



**National Development Company**

**BIDDING DOCUMENTS  
FOR THE PUBLIC BIDDING OF THE  
PROCUREMENT OF HEALTH CARE  
INSURANCE FROM PRIVATE HEALTH  
MAINTENANCE ORGANIZATION  
(HMO) FOR THE EMPLOYEES OF THE  
NATIONAL DEVELOPMENT  
COMPANY (NDC)**

**PROJECT REFERENCE NO:  
MR24-07-098**

**APPROVED BUDGET:  
₱ 1,440,000.00**

NDC Building, 116 Tordesillas Street  
Salcedo Village, Makati City

**Sixth Edition  
July 2020**



# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

# ***Section I. Invitation to Bid***

# National Development Company

## INVITATION TO BID FOR THE PROCUREMENT OF HEALTH CARE INSURANCE FROM PRIVATE HEALTH MAINTENANCE ORGANIZATION (HMO) FOR THE EMPLOYEES OF THE NATIONAL DEVELOPMENT COMPANY

1. The National Development Company (NDC), through its Approved Corporate Operating Budget for 2024, intends to apply the sum of One Million Four Hundred Forty Thousand Pesos (₱1,440,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Health Care Insurance from Private Health Maintenance Organization (HMO) for the Employees of the National Development Company (NDC) Project Reference No. MR No. 24-07-098. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NDC now invites bids for the above Procurement Project. Delivery of the Goods is required for one (1) year from receipt of Notice to Proceed. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from NDC Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the 7<sup>th</sup> Floor NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City from 9:00 AM to 4:00 PM on August 6 to 27, 2024 and from 8:00 AM to 12:00 NN on August 28, 2024.
5. A complete set of Bidding Documents may be acquired by interested Bidders following the same schedule for the inspection of Bidding Documents from the stated address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only (₱5,000.00) to the NDC Cashier located at the 7<sup>th</sup> Floor of NDC Building. The method of payment will be cash.

The bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the NDC, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. NDC will hold a Pre-Bid Conference<sup>1</sup> on August 16, 2024, 2:00 PM at the ABB Hall, NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City and/or through video conferencing or webcasting via zoom application which shall be open to prospective bidders.
7. Bids must be duly registered with the BAC Secretariat at the 7<sup>th</sup> Floor NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City, prior to dropping their bids, on or before 1:00 PM on August 28, 2024 (7<sup>th</sup> Floor NDC Clock). Late bids shall not be accepted.
8. Bid opening shall be at 2:00 PM on August 28, 2024 at ABB Hall, NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. After the Bid Opening, a detailed evaluation of the financial component of the eligible bid/s shall be conducted to determine the Single or Lowest Calculated Bid (SCB or LCB). Only the bidder with the SCB or LCB shall be notified to submit post-qualification documents within five (5) calendar days from receipt of the notice from the NDC BAC.
9. All particulars relative to the bidding shall be governed by the pertinent provisions and Implementing Rules and Regulations of R.A. 9184.
10. NDC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:  
**JOHNIEREY A. CUETO**  
Head, BAC Secretariat  
National Development Company  
7<sup>th</sup> Floor, NDC Building, 116 Tordesillas Street  
Tel. Nos.: (02) 8840-4838 to 47 loc. 232  
E-mail Address: [jacueto@ndc.gov.ph](mailto:jacueto@ndc.gov.ph)  
Fax No.: (02) 8840-4862
12. You may visit the following website:

For downloading of Bidding Documents: <https://www.ndc.gov.ph>

*August 06, 2024*

(SIGNED)  
\_\_\_\_\_  
**AGM LEOPOLDO JOHN F. ACOT**  
BAC Chairperson

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

***Section II. Instructions to Bidders***

## **1. Scope of Bid**

The Procuring Entity, NDC, wishes to receive Bids for the Procurement of Health Care Insurance from Private Health Maintenance Organization (HMO) for the Employees of the National Development Company (NDC) with identification number MR24-07-098.

The Procurement Project (referred to herein as “Project”) is composed of One (1) lot of Health Care Insurance Services, the details of which are described in Section VII (Technical Specifications).

## **2. Funding Information**

- 2.1. The GOP through the source of funding as indicated below for 2024 in the amount of One Million Four Hundred Forty Thousand Pesos (₱1,440,000.00).
- 2.2. The source of funding is: GOCC and GFIs, the proposed Corporate Operating Budget.

## **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.
  - a. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:

For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

5.5 The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

## **6. Origin of Goods**

6.1. Unless otherwise indicated in the BDS, there is no restriction on the origin of GOODS other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to ITB Clause 1) 27.1.

## **7. Subcontracts**

7.1. The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the past 5 years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
  - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in: Philippine Pesos.

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until December 25, 2024 (Wednesday). Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

20.1 The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in ITB clauses 5, 12, and 13.

20.2. Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

20.3 If the BAC determines that the Bidder with the Lowest Calculated Bid passes all criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the Head of Procuring Entity the award of contract to the said Bidder at its submitted price, whichever is lower.

## **21. Signing of the Contract**

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the BDS.

- 21.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.
- 21.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.4. The following documents shall form part of the contract:
- (a) Contract Agreement;
  - (b) Bidding Documents;
  - (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - (d) Performance Security;
  - (e) Notice of Award of Contract; and
  - (f) Other contract documents that may be required by existing laws and/or specified in the BDS.

## ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is National Development Company (NDC).
1.2	<p>The name of the Contract is Procurement of Health Care Insurance from Private Health Maintenance Organization (HMO) for the Employees of the National Development Company (NDC).</p> <p>The identification number of the Contract is Project Reference No. MR24-07-098.</p> <p>The bidding shall be considered as one (1) lot.</p>
2.1	<p>The funding source is:</p> <p>The Corporate Operating Budget for the year 2024 of NDC in the amount of: <u>One Million Four Hundred Forty Thousand Pesos (₱1,440,000.00).</u></p>
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Procurement of Health Care Insurance Services for public and private sectors.</li> <li>b. completed within the past five (5) years prior to the deadline for the submission and receipt of bids.</li> <li>c. With at least one (1) existing contract with an annual premium equivalent to at least fifty percent (50%) of the total Approved Budget for this Contract (ABC) or should have completed at least three (3) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC.</li> </ol>
5.5	<p>The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:</p> <p style="text-align: center;"><b>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.</b></p> <p>The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.</p>
7.1	Subcontracting is not allowed.
8	NDC BAC will hold a Pre-Bid Conference on <u>August 16, 2024, 2:00 PM</u> at the ABB Hall, NDC Building, 116 Tordeillas Street, Salcedo Village, Makati City and/or through video conferencing or webcasting via zoom application which shall be open to prospective bidder.
10.1	<p><b>Pursuant to GPPB Circular 03-2016 dated October 27, 2016:</b></p> <p>For <b>12.1(a)(i)</b> the Bidder shall submit a valid <b>PhilGEPS Certificate of Registration of Membership under Platinum category - (Platinum Membership)</b> in lieu of their Class "A" Documents uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184.</p>

	The Bidder shall also submit the Document “Annex A” which forms part of the Certificate of Platinum Membership being submitted.
10.2	<p>Statement of <b>All On-Going</b> Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.</p> <p>Statement of <b>Single Largest Completed Contract (SLCC)</b> similar to the contract to be bid, within the past five (5) years prior to the date of submission and receipt of bids, the value of which must be equivalent to at least fifty percent (50%) of the ABC.</p> <p>Attach a Certified True Copy of the <u>Certificate of Satisfactory Completion</u> issued by the client or the Certified True Copy of the <u>Official Receipt</u> for the SLCC any equivalent documents.</p>
11.1	<p>Include detailed computation of bid using format in <b>Section VIII (Checklist of Technical and Financial Documents)</b> for the Procurement of Health Care Insurance from Private Health Maintenance Organization (HMO) for the Employees of the National Development Company (NDC).</p> <p>Bidders must also provide a soft copy of the Detailed Financial Bid in Microsoft <b>Excel format</b> showing the formula used in the computation of the costs. <b>USB containing the soft copy of the detailed financial bid should be enclosed in the Financial Component Envelope.</b></p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>Twenty-Eight Thousand Eight Hundred Pesos (₱28,800.00) [2% of ABC]</b>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>Seventy-Two Thousand Pesos (₱72,000.00) [5% of ABC]</b> if bid security is in Surety Bond, callable upon demand.</p>
14.2	The bid security shall be valid until December 25, 2024 (Wednesday).
15.0	Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.
19.1	Bid modification is allowed to correct computational errors and omissions.
19.2	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
19.3	The project will be awarded in one (1) lot.
20.2	<p>A. Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:</p> <ol style="list-style-type: none"> <li>1. Documents listed in “Annex A” of the Certificate of PhilGEPs registration;</li> <li>2. Latest Income and business tax returns filed and taxes paid through the BIR Electronic Filing and Payments System (eFPS) - within the last six (6) months preceding the date of bid submission; and</li> </ol>

	<p>3. Certificate from the National Health Insurance Commission and License to Operate as HMO, HMO broker, and Health insurance aggregator.</p> <p>B. Certified True Copy signed by the BIR with documentary stamps of Item A.2. above to be submitted within seven (7) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB.</p> <p>Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.</p>
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## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## *Section V. Special Conditions of Contract*

## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered at the Project Sites defined in Section VI. Schedule of Requirements. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Ms. Emily T. Cariaga, Human Resource Officer V.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>f. Other incidental service requirements, as needed.</li> </ol>

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> <li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>a. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>b. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for the period of this contract.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> <li>Name of the Procuring Entity</li> <li>Name of the Supplier</li> <li>Contract Description</li> <li>Final Destination</li> <li>Gross weight</li> <li>Any special lifting instructions</li> <li>Any special handling instructions</li> <li>Any relevant HAZCHEM classifications</li> </ul>

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Supplier’s risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>Terms of Payment are as follows:</p> <p>Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. At least one percent (1%) but shall not exceed five percent (5%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier’s warranty obligations under this Contract as described in GCC Clause 5.</p> <p>The Supplier’s request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered</p>

	<p>and/or Services performed, and by documents submitted pursuant to provision is <b>GCC Clause 1</b>, and upon fulfillment of the obligations stipulated in this contract.</p> <p>The currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.</p> <p>Partial payment is not allowed.</p>
4	No further instructions.

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

1. Deployment Details:

<b>ITEM NUMBER</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>TOTAL</b>	<b>DELIVERED, WEEKS/MONTHS</b>
1	Health Care Services with accreditation from major hospitals	36 employees (as of June 2024)		One (1) year from the issuance of Notice to Proceed

I shall comply with and deliver, within the period specified, all the above requirements upon receipt of Notice to Proceed.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Bidder

\_\_\_\_\_  
Date

## ***Section VII. Technical Specifications***

# Technical Specifications

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
		<p><i>Bidder must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i></p>
<p style="text-align: center;">1 Outpatient Services</p>	<p>1.1. Professional fees and charges for consultation and management by accredited doctors, specialist/s, and sub-specialist/s;</p> <p>1.2. Referrals and the corresponding fees/charges for prescribed special diagnostic procedures and other modern modalities of treatment up to the Maximum Coverage Limits (MCL) such as, but not limited to, the following:</p> <p style="padding-left: 20px;">1.2.1. All prescribed diagnostic procedures such as but not limited to X-ray, ECG,</p>	

	<p>Hematology, Blood Chemistry, including Pap Smear for women and PSA for men, and Real-Time Polymerase Chain Reaction Test (RT-PCR), Rapid Antibody Test, Rapid Antigen Test, Saliva Test for Covid-19, if medically prescribed;</p> <p>1.2.2. Diagnostic and Therapeutic Ultrasound;</p> <p>1.2.3. Radiographic studies;</p> <p>1.2.4. Rhinoscopic, Bronchoscopic, and/or endoscopic exams;</p> <p>1.2.5. 3D Imaging, CT scan, and/or MRI and/or PET Scan of body organs or regions;</p> <p>1.2.6. All forms of Echocardiography and Treadmill Stress Test and other cardiac diagnostic, such as Nuclear Cardiac Perfusion study and angiography; Electromyography with Nerve Conduction Tests;</p> <p>1.2.7. Mammography;</p> <p>1.2.8. Peritoneal or Hemodialysis up to the maximum coverage limits;</p> <p>1.2.9. Cancer treatment to include radiotherapy and chemotherapy (whether oral or intravenous), bone marrow transplant and brachytherapy, and others, up to the maximum coverage limits;</p> <p>1.2.10. Eye, ear, nose, and throat treatment;</p> <p>1.2.11. Coverage for cataract extraction or glaucoma laser treatment up to the MCL and lens in an amount not exceeding ₱20,000.00 per eye.</p> <p>1.3. Pre-natal and post-natal care. Pre-natal care shall include consultation and laboratory examinations. Laboratory examinations for purposes of pre-natal care shall include all of the following:</p> <p>1.3.1. Complete Blood Count;</p> <p>1.3.2. Blood typing;</p> <p>1.3.3. Urinalysis;</p> <p>1.3.4. Plain Pelvic Ultrasound; and</p> <p>1.3.5. Additional tests (in this case, only the initial test shall be covered) may form part of pre-natal care, as may be determined by the attending OB-GYN,</p>	
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	<p>which shall include tests for Hepatitis B antigen, VDRL, and/or Oral Glucose challenge test and/or oral glucose tolerance test.</p> <p>1.4. Treatment of minor injuries and illnesses;</p> <p>1.5. Minor surgeries not requiring confinement (e.g., excision of cysts and other superficial mass/es);</p> <p>1.6. Speech and physical therapy up to 12 sessions per member per contract year;</p> <p>1.7. Pulmonary Rehabilitation Therapy (post COVID-19) up to 10 sessions;</p> <p>1.8. Cauterization of warts up to a maximum of ₱5,000.00 per member per contract year;</p> <p>1.9. Excision of moles (malignant or suspected to be malignant) up to maximum of ₱10,000.00 per member per contract year;</p> <p>1.10. All expenses for out-patient services rendered in accredited hospitals or clinics and done by an accredited physician, specialist or sub-specialist shall be on a “no cash-out basis” and shall be covered up to the Maximum Benefit Limits (MBL) based on the HMO’s prevailing Relative Value Units (RVU) rates;</p> <p>1.11. In case the patient prefers a non-accredited physician or specialist of his or her choice, the professional fees shall be settled first by the patient subject to reimbursement by the HMO based on prevailing RVU (Relative Value Unit) rates;</p> <p>1.12. Expenses in non-accredited hospitals shall be reimbursed based on the HMO’s existing RVU rates:</p> <p>1.12.1. Payment in excess of what is allowed shall be shouldered by the patient; and</p> <p>1.12.2. Information on the HMO’s prevailing surgical and hospital rates shall be provided in advance by the HMO’s for the information of the members.</p>	
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<p style="text-align: center;">2 Emergency Care Services</p>	<p>2.1. Emergency Doctor or Specialist services;</p> <p>2.2. Emergency room fees, as well as fees of other hospital facilities used in the emergency treatment;</p> <p>2.3. Surgery or treatment of lacerations and other injuries;</p> <p>2.4. Medicines and/or drugs for emergency treatment;</p> <p>2.5. X-ray, laboratory examinations, and all diagnostic procedures necessary for the emergency management of the patient;</p> <p>2.6. Oxygen, intravenous fluids, blood transfusions, and human blood products;</p> <p>2.7. Dressings, sutures and plaster casts;</p> <p>2.8. Active and passive immunization/vaccines against tetanus, snake venoms, human bites, and rabies (initial and subsequent doses shall be covered up to Thirty Thousand Pesos (₱30,000.00));</p> <p>2.9. Ground ambulance service from the patient's residence or his/her location to the nearest hospital;</p> <p>2.10. All other services, items, and supplies necessary for the emergency management of the patient;</p> <p>2.11. All expenses for emergency care services, enumerated in this Paragraph 2 (except 2.8), which were used in the emergency treatment of the patient in an accredited hospital or clinic and by an accredited physician, specialist, and/or sub-specialist shall be covered up to the MBL and provided on a "no cash-out basis."</p> <p>2.11.1. If at the time of the emergency, the accredited hospital has no room available corresponding to the member's room and board category, room and board may be upgraded to the next higher room (except suite</p>	
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	<p>room). The HMO shall cover the difference in the room rates and other room-based charges or incremental costs for the first 24 hours.</p> <p>2.12. All expenses for the emergency care services, enumerated in this Paragraph 2, which were used in the emergency treatment of the patient in a non-accredited hospital or clinic and by a non-accredited physician, specialist and/or sub-specialist shall be covered and will be reimbursed as follows:</p> <p>2.12.1. In areas where the HMO has no accredited hospital or clinic, the HMO shall reimburse all expenses including doctor's fees incurred by the patient up to the MBL;</p> <p>2.12.2. In areas where the HMO has an accredited hospital or clinic, the HMO shall reimburse all expenses including doctor's fees incurred by the patient based on the HMO's existing RVU rates as if the patient had been confined in the accredited hospital or clinic and/or seen by accredited physicians, specialists and/or sub-specialists.</p> <p>2.13. The transfer of a patient from a non-accredited hospital to an accredited hospital shall be covered by the HMO up to the MBL in the following situations only:</p> <p>2.13.1. In serious or life-threatening cases where the immediate transfer of the patient is medically contraindicated, 100% of actual expenses shall be defrayed by the HMO including ground ambulance transfer until transfer is eventually effected;</p> <p>2.13.2. In cases where the patient refuses to be transferred, 100% of the fees and charges shall be reimbursed by the HMO based on the HMO's existing RVU rates as if the patient had been confined in an accredited hospital and/or seen by an accredited physician or specialist; and</p>	
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	<p>2.13.3. In serious or life-threatening cases where the immediate transfer is an absolute necessity for the patient's survival, the HMO shall defray 100% of all related expenses until transfer is eventually effected.</p>	
<p>3 Hospitalization/ In-Patient Services</p>	<p>3.1. Room and Board – Large Open Private rooms and board accommodation available within the MBL for Principal members and option to choose between Private and Semi-private for Dependents.</p> <p>3.1.1. If the appropriate room and board accommodation are not available at the time of confinement in a non-emergency case, the patient has the option to avail of a higher room and board accommodation, but he/she shall pay the difference in the room rates and other room-based charges or incremental costs;</p> <p>3.1.2. Operating Room and Recovery Room Services and their charges up to the MBL; and</p> <p>3.1.3. Intensive Care Unit (ICU)/Cardiac Care Unit (CCU) up to the MBL.</p> <p>3.2. Professional services of accredited physician/s, specialist/s, sub-specialist/s, and/or consultant/s. More consultants or specialists may be called in when necessary;</p> <p>3.3. Drugs and medicines for use in the hospital;</p> <p>3.4. Whole blood and human blood products, transfusions, and intravenous fluids, including blood screening and cross matching;</p> <p>3.5. X-ray and laboratory examinations;</p> <p>3.6. Complete coverage of all diagnostic procedures and examinations including but not limited to MRI, CT scan, EEG, Ultrasound, Holter monitoring, cardiac catheterization, and other state of the art diagnostic and therapeutic procedures deemed necessary, including Covid-19 tests, whenever necessary;</p> <p>3.7. Anesthesia and its administration;</p>	

	<p>3.8. Oxygen and its administration;</p> <p>3.9. Dressings, sutures, plaster casts, and other miscellaneous supplies necessary for treatment;</p> <p>3.10. Standard nursing services;</p> <p>3.11. Hospital admission kit;</p> <p>3.12. Complete coverage of the following modalities of treatment and diagnostic procedures up to the MCL, unless otherwise specified, to include:</p> <ul style="list-style-type: none"> <li>3.12.1. 3D Imaging;</li> <li>3.12.2. Acquired (Adult) Hernia;</li> <li>3.12.3. Angiography;</li> <li>3.12.4. Venography;</li> <li>3.12.5. Angioplasty;</li> <li>3.12.6. 24 hours ambulatory blood pressure monitoring;</li> <li>3.12.7. Arthroscopic Knee Surgery;</li> <li>3.12.8. Chemotherapy (whether oral or intravenous);</li> <li>3.12.9. Cryosurgery;</li> <li>3.12.10. Dialysis;</li> <li>3.12.11. Echocardiography with Doppler and contrast study;</li> <li>3.12.12. Electromyelography with nerve conduction;</li> <li>3.12.13. Endoscopic Procedure;</li> <li>3.12.14. Eye, ear, nose, and throat care including: <ul style="list-style-type: none"> <li>3.12.14.1. Cataract surgery; Cost of lens shall not exceed Twenty Thousand Pesos (₱20,000.00) per eye;</li> <li>3.12.14.2. Laser eye treatment except to correct error of refraction;</li> <li>3.12.14.3. Endoscopic sinus surgery;</li> <li>3.12.14.4. Laser Tonsillectomy;</li> <li>3.12.14.5. Fluorescein Angiogram;</li> </ul> </li> <li>3.12.15. Hyperalimentation</li> <li>3.12.16. Hysteroscopic Myoma Resection;</li> <li>3.12.17. Laparoscopic Cholecystectomy;</li> <li>3.12.18. Laser Treatment for Retinal Detachment and Glaucoma;</li> <li>3.12.19. Lithotripsy;</li> </ul>	
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	<p>3.12.20.Mammography;</p> <p>3.12.21.M-Mode Echocardiogram;</p> <p>3.12.22.MRA (Magnetic Resonance Angiogram)</p> <p>3.12.23.Neuroscan;</p> <p>3.12.24.Nuclear/Radioactive Isotope Scans (thyroid, bone, cardiovascular, and other organ systems) ultrasound, and brachytherapy (except the cost of radioactive pellets called seeds);</p> <p>3.12.25.Orthopedic surgery excluding the cost of surgically implanted internal devices;</p> <p>3.12.26.Pelvic Laparoscopy;</p> <p>3.12.27.Physical Therapy; up to twelve (12) sessions per member per contract year;</p> <p>3.12.28.Radiotherapy;</p> <p>3.12.29.Sclerotherapy up to a maximum of Seventy-Five Thousand Pesos (₱75,000.00) per member per contract year;</p> <p>3.12.30.Bone Marrow and other organ transplant up to MBL;</p> <p>3.12.31.Sleep Study Test (Diagnostic/Therapeutic or Combined Test);</p> <p>3.12.32.Speech Therapy up to twelve (12) sessions per member per contract year;</p> <p>3.12.33.Thallium Scintigraphy;</p> <p>3.12.34.Treadmill stress test;</p> <p>3.12.35.Transurethral Microwave Therapy;</p> <p>3.12.36.Pulmonary Therapy (up to 10 sessions); and</p> <p>3.12.37.All other special modalities/sophisticated laboratory and diagnostic procedures that are new in the market and are available, including RT-PCR test, Swab test, and Saliva test for Covid-19, among others, shall be covered if medically prescribed</p> <p>3.13. Other Hospitalization/In-patient benefits shall include:</p> <p>3.13.1. For each congenital disease up to a maximum of One Hundred Thousand Pesos (P 100,000.00) per member;</p>	
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	<p>3.13.2. Maternity assistance benefit for female members, whether single or married, up to one (1) pregnancy per contract year (one [1] live birth only), up to the maximum amount of Seventy-Five Thousand Pesos (₱75,000.00) per event for normal spontaneous delivery or up to the maximum amount of One Hundred Thousand Pesos (₱100,000.00) per event for Caesarian Section, and Fifty Thousand Pesos (₱50,000.00) for 2 &amp; 3 regardless of the underlying cause; and</p> <p>3.13.3. Expenses due to any complication which may arise by reason of the deliveries, whether normal or caesarian, or intra-operative complication of 3 &amp; 3 up to the MBL.</p>	
4 Preventive Services	<p>4.1. Administration of anti-influenza vaccine once a year;</p> <p>4.2. Annual Physical Examination (APE) to be conducted once a year at any accredited HMO clinics. The APE shall include the following:</p> <p>4.2.1. Physical Examination;</p> <p>4.2.2. Chest X-ray;</p> <p>4.2.3. Eye Refraction;</p> <p>4.2.4. Fecalalysis;</p> <p>4.2.5. Urinalysis;</p> <p>4.2.6. Complete Blood Count (CBC);</p> <p>4.2.7. Electrocardiogram (ECG) for plan holder's above twenty-one (21) years old;</p> <p>4.2.8. Blood chemistry consisting of FBS, Creatinine, Lipid Profile and SGPT for plan holder thirty (30) years old and above;</p> <p>4.2.9. Mammography and Pap Smear for females thirty-five (35) years old and above or if prescribed;</p>	
5 Dental Care Services	<p>5.1. Oral prophylaxis (Bi-Annual);</p> <p>5.2. Ordinary tooth extractions and drainage of abscess;</p> <p>5.3. Temporary restorations (unlimited fillings, pain management);</p>	

	<p>5.4. Permanent fillings of four (4) teeth;</p> <p>5.5. Treatment of mouth lesions, wounds, and burns;</p> <p>5.6. Re-cementation of fixed bridges, loose jackets, crowns, inlays, and onlays;</p> <p>5.7. Restorative Prosthodontic Treatment (including cost of Plastic dentures, not exceeding Five Thousand Pesos (₱5,000.00));</p> <p>5.8. Simple adjustment of dentures;</p> <p>5.9. Orthodontic and Temporomandibular Joint (TMJ) consultations; and</p> <p>5.10. Two (2) Root Canal Treatments.</p>	
<p>6 Mental Health Care Services</p>	<p>6.1. HMO coverage up to maximum of Fifty Thousand Pesos (₱50,000.00) (In-patient and out-patient) per contract year which includes:</p> <p>6.1.1. Accredited Psychiatrist's Professional Fee (In-patient and out-patient);</p> <p>6.1.2. Accredited Clinical Psychologist's Professional Fee;</p> <p>6.1.3. Psychological Testing; and</p> <p>6.1.4. Diagnostic Procedures/Laboratories.</p> <p>6.2. Reimbursement of up to Twenty-five thousand pesos (₱25,000.00) per contract per year for non-accredited Psychiatrist and Clinical Psychologist which includes all items pertaining to 6.1. The reimbursement claim must be filed within thirty (30) calendar days from the date of availment and must include the following:</p> <p>6.2.1. Original Official Receipt;</p> <p>6.2.2. Medical Certificate;</p> <p>6.2.3. Doctor's Prescription (for medicines); and</p> <p>6.2.4. Other documents as required by the HMO.</p>	

## TERMS OF REFERENCE

### **PROCUREMENT OF HEALTH CARE INSURANCE FROM PRIVATE HEALTH MAINTENANCE ORGANIZATION (HMO) FOR THE EMPLOYEES OF THE NATIONAL DEVELOPMENT COMPANY (NDC)**

#### **BACKGROUND**

The National Development Company (NDC) is a government-owned and controlled corporation tasked to invest in diverse industries and catalyze inclusive growth for the country. NDC recognizes its people as one of its valuable resources in fulfilling its mandate. Currently, NDC has a total number of warm bodies/filled-up Plantilla positions of thirty-six (36) consisting of thirteen (13) and twenty-three (23) men and women, respectively, based on the sex-disaggregated data by the Human Resource Department.

The Civil Service Commission (CSC) is the central government agency of the government. Under the CSC Law, rules, and regulations, it is prescribed that there shall be a health program in the government aimed at improving the working conditions of the employees, and according to CSC through its Chairman Karlo B. Nograles, “Research shows that employees in good health are more likely to deliver optimal performance in the workplace because, not only do they have better quality of life, but they also benefit from having a lower risk of disease, illness, or injury,”

On the other hand, the Philippine Health Insurance Corporation (PHIC) is the government arm for ensuring the availability of funds to extend hospitalization and sickness benefits to public officials and employees.

PHIC, however, acknowledges that currently there are health programs and benefits that are not being covered by PHIC and in this regard has issued Advisory No. 2024-2022, in reconciling Executive Order 150 entitled “Approving the Compensation and Position Classification System (CPCS) and Index of Occupational Services, Position Titles, and Job Grades for GOCCs (IOS-G) Framework, Repealing Executive Order No. 203 (s.2016), and for other purposes” with Commission on Audit (COA) Resolution No. 2024-004 entitled “Amendment of Commission on Audit (COA) Resolution No. 2005-001” dated February 3, 2005, on the Procurement of Health Care Insurance from Private Insurance Agencies, the COA has permitted the purchase of healthcare service coverage from Health Maintenance Organization (HMO) provided that the “programs or benefits covered therein are not yet covered or provided by the Philippine Health Insurance Commission (PHIC)”.

#### **MAGNA CARTA OF WOMEN**

RA 9710 or the Magna Carta of Women is a comprehensive women’s human rights law that seeks to eliminate discrimination through the recognition, protection, fulfillment, and promotion of the rights of Filipino women, especially those belonging to the marginalized sectors of society.

The Magna Carta of Women spells out among others, the woman’s right to comprehensive health services and health information and education covering all stages of a woman’s life cycle, and which addresses the major causes of women’s mortality and morbidity, including

access to among others, maternal care, responsible, ethical, legal, safe and effective methods of family planning, and encouraging healthy lifestyle activities to prevent diseases;

The Management of NDC, in recognition and support of this mandate in its workplace, through the initiative of the NDC League of Employees for Excellence, Ardor and Professionalism (NDC-LEAP), shall provide and ensure the health and welfare of its employees most especially its women employees as anchored under RA 9710.

## **PROCUREMENT OF PRIVATE HMO FOR NDC (the “Project”)**

In view of the above developments, the NDC seeks to procure under the provisions of the RA 9184 (Procurement Law), a private Health Maintenance Organization (HMO) to cover the hospitalization and medical needs including the Annual Physical Examination (APE) of its employees, excluded in the program and benefits of PHIC, under the following terms and conditions:

### Membership Eligibility

1. The following shall be covered by the NDC’s Private HMO:
  - 1.1 All plantilla employees both regular and co-terminus;
  - 1.2 On voluntary basis provided that they pay their corresponding premium as billed by the HMO:
    - a. All qualified dependents of Plantilla employee;
    - b. Contractual and agency service personnel and their qualified dependents;
    - c. Consultants and their qualified dependents; and
    - d. NDC Subsidiaries and their qualified dependents.
2. Enrollment for membership shall be done at the start of the contract year and the membership shall be effective until the end of the contract year.
3. NDC Employees who enter the service after the execution of the contract but within the contract period shall be covered effective on the date of their appointment or hiring as certified by the Human Resource (HR) Unit. The corresponding premiums shall be pro-rated accordingly.
4. NDC Employees who are separated due to retirement, resignation, transfer to another office, or dismissal for cause shall be covered up to the end of contract year when he/she is separated from the service. However, he/she pays his/her part of the premium for the remaining period within thirty (30) days from the date of separation.
5. NDC Employees may opt to secure a higher coverage subject to their payment of the additional premium amount.

## **TERMS OF AGREEMENT**

### HMO Qualification Criteria

1. Must be duly registered with the National Health Insurance Commission and licensed to operate as HMO, HMO Broker and Health Insurance Aggregator;

2. At least five (5) years of experience in administering/managing government or private accounts on nationwide basis; and
3. With at least one (1) existing contract with an annual premium equivalent to at least fifty percent (50%) of the total Approved Budget for this Contract (ABC) or should have completed at least three (3) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC.

### Services and Benefits

The package of benefits under the NDC Health Care Insurance shall include the following:

#### 1. **Out-Patient Services** shall include:

- 1.1. Professional fees and charges for consultation and management by accredited doctors, specialist/s, and sub-specialist/s;
- 1.2. Referrals and the corresponding fees/charges for prescribed special diagnostic procedures and other modern modalities of treatment up to the Maximum Coverage Limits (MCL) such as, but not limited to, the following:
  - 1.12.1. All prescribed diagnostic procedures such as but not limited to X-ray, ECG, Hematology, Blood Chemistry, including Pap Smear for women and PSA for men, and Real-Time Polymerase ChainReaction Test (RT-PCR), Rapid Antibody Test, Rapid Antigen Test, Saliva Test for Covid-19, if medically prescribed;
  - 1.12.2. Diagnostic and Therapeutic Ultrasound;
  - 1.12.3. Radiographic studies;
  - 1.12.4. Rhinoscopic, Bronchoscopic, and/or endoscopic exams;
  - 1.12.5. 3D Imaging, CT scan, and/or MRI and/or PET Scan of body organs or regions;
  - 1.12.6. All forms of Echocardiography and Treadmill Stress Test and other cardiac diagnostic, such as Nuclear Cardiac Perfusion study and angiography; Electromyography with Nerve Conduction Tests;
  - 1.12.7. Mammography;
  - 1.12.8. Peritoneal or Hemodialysis up to the maximum coverage limits;
  - 1.12.9. Cancer treatment to include radiotherapy and chemotherapy (whether oral or intravenous), bone marrow transplant and brachytherapy, and others, up to the maximum coverage limits;
  - 1.12.10. Eye, ear, nose, and throat treatment;
  - 1.12.11. Coverage for cataract extraction or glaucoma laser treatment up to the MCL and lens in an amount not exceeding ₱20,000.00 per eye.
- 1.3. Pre-natal and post-natal care. Pre-natal care shall include consultation and laboratory examinations. Laboratory examinations for purposes of pre-natal care shall include all of the following:
  - 1.3.1. Complete Blood Count;
  - 1.3.2. Blood typing;
  - 1.3.3. Urinalysis;
  - 1.3.4. Plain Pelvic Ultrasound; and

- 1.3.5. Additional tests (in this case, only the initial test shall be covered) may form part of pre-natal care, as may be determined by the attending OB-GYN, which shall include tests for Hepatitis B antigen, VDRL, and/or Oral Glucose challenge test and/or oral glucose tolerance test.
- 1.4. Treatment of minor injuries and illnesses;
- 1.5. Minor surgeries not requiring confinement (e.g., excision of cysts and other superficial mass/es);
- 1.6. Speech and physical therapy up to 12 sessions per member per contract year;
- 1.7. Pulmonary Rehabilitation Therapy (post COVID-19) up to 10 sessions;
- 1.8. Cauterization of warts up to a maximum of ₱5,000.00 per member per contract year;
- 1.9. Excision of moles (malignant or suspected to be malignant) up to maximum of ₱10,000.00 per member per contract year;
- 1.10. All expenses for out-patient services rendered in accredited hospitals or clinics and done by an accredited physician, specialist or sub-specialist shall be on a “no cash-out basis” and shall be covered up to the Maximum Benefit Limits (MBL) based on the HMO’s prevailing Relative Value Units (RVU) rates;
- 1.11. In case the patient prefers a non-accredited physician or specialist of his or her choice, the professional fees shall be settled first by the patient subject to reimbursement by the HMO based on prevailing RVU (Relative Value Unit) rates;
- 1.12. Expenses in non-accredited hospitals shall be reimbursed based on the HMO’s existing RVU rates:
  - 1.12.1. Payment in excess of what is allowed shall be shouldered by the patient; and
  - 1.12.2. Information on the HMO’s prevailing surgical and hospital rates shall be provided in advance by the HMO’s for the information of the members.
2. **Emergency Care Services** shall be provided for a member who is in severe pain or suffers a serious illness or injury due to sudden and unexpected occurrence which requires immediate medical or surgical intervention to alleviate the pain or to prevent the loss of life or limb or any vital part of the body. Emergency care services shall not be limited to the Emergency Room and shall include:
  - 2.13.1. Emergency Doctor or Specialist services;
  - 2.2. Emergency room fees, as well as fees of other hospital facilities used in the emergency treatment;
  - 2.3. Surgery or treatment of lacerations and other injuries;

- 2.4. Medicines and/or drugs for emergency treatment;
- 2.5. X-ray, laboratory examinations, and all diagnostic procedures necessary for the emergency management of the patient;
- 2.6. Oxygen, intravenous fluids, blood transfusions, and human blood products;
- 2.7. Dressings, sutures and plaster casts;
- 2.8. Active and passive immunization/vaccines against tetanus, snake venoms, human bites, and rabies (initial and subsequent doses shall be covered up to Thirty Thousand Pesos (P30,000.00));
- 2.9. Ground ambulance service from the patient's residence or his/her location to the nearest hospital;
- 2.10. All other services, items, and supplies necessary for the emergency management of the patient;
- 2.11. All expenses for emergency care services, enumerated in this Paragraph 2 (except 2.8), which were used in the emergency treatment of the patient in an accredited hospital or clinic and by an accredited physician, specialist, and/or sub-specialist shall be covered up to the MBL and provided on a "no cash-out basis."
  - 2.11.1. If at the time of the emergency, the accredited hospital has no room available corresponding to the member's room and board category, room and board may be upgraded to the next higher room (except suite room). The HMO shall cover the difference in the room rates and other room-based charges or incremental costs for the first 24 hours.
- 2.12. All expenses for the emergency care services, enumerated in this Paragraph 2, which were used in the emergency treatment of the patient in a non-accredited hospital or clinic and by a non-accredited physician, specialist and/or sub-specialist shall be covered and will be reimbursed as follows:
  - 2.12.1. In areas where the HMO has no accredited hospital or clinic, the HMO shall reimburse all expenses including doctor's fees incurred by the patient up to the MBL;
  - 2.12.2. In areas where the HMO has an accredited hospital or clinic, the HMO shall reimburse all expenses including doctor's fees incurred by the patient based on the HMO's existing RVU rates as if the patient had been confined in the accredited hospital or clinic and/or seen by accredited physicians, specialists and/or sub-specialists.
- 2.13. The transfer of a patient from a non-accredited hospital to an accredited hospital shall be covered by the HMO up to the MBL in the following situations only:
  - 2.13.1. In serious or life-threatening cases where the immediate transfer of the patient is medically contraindicated, 100% of actual expenses shall be

defrayed by the HMO including ground ambulance transfer until transfer is eventually effected;

2.13.2. In cases where the patient refuses to be transferred, 100% of the fees and charges shall be reimbursed by the HMO based on the HMO's existing RVU rates as if the patient had been confined in an accredited hospital and/or seen by an accredited physician or specialist; and

2.13.3. In serious or life-threatening cases where the immediate transfer is an absolute necessity for the patient's survival, the HMO shall defray 100% of all related expenses until transfer is eventually effected.

**3. Hospitalization/In-Patient Services shall include:**

3.1. Room and Board – Large Open Private rooms and board accommodation available within the MBL for Principal members and option to choose between Private and Semi-private for Dependents.

3.1.1. If the appropriate room and board accommodation are not available at the time of confinement in a non-emergency case, the patient has the option to avail of a higher room and board accommodation, but he/she shall pay the difference in the room rates and other room-based charges or incremental costs;

3.1.2. Operating Room and Recovery Room Services and their charges up to the MBL; and

3.1.3. Intensive Care Unit (ICU)/Cardiac Care Unit (CCU) up to the MBL.

3.2. Professional services of accredited physician/s, specialist/s, sub-specialist/s, and/or consultant/s. More consultants or specialists may be called in when necessary;

3.3. Drugs and medicines for use in the hospital;

3.4. Whole blood and human blood products, transfusions, and intravenous fluids, including blood screening and cross matching;

3.5. X-ray and laboratory examinations;

3.6. Complete coverage of all diagnostic procedures and examinations including but not limited to MRI, CT scan, EEG, Ultrasound, Holter monitoring, cardiac catheterization, and other state of the art diagnostic and therapeutic procedures deemed necessary, including Covid-19 tests, whenever necessary;

3.7. Anesthesia and its administration;

3.8. Oxygen and its administration;

3.9. Dressings, sutures, plaster casts, and other miscellaneous supplies necessary for treatment;

3.10. Standard nursing services;

- 3.11. Hospital admission kit;
- 3.12. Complete coverage of the following modalities of treatment and diagnostic procedures up to the MCL, unless otherwise specified, to include:
  - 3.12.1. 3D Imaging;
  - 3.12.2. Acquired (Adult) Hernia;
  - 3.12.3. Angiography;
  - 3.12.4. Venography;
  - 3.12.5. Angioplasty;
  - 3.12.6. 24 hours ambulatory blood pressure monitoring;
  - 3.12.7. Arthroscopic Knee Surgery;
  - 3.12.8. Chemotherapy (whether oral or intravenous);
  - 3.12.9. Cryosurgery;
  - 3.12.10. Dialysis;
  - 3.12.11. Echocardiography with Doppler and contrast study;
  - 3.12.12. Electromyelography with nerve conduction;
  - 3.12.13. Endoscopic Procedure;
  - 3.12.14. Eye, ear, nose, and throat care including:
    - 3.12.14.1. Cataract surgery; Cost of lens shall not exceed Twenty Thousand Pesos (₱20,000.00) per eye;
    - 3.12.14.2. Laser eye treatment except to correct error of refraction;
    - 3.12.14.3. Endoscopic sinus surgery;
    - 3.12.14.4. Laser Tonsillectomy;
    - 3.12.14.5. Fluorescein Angiogram;
  - 3.12.15. Hyperalimentation;
  - 3.12.16. Hysteroscopic Myoma Resection;
  - 3.12.17. Laparoscopic Cholecystectomy;
  - 3.12.18. Laser Treatment for Retinal Detachment and Glaucoma;
  - 3.12.19. Lithotripsy;
  - 3.12.20. Mammography;
  - 3.12.21. M-Mode Echocardiogram;
  - 3.12.22. MRA (Magnetic Resonance Angiogram)
  - 3.12.23. Neuroscan;
  - 3.12.24. Nuclear/Radioactive Isotope Scans (thyroid, bone, cardiovascular, and other organ systems) ultrasound, and brachytherapy (except the cost of radioactive pellets called seeds);
  - 3.12.25. Orthopedic surgery excluding the cost of surgically implanted internal devices;
  - 3.12.26. Pelvic Laparoscopy;
  - 3.12.27. Physical Therapy; up to twelve (12) sessions per member per contract year;
  - 3.12.28. Radiotherapy;
  - 3.12.29. Sclerotherapy up to a maximum of Seventy-Five Thousand Pesos (₱75,000.00) per member per contract year;
  - 3.12.30. Bone Marrow and other organ transplant up to MBL;
  - 3.12.31. Sleep Study Test (Diagnostic/Therapeutic or Combined Test);
  - 3.12.32. Speech Therapy up to twelve (12) sessions per member per contract year;
  - 3.12.33. Thallium Scintigraphy;

- 3.12.34. Treadmill stress test;
- 3.12.35. Transurethral Microwave Therapy;
- 3.12.36. Pulmonary Therapy (up to 10 sessions); and
- 3.12.37. All other special modalities/ sophisticated laboratory and diagnostic procedures that are new in the market and are available, including RT-PCR test, Swab test, and Saliva test for Covid-19, among others, shall be covered if medically prescribed.

3.13. Other Hospitalization/In-patient benefits shall include:

- 3.13.1. For each congenital disease up to a maximum of One Hundred Thousand Pesos (P 100,000.00) per member;
- 3.13.2. Maternity assistance benefit for female members, whether single or married, up to one (1) pregnancy per contract year (one [1] live birth only), up to the maximum amount of Seventy-Five Thousand Pesos (₱75,000.00) per event for normal spontaneous delivery or up to the maximum amount of One Hundred Thousand Pesos (₱100,000.00) per event for Caesarian Section, and Fifty Thousand Pesos (₱50,000.00) for 2 & 3 regardless of the underlying cause; and
- 3.13.3. Expenses due to any complication which may arise by reason of the deliveries, whether normal or caesarian, or intra-operative complication of 3 & 3 up to the MBL.

4. **Preventive Services** shall include:

- 4.1. Administration of anti-influenza vaccine once a year;
- 4.2. Annual Physical Examination (APE) to be conducted once a year at any accredited HMO clinics. The APE shall include the following:
  - 4.2.1. Physical Examination;
  - 4.2.2. Chest X-ray;
  - 4.2.3. Eye Refraction;
  - 4.2.4. Fecalysis;
  - 4.2.5. Urinalysis;
  - 4.2.6. Complete Blood Count (CBC);
  - 4.2.7. Electrocardiogram (ECG) for plan holder's above twenty-one (21) years old;
  - 4.2.8. Blood chemistry consisting of FBS, Creatinine, Lipid Profile and SGPT for plan holder thirty (30) years old and above; and
  - 4.2.9. Mammography and Pap Smear for females thirty-five (35) years old and above or if prescribed.

5. **Dental Care Services** shall include:

- 5.1. Oral prophylaxis (Bi-Annual);
- 5.2. Ordinary tooth extractions and drainage of abscess;
- 5.3. Temporary restorations (unlimited fillings, pain management);
- 5.4. Permanent fillings of four (4) teeth;
- 5.5. Treatment of mouth lesions, wounds, and burns;

- 5.6. Re-cementation of fixed bridges, loose jackets, crowns, inlays, and onlays;
- 5.7. Restorative Prosthodontic Treatment (including cost of Plastic dentures, not exceeding Five Thousand Pesos (₱5,000.00);
- 5.8. Simple adjustment of dentures;
- 5.9. Orthodontic and Temporomandibular Joint (TMJ) consultations; and
- 5.10. Two (2) Root Canal Treatments.

**6. Mental Health Care Services shall include:**

- 6.1. HMO coverage up to maximum of Fifty Thousand Pesos (₱50,000.00) (In-patient and out-patient) per contract year which includes:
  - 6.1.1. Accredited Psychiatrist's Professional Fee (In-patient and out-patient);
  - 6.1.2. Accredited Clinical Psychologist's Professional Fee;
  - 6.1.3. Psychological Testing; and
  - 6.1.4. Diagnostic Procedures/Laboratories.
- 6.2. Reimbursement of up to Twenty-five thousand pesos (₱25,000.00) per contract per year for non-accredited Psychiatrist and Clinical Psychologist which includes all items pertaining to 6.1. The reimbursement claim must be filed within thirty (30) calendar days from the date of availment and must include the following:
  - 6.2.1. Original Official Receipt;
  - 6.2.2. Medical Certificate;
  - 6.2.3. Doctor's Prescription (for medicines); and
  - 6.2.4. Other documents as required by the HMO.

**TERMS AND CONDITIONS**

- 1. The HMO shall provide for all the services necessary to manage and/or administer the NDC Health Care Plan in accordance with the requirements and conditions set herein.
- 2. The HMO guarantees to deliver efficient and effective service consistent with the objectives and purposes of the contract.
- 3. All Pre-existing Conditions and Illnesses, including Dreaded and Non-Dreaded Illnesses shall be waived or shall be covered up to Maximum Benefit Limit (MBL), subject to exclusions and limitations, upon the effective date of coverage.
- 4. All expenses for Emergency Care Services enumerated in number 2 used in the emergency treatment of the patient and rendered in an accredited hospital or clinic and by an accredited physician, specialist, and/or sub-specialist shall be covered up to the MBL (please refer to Annex A) and provided on a "no cash-out basis."
- 5. All expenses for Emergency Care Services enumerated in number 2 used in the emergency treatment of the patient and rendered in a non-accredited hospital or clinic and by a non-accredited physician, specialist, and/or sub-specialist shall be covered and will be reimbursed as follows:

- 5.1. In areas where the HMO has no accredited hospital or clinic, the HMO shall reimburse all expenses including doctor's fees incurred by the patient up to the MBL;
  - 5.2. In areas where the HMO has an accredited hospital or clinic, the HMO shall reimburse all expenses including doctor's fees incurred by the patient based on the HMO's existing RVU rates as if the patient had been confined in the accredited hospital or clinic and/or seen by accredited physicians, specialists and/or sub-specialists.
6. All expenses for Hospitalization/In-patient Services such as, but not limited to, professional fees, laboratory and other diagnostic services, referrals, medicines, and other drugs used in the treatment of the patient and rendered in an accredited hospital or clinic, and by an accredited physician/s, specialist/s and/or sub-specialist/s, shall be covered up to the MBL.
  7. The professional services of a non-accredited physician, specialist, or sub-specialist rendered to a member while hospitalized for non-emergency treatment in a non-accredited hospital will be reimbursed based on the HMO's existing RVU rates.
    - 7.1. Expenses in excess of what is allowed shall be shouldered by the patient;
    - 7.2. Information on the HMO's prevailing surgical and hospital rates shall be provided within thirty (30) days from the execution of contract by the HMO for the information of the members.
  8. All expenses for Out-patient Services rendered in any accredited hospital or clinic and done by an accredited physician, specialist, and sub-specialist shall be on a "no cash-out basis" and will be covered up to the MBL based on the HMO's existing RVU rates.
  9. In case it becomes inevitable or necessary for an accredited physician or specialist to refer the member to a non-accredited physician, specialist, or sub-specialist, 100% of the actual professional fees based on existing RVU rates shall be settled by the HMO directly with the non-accredited physician. In case the patient prefers a non-accredited physician, the professional fees shall be settled first by the patient subject to reimbursement by the HMO based on prevailing RVU rates.
  10. Expenses in non-accredited hospitals shall be reimbursed in accordance with No. 7 above. However, the transfer of a patient from a non-accredited hospital to an accredited hospital shall be covered by the HMO up to the MBL in the following situations only:
    - 10.1. In serious or life-threatening cases where the immediate transfer of the patient is medically contraindicated, 100% of actual expenses shall be defrayed by the HMO, including ground ambulance transfer until transfer is eventually effected;
    - 10.2. In cases where the patient refuses to be transferred, 100% of the fees and charges shall be reimbursed by the HMO based on the HMO's existing RVU rates as if the patient had been confined in an accredited hospital and/or seen by an accredited physician or specialist;
    - 10.3. In serious or life-threatening cases where the immediate transfer by any means is an absolute necessity for the patient's survival, the HMO shall defray 100% of all related expenses until transfer is eventually effected
  11. All claims for reimbursement, if any, must be submitted to the HMO within thirty (30) working days from the date of discharge or consultation and shall be paid within twenty

- (20) working days from submission of claim provided all necessary supporting documents are submitted.
12. The HMO shall provide liaison officers, coordinators (preferably hospital-based), and hotline services as follows:
    - 12.1. Liaison officers, coordinators (preferably hospital-based), and hotline services for Emergency Care Services and Hospitalization/In-Patient Services shall be made available on a 24-hour 7-day basis; and
    - 12.2. Designated Medical Coordinators and/or accredited doctors and dentists in hospitals and/or clinics for Out-Patient Services shall be available from 8 a.m. to 5 p.m., from Monday to Saturday. The designated Medical Coordinator must be a physician who shall be responsible for coordinating and overseeing the required healthcare services and benefits of the patient. He/she will initially examine, treat or refer patients to a specialist/s and/or sub-specialist/s, order diagnostic tests, prescribe the medicines and/or drugs, and arrange for the hospital confinement of the member whenever necessary.
  13. The HMO shall be required to submit the following:
    - 13.1. A Utilization Report containing the following information, among others: Services (Emergency Care, Hospitalization/In-Patient, Out-Patient, Reimbursements, Dental Care, Annual Physical Examination, etc.) and benefits availed of and amount of utilization, the census of cases according to illness, age, sex, and duration of hospitalization. These reports shall be submitted on a semestral basis to NDC-HR within sixty (60) days counted from the end of every semester;
    - 13.2. An updated list of Healthcare Provider coordinators, accredited hospitals, clinics, physicians, and dentists, including centers accredited for special services such as but not limited to dialysis, eye care, animal bites or poisoning management, slimming, and biometric programs. These informational materials shall be submitted, within thirty (30) days from execution of the contract to NDC-HR; and
    - 13.3. Announcements/Pamphlets/Member Guideline Booklets for proper information and dissemination shall be sent by the Healthcare Provider within thirty (30) days from execution of the contract directly to the NDC-HR.
  14. To effectively monitor contract compliance and observations and concerns regarding the delivery of services and benefits under the Plan, the NDC-HR are designated as the Healthcare Plan Coordinators, and will be tasked with coordinating with the HMO and/or his authorized representatives.
  15. The benefits under the PhilHealth and/or Employees Compensation Commission (ECC) are deemed integrated with the benefits under this Plan. Hence, the HMO shall not be required to pay or advance the cost of benefits under PhilHealth and/or ECC. In case of hospital confinements, members should accomplish and submit the required PhilHealth Claim Form. Otherwise, the HMO shall not be required to pay the PhilHealth portion of the hospital bill. The member who fails to claim the benefit under PhilHealth shall pay the cost of the unclaimed benefit.
  16. If the member's bodily injuries are claimed to have been caused by an act or omission of a third party through a motor vehicle, the services and benefits shall be covered if the member

executes an agreement to subrogate the HMO to whatever rights the member may have by reason of the accident or event that gave rise to the claim.

17. The HMO shall maintain a satisfactory standard of competency, conduct, and integrity among its employees. In this regard, the HMO shall act on complaints/feedbacks brought to its attention by the NDC.

### **ROOM & BOARD AND MAXIMUM BENEFIT LIMIT (MBL)**

Open Private with Two Hundred Fifty Thousand Pesos (P 250,000.00) per illness, per member, per year.

### **CONTRACT DURATION**

The Terms and Conditions of this Contract shall be effective for a period of one (1) year, which shall commence upon signing of the contract.

### **APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC for this contract is One Million Four Hundred Forty Thousand Pesos (₱1,440,000.00), inclusive of VAT covering the thirty-six (36) Plantilla employees. Prospective bidders are invited to bid based on the above-stated ABC, while also indicating the corresponding Rate of Premium inclusive of VAT for each member covered.

Payment of NDC shall be based on the number of actually Plantilla positions at the start of the contract year multiplied by the corresponding rate of premium per member subject to existing accounting and auditing rules and regulations. It shall be made on a quarterly basis or every three months. The premium of newly hired Employees shall be pro-rated accordingly.

### **PERFORMANCE SECURITY**

The HMO shall, within ten (10) calendar days from receipt of Notice of Award, post a Performance Security which may be in cash or cashier's/manager's check or bank draft or guarantee issued by a Universal or Commercial Bank equivalent to five percent (5%) of the total amount of the Contract; or surety bond equivalent to thirty percent (30%) of the total amount of the Contract callable on demand and issued by the GSIS to guarantee the faithful performance of its duties and obligations under this Contract.

The contract shall be signed and released upon receipt of the Performance Security. Such Performance Security will answer in the event of non-delivery or non-compliance with contractual obligation. The Performance Security must be valid for the duration of the contract.

***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (j) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class "B" Documents*

- (k) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## II. FINANCIAL COMPONENT ENVELOPE

- (l) Original of duly signed and accomplished Financial Bid Form; **and**
- (m) Original of duly signed and accomplished Price Schedule(s).

#### Other documentary requirements under RA No. 9184 (as applicable)

- (n) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in

- government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**This checklist serves only as a guide to the bidders. It is still the responsibility of each bidder to make sure it complies with the requirements.**

# *Bidding Forms*

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## Bid Form

---

Date: \_\_\_\_\_  
Invitation to Bid1 N<sup>o</sup>: \_\_\_\_\_

The Chairperson  
Bids and Awards Committee  
National Development Company

Having examined the Bidding Documents including Bid Bulletin Numbers [*insert numbers*], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Health Care Insurance from Private Health Maintenance Organization (HMO) for the Employees of the National Development Company (NDC)/Project Reference No.: MR24-07-098* in conformity with the said Bidding Documents for the sum of \_\_\_\_\_ (₱ \_\_\_\_\_) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for **ITB** Clause 14.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, [*for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [*for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].**

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

---

*1 If ADB, JICA and WB funded projects, use IFB.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_.

**Detailed Financial Bid for the Procurement of Health Care Insurance from Private Health Maintenance Organization (HMO) for the Employees of the National Development Company (NDC)**

ITEM NUMBER	DESCRIPTION	QUANTITY	TOTAL
1	Health Care Services with accreditation from major hospitals	36 employees (as of June 2024)	

**Note:** Specifying a zero (0) or a dash (-) in the financial bid would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for (ITB 28.3a).

**TOTAL: PESOS** \_\_\_\_\_ (**₱** \_\_\_\_\_)  
**(AMOUNT IN WORDS)**

**Submitted by:**

\_\_\_\_\_  
 (Company Name)

\_\_\_\_\_  
 (Name and Signature of Bidder/Authorized Representative)

\_\_\_\_\_  
 (Designation)

\_\_\_\_\_  
 Date

## Contract Agreement Form for the Procurement of Goods

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

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### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 2024 \_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures in specified currency] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted; Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission

after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*  
for:  
*[Insert Procuring Entity]*

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*  
for:  
*[Insert Name of Supplier]*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

# Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or

the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Bank Guarantee Form for Advance Payment

---

To:     *[name and address of PROCURING ENTITY]*  
          *[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 2 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

## BID-SECURING DECLARATION

---

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

X-----X

### BID SECURING DECLARATION Invitation to Bid: *[Insert Reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We<sup>4</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER'S AUTHORIZED  
REPRESENTATIVE]  
[Insert Signatory's Legal Capacity]  
Affiant*

---

<sup>4</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

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**Statement of All Ongoing Government and Private Contracts Including Contracts Awarded But Not Yet Started, If Any, Whether Similar or Not Similar in Nature and Complexity to the Contract to be Bid**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of the Contract	a. Owner's Name b. Address c. Telephone Nos.	Kinds of Goods	Amount of Contract Value Outstanding Contract	a. Date of Contract b. Duration of the Contract c. Expected Date of Completion
<b>Ongoing</b>				
<b>Contracts Awarded But Not Yet Started</b>				

Note: Use additional sheets if necessary.

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

## Statement of Single Largest Completed Contract (SLCC)

**(Similar to the contract to be bid, within the past five (5) years prior to the date of submission and receipt of bids, the value of which must be at least fifty percent (50%) of the ABC)**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of the Contract	a. Owner's Name b. Address c. Telephone Nos.	Kinds of Goods	Amount of Completed Contract	a. Date of Contract b. Duration of the Contract c. Date of Contract Completion	Certificate of Completion issued by the client or official receipt(s) for the SLCC

Note: Attach a Certified True Copy of the Certificate of Satisfactory Completion issued by the client or the Certified True Copy of the Official Receipt for the SLCC or any equivalent documents.

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

