

**Voluntary Report** – Voluntary - Public Distribution

**Date:** December 14, 2022

**Report Number:** RP2022-0068

**Report Name:** Guidance on Shipping Food and Agricultural Product Samples to the Philippines

**Country:** Philippines

**Post:** Manila

**Report Category:** SP1 - Expand International Marketing Opportunities, Food Processing Ingredients, Food Service - Hotel Restaurant Institutional, Retail Foods

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**Report Highlights:**

This report provides guidance on shipping samples of U.S. food, beverage, and other agricultural products to the Philippines.

## **General Information**

Shipping food, beverage, and other agricultural product samples to the Philippines requires certain documents from the U.S. exporter and the receiving entity in the Philippines. Prospective U.S. exporters are advised to transact with Philippine importers that are accredited by the Philippine government, or with credible trade show organizers when participating in trade shows. USDA Cooperators and other trade associations that are tasked to coordinate the shipment of product samples must appoint a Philippine representative.

## **Specific Requirements**

### **For Processed Food and Beverage Product Samples**

The designated importer must secure an import clearance from the Philippine Food and Drug Administration (FDA) by submitting hard copies of the following documents to FDA's Food and Drug Action Center (FDAC):

1. Application Letter

The letter must state the reason for importation and should be addressed to:

Pilar Marilyn M. Pagayunan  
Director IV - Center for Food Regulation and Research  
Food and Drug Administration  
Republic of the Philippines

2. Affidavit of Undertaking (original and notarized)

The affidavit must state that "the imported products will not be offered for sale or for commercial distribution" or a similar statement that the imported products will not reach the trade.

3. Certificate of Analysis or Certificate of Free Sale

4. Commercial or Proforma Invoice

5. Packing List

6. Bill of Lading or Airway Bill (if available)

The request for import clearance will still be facilitated if the document is not available.

7. Valid License to Operate (LTO)

Entities that do not have an LTO, such as the local representatives of USDA Cooperators and trade show organizers, may still secure an import clearance by submitting items 1–6 listed above to FDAC.

The import clearance must be presented to the Bureau of Customs once the product samples arrive at the port.

Fee: The processing fee is ₱510.00.

Processing Time: Three to five days.

Location and Contact Information:

**Food and Drug Action Center**

Level 3, Starmall Alabang, Muntinlupa, South Superhighway

Telephone: +632 88571900 local 1000, +632 88425635

Mobile: +639 617709691, +639 616845994, +639 610574926

Email: [fdac@fda.gov.ph](mailto:fdac@fda.gov.ph)

Website: <https://www.fda.gov.ph/>

**Other Types of Product Samples**

For plant and plant products, meat and poultry products, and fishery and aquatic products, the Philippines Department of Agriculture (DA) requires importers to apply for a Sanitary and Phytosanitary Import Clearance (SPSIC) prior to the importation of product samples. The SPSIC functions as an import permit and must be presented to the Bureau of Customs once the product samples arrive at the port.

**For Plant and Plant Products**

Before applying for an SPSIC, the designated importer must be accredited by the Bureau of Plant Industry (BPI). For accreditation requirements and procedures, see [BPI's website](#) or refer to the [Philippines: Food and Agricultural Import Regulations and Standards \(FAIRS\) Country Report](#). Accredited importers will be allowed to access InterCommerce, DA's SPSIC online application portal.

Entities that are not accredited, such as the local representatives of USDA Cooperators and trade show organizers, may still apply for an SPSIC. See [instructions](#). Note: BPI allows only one approved SPSIC each year.

Documentary Requirements:

1. Proforma Invoice
2. Valid ID or Barangay Clearance
3. Sketch map or Google map (for planting or propagation purposes)

Fees: The regulatory fee is ₱300.00. The transaction fee is ₱55.00.

**For Meat and Poultry Products**

Before applying for an SPSIC, the designated importer must be accredited by the Bureau of Animal Industry (BAI). BAI's [website](#) is currently under construction; for accreditation requirements and procedures, please contact BAI or refer to the [Philippines: Food and Agricultural Import Regulations and Standards \(FAIRS\) Country Report](#). Accredited importers will be allowed to access [InterCommerce](#), DA's SPSIC online application portal.

Entities that are not accredited, such as the local representatives of USDA Cooperators and trade show organizers, may request assistance from USDA-FAS Manila.

## **For Fishery and Aquatic Products**

Before applying for an SPSIC, the designated importer must be accredited by the Bureau of Fisheries and Aquatic Resources (BFAR). For accreditation requirements and procedures, see [BAFR's website](#). Accredited importers will be allowed to access [InterCommerce](#), DA's SPSIC online application portal. Note: Under BFAR [Fisheries Administrative Order 195](#) on "Rules and Regulation Governing Importation of Fishery Products," the importation of fish and aquatic products for retail is allowed only when certified as necessary by the Secretary of Agriculture.

Entities that are not accredited, such as the local representatives of USDA Cooperators and trade show organizers, may request assistance from USDA-FAS Manila.

## **Directory of Philippine Department of Agriculture Bureaus**

### **Bureau of Animal Industry**

BAI Compound, Visayas Avenue, Diliman, Quezon City  
Telephone: +632 89270971, +632 8926 6883  
Website: <https://www.bai.gov.ph/>

### **Bureau of Plant Industry**

692 San Andres Street, Malate, City of Manila  
Telephone: +632 85252987  
Website: <https://www.buplant.da.gov.ph/>

### **Bureau of Fisheries and Aquatic Resources**

Philippine Coconut Authority, Elliptical Road, Quezon City  
Telephone: +632 84556801  
Website: <http://www.bfar.da.gov.ph>

## **Assistance and Further Information**

For assistance and further information, contact:

U.S. Department of Agriculture  
Foreign Agricultural Service  
U.S. Embassy Manila  
Telephone: +632 53014900  
Email: [AgManila@usda.gov](mailto:AgManila@usda.gov)

To access other reports on the Philippine market, visit USDA-FAS Manila's [webpage](#).

**Attachments:**

No Attachments.