



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

**Documentary Requirements for Foreign Donations of Health and Health-Related Products
(as per Administrative Order 2020-0001 dated 8 January 2020)**

1. Letter of intent/request addressed to the BIHC Director:
ANNA MARIE CELINA G. GARFIN, MD, MM
Director IV
Bureau of International Health Cooperation
Building 3, San Lazaro Compound, Rizal Ave.,
Sta Cruz, Manila, Philippines
2. Photocopy of the Deed of Donation (or Apostilled, if applicable) by the Philippine Embassy/Consulate in the country of origin
3. Detailed List of items to be donated, to include the following information:
 - For pharmaceutical products- name of product, generic name or brand name, name and address of manufacturer, formulation, lot or batch number and expiry date, dosage form and strength
 - For devices- with detailed specifications, brand name, name of equipment, name and address of manufacturer, expiry date if sterile
 - For cosmetics- complete ingredients list, manufacturing date, batch/lot number
 - For processed food and food products- name of product, brand name, expiry/use by date, country of origin, complete ingredients list of each food product
 - For toys and childcare articles – name of product, age grading, cautionary statements/warnings, instructional literature and item/model number or SKU
 - For household/urban Hazardous Substances - complete ingredients list, manufacturing date, batch/lot number
4. Photocopy of pertinent certificates/documents, duly authenticated/apostillized from country of origin, or notarized if locally executed:
 - For pharmaceutical products – COPP/CFS
 - For devices – CFS, Certificate of Good Condition, if applicable
 - For toys and childcare articles – Certificate of Compliance to PNS-BHDT ISO 8124 or its accepted equivalent
 - For processed food and food products – CFS, Certificate of Quality
 - For ambulances and mobile clinics – Certificate of Compliance to emission standards
 - For household/urban Hazardous Substances – Affidavit containing no banned ingredients
5. Photocopy of the shipping documents- includes packing list, bill of lading/air waybill/sea waybill, commercial invoice
6. Letter of concurrence/Deed of Acceptance from the recipient or consignee
7. Certificate of no commercial use and given for free or Notarized Affidavit of Undertaking indicating “not for commercial distribution or sale” duly signed by the recipient/consignee
8. Distribution/Allocation List/Plan
9. Proof of electronic submission of Post Donation Report* (if applicable) for succeeding
10. Donations
11. Other relevant documents as may be required under special consideration such as waivers, list of identified patients, utilization report prior to the expiration of pharmaceutical products, etc.

NOTE: Original documents such as, Apostilled Deed of Donation and Bill of lading/Air Waybill, Sea Way Bill will be requested once the request for DOH consignment will be approved.