of the JVA in the event that the prospective Consignor proceeds with a joint venture arrangement;
vi. Omnibus Sworn Statement; and
vii. For foreign suppliers claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

5. ACCREDITATION APPLICATION

The interested manufacturer, supplier, or dealer shall submit the required accreditation documents to the Bids and Awards Committee within the prescribed period.

The BAC shall evaluate the submitted documents for purposes of determining compliance with the accreditation requirements.

Qualified applicants shall be issued an Accreditation Certificate, authorizing them to participate as prospective Consignors in the succeeding consignment process, subject to the applicable rules, requirements, and procedures of the Hospital Consignment Committee (HCC).

6. ACCREDITATION APPLICATION AND FEE

Interested manufacturers, suppliers, and dealers shall accomplish the Application Form for Accreditation prescribed by the Bids and Awards Committee (BAC).

The Application Form for Accreditation shall be available at the Temporary Bids and Awards Committee Office, Dadiangas West Central Elementary School, General Santos City, or through the official website of the Local Government Unit of General Santos City.

Each applicant shall pay a non-refundable Yearly Accreditation Fee of Five Thousand Pesos (₱5,000.00) at the Temporary City Treasurer's Office, Dadiangas West Central Elementary School, General Santos City.

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The Yearly Accreditation Fee shall accrue to the General Fund of the City, pursuant to Ordinance No. 20, Series of 2016.

Documents may be obtained from Monday to Friday, 8:00 AM to 5:00 PM, except weekends, holidays, or suspension of work.

7. SCHEDULE FOR ACCREDITATION

Activity	Schedule
Availability of Accreditation Documents	September 01, 2026
Deadline for Submission of Accreditation Documents	September 15, 2026
Evaluation of Accreditation Documents by the BAC	After submission
Issuance of Accreditation Certificate	Upon completion of accreditation evaluation

8. LATE SUBMISSION

Applications for accreditation and the corresponding accreditation documents submitted beyond the prescribed deadline shall no longer be accepted.

9. RESERVATION OF RIGHTS

The Bids and Awards Committee reserves the right to accept or reject any application for accreditation based on compliance with the prescribed accreditation requirements and applicable rules and regulations.

The Hospital Consignment Committee, in the subsequent consignment process, likewise reserves the right to accept or reject any Consignment Intent of Quotation, cancel or declare a failure of the consignment process, or not recommend an award, in accordance with applicable rules and regulations and the Terms of Reference.

10. FOR FURTHER INFORMATION

For further information regarding the accreditation process, please refer to:

CHRISTIAN MARK ABARQUEZ, CPA, MPA
BAC Head Secretariat
BIDS AND AWARDS COMMITTEE
Local Government Unit of General Santos City

Approved by:

RYAN OSCAR M. APLICADOR, MD
BAC Chairperson for Goods and Services

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