

## CHECKLIST OF REQUIREMENTS FOR CONSIGNMENT

Note:

- All submitted documents shall be provided with proper identification **tabs**;
- All submitted documents shall bear the **name and signature** of the suppliers/dealers/distributors/manufacturers or the duly authorized representative;
- Kindly ensure the proper sealing and marking of all consignment envelopes. The Mother Envelope shall contain two (2) separately sealed envelopes:
  - a. The first envelope, marked “**ORIGINAL COPY**,” shall contain one sealed envelope for **Eligibility and Technical Documents** and one sealed envelope for **Financial Documents**.
  - b. The second envelope, marked “**COPY ONE**,” shall likewise contain one sealed envelope for **Eligibility and Technical Documents** and one sealed envelope for **Financial Documents**.

All envelopes must be clearly labeled, properly sealed, and signed across the flap;

- Use a blue envelope for the Mother Envelope.

## ELIGIBILITY AND TECHNICAL DOCUMENTS

### A. Eligibility Documents

#### Class “A” Documents

1. Letter of Intent duly signed by the owner or its duly authorized representative addressed to the Governor containing hir/her intention to consign goods or items;
2. Valid and current Business Permit;
3. Tax Clearance issued by the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398, Series of 2005, as finally reviewed and approved;
4. Registration Certificate from SEC, DTI, or CDA, whichever is applicable;
5. Latest Audited Financial Statements and Income Tax Return (ITR) (complete set), stamped “Received” by the BIR;
6. Registration Certificate from SEC, DTI, or CDA, whichever is applicable.

#### Class “B” Documents

7. Joint Venture Agreement (JVA), if applicable:
  - A duly notarized JVA in case the joint venture is already in existence; or
  - Duly notarized statements from all prospective joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the consignment is successful.

### B. Technical Documents

1. Consignment Security equivalent to 2% of the approved price;
2. Original, duly signed Omnibus Sworn Statement (OSS) of the consignor;
3. License to Operate (LTO) with at least 1-year validity;
4. Certification of Product Registration (CPR) or ISO Certification or its equivalent with at least 1-year validity;
6. Special Power of Attorney (SPA) and/or Secretary's Certificate, as applicable;
7. Product Brochures or Catalogues, if applicable.

## FINANCIAL DOCUMENTS

1. Financial Component of the Technical Specifications Form

# SAMPLE SEALING AND MARKING OF CONSIGNMENT OFFERS

