

PROCEDURES AND CHECKLIST FOR INTERNATIONAL IN-KIND DONATIONS FOR PHILIPPINE GOVERNMENT AGENCIES FOR COVID-19 RESPONSE

PRE-ARRIVAL ACTIVITIES

1. Letter of Intent / E-mail / Offer of Donation to be sent either to the relevant government agency or through the Department of Foreign Affairs and its Foreign Service Posts stating the following:

- A. Name of the Beneficiary Government Agency

The following agencies have provided their contact details for donations:

Agency	Contact Details	Items
Department of Health *Please refer to DOH checklist for further details.	FRANCISCO T. DUQUE III, MD, MSc. Secretary of Health Building 1, San Lazaro Compound, Sta. Cruz, Manila, Philippines Tel: +632.8651.7800 local 1149 Fax: +632.8743.1929 E-mail: fdccovid19ph@gmail.com ; cc: ncov@doh.gov.ph	Medical supplies and equipment such as PPEs, COVID-19 test kits, RT-PCR machines
Department of Social Welfare and Development	RODOLFO M. ENCABO Assistant Secretary Disaster Response Management Group Mobile: +63.917.712.4763 E-mail: rmencabo@dswd.gov.ph	Non-food items
Office of Civil Defense (OCD), Department of National Defense	RICARDO B. JALAD Undersecretary Executive Director, National Disaster Risk Reduction and Management Council (NDRRMC) and Administrator, OCD E-mail: ricjalad@yahoo.com ; cc: ocd_opnsdiv@yahoo.com , arp.alejandros@gmail.com	PPEs, tents, medicines, hygiene kits, surgical gowns

- B. Detailed list of items to be donated (cost per unit, number of items, expiry date and other relevant information)
 - C. Projected delivery date and special handling requirements, if any (e.g. need for cold storage, warehousing, space, etc.)
2. The Intent to donate will undergo the approval process by the Beneficiary Government Agency.
3. Once the donation is accepted, the Beneficiary Government Agency shall inform the International Donor directly or through the Foreign Service Post to proceed with the shipment of the in-kind donation with accompanying shipping documents, such as:
 - A. Deed of Donation notarized in Country of Donor. The Consignee reflected in the said Deed of Donation is determined based on the information provided by

Beneficiary Government Agency. The Deed of Donation may be notarized *gratis* by Foreign Service Posts.

B. Copies of shipping documents:

- Packing list;
- Bill of lading/air waybill; and
- Commercial invoice.

C. Additional requirements may be required, as necessary.

ARRIVAL ACTIVITIES – BUREAU OF CUSTOMS (BOC)

1. The Beneficiary Government Agency or its authorized representative files for an Informal Import Declaration at the BOC Informal Entry Division or equivalent unit of the Port of Discharge.
2. The Beneficiary Government Agency or its authorized representative shall submit to the Bureau of Customs the **documents 3.A-3. C above along with the Deed of Acceptance** issued by former for processing of the in-kind donation.

International in-kind donations to Philippine government agencies may still be considered as relief consignment imported during a state of calamity under Section 120 of Republic Act No. 10863 or the *Customs Modernization and Tariff Act (CMTA)*, and thus, may be exempt from duties and taxes pursuant to Section 121 of the said act. The Beneficiary Government agency will have to submit the necessary documents to the BOC for release of the donation, and Department of Finance for duties and tax exemption.

BOC HELPDESK CONTACT DETAILS FOR DONORS:

Mobile numbers (may be contacted via Viber):

+62.917.832.2925

+63.967.225.6871

+63.917.746.1168

+63.917.254.2258

References:

- Republic Act No. 10863 or the Customs Modernization and Tariff Act (CMTA);
- Department of Health Checklist for Foreign Donations for COVID-19 Response;
- Department of Health Circular No. 2020-0143 Public Advisory No. 20 – COVID-19 Laboratory Testing, 19 March 2020;
- Joint Administrative Order on the Clearance of Relief Consignment during a State of Calamity (JAO); and
- Bureau of Customs Memorandum on Provisional Goods Declaration for Relief Consignment under a State of Calamity, 18 March 2020.



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

CHECKLIST FOR FOREIGN DONATIONS DURING COVID-19 RESPONSE

A. INITIAL REQUIREMENTS

For those intending to donate to the Department of Health, please provide:

1. Letter/email of intent/offer of donation addressed to:

FRANCISCO T. DUQUE III, MD, MSc.
Secretary of Health
Building 1, San Lazaro, Compound, Sta. Cruz,
Manila, Philippines

2. Detailed list of items to be donated:

- For medicines
 - Provide product details (generic name or brand name, name and address of manufacturer, formulation, lot or batch number, dosage form and strength, expiry date, expiry date is at least 12 months)
 - Properly labeled in original packaging, with texts in English
- For medical equipment, devices or supplies
 - Provide detailed specifications including unit cost, brand name, name of equipment, manuals (English), all relevant certifications, if sterile, expiry date
 - For COVID-19 test kits, provide detailed product specifications, a Certificate of Product Registration issued by the national regulatory agency or their accredited third party from the countries with established regulation; OR certification of WHO pre-qualification or inclusion in the Emergency Use List

3. Projected delivery date and special handling requirements, if any (e.g. need for cold chain, warehouse space, etc.)

Submit the above requirements to the Bureau of International Health Cooperation thru the:

COVID-19 Donations

Email: fdccovid19ph@gmail.com and ncov@doh.gov.ph

Tel. No: (63 2) 8651 7800 local 1149

Fax: (63 2) 8743 1829

B. REQUIREMENTS ONCE ACCEPTED BY DOH (send only once complete)

Once accepted, the following are the requirements to be submitted to the **BIHC**

1. Deed of Donation Signed by Donor or Official Representative (w/ the DOH consignee, represented by Secretary of Health), Consignee stated as follows:

DEPARTMENT OF HEALTH
SAN LAZARO COMPOUND, RIZAL AVENUE
STA CRUZ, MANILA
1003 PHILIPPINES

2. Shipping documents including packing list, bill of lading/air waybill and commercial invoice

C. SHIPMENT OF DONATED GOODS ONLY UPON CONFIRMATION OF DOH DONATIONS TEAM (thru fdccovid19ph@gmail.com)