



# PHILIPPINE ECONOMIC ZONE AUTHORITY

## MEMORANDUM CIRCULAR NO. 2021-028

TO : All PEZA-Registered Enterprises / Developers

FROM : BGen CHARITO B. PLAZA MNSA, PhD  
Director General

SUBJECT : Vaccine Procurement through Service Providers

DATE : 03 May 2021

We have conducted the “Dialogue with PEZA-registered Enterprises on Vaccine Procurement” last 20 April 2021. All information materials of the online meeting are available through this link: <http://bit.ly/PEZADialogue>. The suggested steps for vaccine procurement are as follows:

**Step 1. Contact Vaccine Service Providers (VSPs).** The PEZA-registered enterprise / company representative shall directly contact the VSPs through email or phone number to submit a **non-binding letter of intent or request to purchase** vaccines providing the indicative number of doses or number of workers to be administered with COVID-19 vaccines.

The VSPs present during the dialogue and their contact information are as follows:

<b>GO Negosyo</b> <a href="mailto:opae.gov@gmail.com">opae.gov@gmail.com</a>	Ms. Coleen Pabua – 0915-499-6571 Ms. Leisa Navarro – 0966-399-3019	Covovax Covaxin
<b>IP Biotech</b> <a href="mailto:roach.garrucho@ipvg.com">roach.garrucho@ipvg.com</a>	Mr. Roach Garrucho 0917-824-2488	Covaxin
<b>Red Cross</b> <a href="mailto:vaccines@redcross.org.ph">vaccines@redcross.org.ph</a>	Ms. Jane Sison (02) 8790-2414	Moderna

**Step 2. Proposal.** The VSP sends an email proposal to the company and relevant documents including the cost of the vaccine and cost of vaccine administration.

**Step 3. Compare.** The company compares information provided by the VSPs (e.g. vaccine manufacturer, cost of vaccine, cost of vaccine administration, storage temperature, expected time of arrival etc).

**Step 4. Submit documents to chosen VSP.** The company decides which vaccine to purchase and submits signed purchase documents which may include any of the following: term sheet, purchase agreement, non-disclosure agreement, letter of intent, memorandum of agreement, reservation fee. These documents will be submitted by the company to their selected VSP.

We thus, urge all PEZA-registered companies to coordinate directly with vaccine service providers of their choice, even those that are not provided in this memorandum to be able to compare vaccine costs, arrangement for vaccine administration and other vaccine-related information.

For information.

DTS 1519-2021-00054