



REPUBLIC OF THE PHILIPPINES  
QUEZON CITY GOVERNMENT  
BIDS AND AWARDS COMMITTEE –  
GOODS AND SERVICES



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **PROCUREMENT OF HEALTH INSURANCE PROGRAM FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)**

**LINE 1: PROCUREMENT OF QUEZON CITY PLANTILLA  
EMPLOYEES HEALTH INSURANCE PROGRAM FOR THE  
YEAR 2025 (EARLY PROCUREMENT ACTIVITY)**

**LINE 2: PROCUREMENT OF QUEZON CITY NON-PLANTILLA  
EMPLOYEES HEALTH INSURANCE PROGRAM FOR THE  
YEAR 2025 (EARLY PROCUREMENT ACTIVITY)**

**PROJECT NO. HRMD-25-SERVICES-0023**

Government of the Republic of the Philippines

**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***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



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

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** *wishes* to receive Bids for the **PROCUREMENT OF HEALTH INSURANCE PROGRAM FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)** with identification number **HRMD-25-SERVICES-0023**.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is composed of **Two (2) line items**, 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 **2025** in the amount of **TWO HUNDRED THIRTY-SIX MILLION FIVE HUNDRED FIFTY-THREE THOUSAND TWO HUNDRED THIRTY-ONE PESOS AND 20/100 ONLY (Php236,553,231.20)**.

2.2. The source of funding is:

- a. LGUs, the proposed Local Expenditure Program

## 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.
- 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:
- a. 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.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

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 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 last three (3) 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:
- a. Philippine Pesos.

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</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 *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 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.

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<sup>1</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.

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 through manual 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:

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. 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**.

## **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**.

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

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.



# Bid Data Sheet

ITB Clause									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <i>A single contract similar to the items to be bid and must be at least fifty percent (50%) of the ABC.</i></li> <li>b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a <b>FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.</b></li> </ol>								
7.1	Subcontracting is not allowed.								
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.								
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><b><u>LINE 1: PROCUREMENT OF QUEZON CITY PLANTILLA EMPLOYEES HEALTH INSURANCE PROGRAM FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)</u></b></p> <ol style="list-style-type: none"> <li>a. The amount of not less than Php2,509,908.54 or equivalent to <b>two percent (2%)</b> of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Php6,274,771.36 or equivalent to <b>five percent (5%)</b> of ABC if bid security is in Surety Bond.</li> </ol> <p><b><u>LINE 2: PROCUREMENT OF QUEZON CITY NON-PLANTILLA EMPLOYEES HEALTH INSURANCE PROGRAM FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)</u></b></p> <ol style="list-style-type: none"> <li>a. The amount of not less than Php2,221,156.08 or equivalent to <b>two percent (2%)</b> of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Php5,552,890.20 or equivalent to <b>five percent (5%)</b> of ABC if bid security is in Surety Bond.</li> </ol>								
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">LINE 1 TOTAL</td> <td style="text-align: right;">P 125,495,427.20</td> </tr> <tr> <td style="text-align: center;">LINE 2 TOTAL</td> <td style="text-align: right;">P 111,057,804.00</td> </tr> <tr> <td style="text-align: center;">TOTAL ABC</td> <td style="text-align: right;"><u>P 236,553,231.20</u></td> </tr> </tbody> </table>	BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT		LINE 1 TOTAL	P 125,495,427.20	LINE 2 TOTAL	P 111,057,804.00	TOTAL ABC	<u>P 236,553,231.20</u>
BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT									
LINE 1 TOTAL	P 125,495,427.20								
LINE 2 TOTAL	P 111,057,804.00								
TOTAL ABC	<u>P 236,553,231.20</u>								
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <p style="text-align: center;">• <b>No additional requirement</b></p>								
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <p><b><u>FOR LINE 1 &amp; 2</u></b></p> <ul style="list-style-type: none"> <li>• <b>List of Manpower Requirement with Project Title and Project Number.</b> Bidder must submit a signed copy of their resume/curriculum vitae. It shall show relevant training and experiences.</li> <li>• <b>Organizational Chart with Project Title and Project Number</b></li> <li>• <b>Notarized Affidavit of Undertaking stating compliance to the minimum qualifications stated in Terms of Reference.</b> Section V. Project Standards and Requirements with Project Title and Project Number.</li> </ul> <p style="text-align: center;"><i>(Please refer to the attached Terms of Reference)</i></p>								

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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**

6.1. 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.

- 6.2. 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***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## 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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. 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 <i>[indicate name(s)]</i>.</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: <i>Select appropriate requirements and delete the rest.</i></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> </ol>
	<ol style="list-style-type: none"> <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. <i>[Specify additional incidental service requirements, as needed.]</i></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>

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

*Select appropriate requirements and delete the rest.*

- 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
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

**Packaging –**

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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier

	<p>Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<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 Suppliers 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	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows:
4	The inspections and tests that will be conducted are: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i>



# *Section VI. Schedule of Requirements*

PROJECT NAME: LINE 1: PROCUREMENT OF QUEZON CITY PLANTILLA EMPLOYEES HEALTH INSURANCE PROGRAM FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)  
PROJECT NO. HRMD-25-SERVICES-0023

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p><b><u>HMO COVERAGE FOR QUEZON CITY LGU PLANTILLA EMPLOYEES</u></b> shall cover seven thousand two hundred twenty-eight (7,228) QC Government Plantilla workers which provide the following health insurance benefits:</p> <p><b><u>A. ANNUAL PHYSICAL EXAMINATION</u></b> 1. Complete Blood Count (CBC); 2. Urinalysis; 3. Fecalalysis; 4. Chest X-ray; and 5. Routine check-up / physical examination and history taking. <b>(These test when needed are covered by Item IV.B.)</b></p> <p><b><u>B. OUT- PATIENT SERVICES</u></b>  Out-patient services shall cover professional fees and charges for consultation and management by accredited doctors, specialist and sub-specialist/s;  Referrals and the corresponding fees/charges for prescribed special diagnostic procedures and other modern modalities of treatment up to the such as, but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. All prescribed diagnostic procedures such as but not limited to X-ray, ECG, Hematology, Blood Chemistries, including Pap Smear for women and PSA for men;</li> <li>2. Adrenocortical Function;</li> <li>3. Diagnostic and therapeutic ultrasound;</li> <li>4. 2D-Echo, Doppler, Digestive and Urinary Systems, Abdomen, and Deep Vein Thrombosis ultrasonic scanning;</li> <li>5. Myelogram;</li> <li>6. Neuroscan (professional fee on reimbursement basis);</li> <li>7. Audiograms and Tympanograms;</li> <li>8. Diagnostic Radiographs:             <ol style="list-style-type: none"> <li>a. Face (including sinuses) Head and Neck</li> <li>b. X-ray of the spine (cervical, thoracic, lumbar-sacral)</li> <li>c. Chest, ribs, sternum and clavicle</li> <li>d. Biliary tract, Cholecystogram and Cholangiograms</li> <li>e. Digestive: Plain film of the abdomen, Barium Enema, Upper GI Series, Lower GI Series</li> <li>f. Urinary: KUB Pyelograms and cystograms</li> <li>g. X-ray of the extremities and pelvis</li> </ol> </li> <li>9. Rhinoscopic, Bronchoscopic and/or Endoscopic procedures;</li> <li>10. 3D Imaging, CT scan and/or MRI and/or PET Scan of body organs or regions, Magnetic Resonance Angiography, Microscopic Examinations</li> </ol>	Lot	1	<p><b>WITHIN ONE (1) YEAR UPON ISSUANCE OF NOTICE TO PROCEED</b></p>

<p>11. Impedance Plethysmography;</p> <p>12. Lung Function Studies;</p> <p>13. All forms of Echocardiography and Treadmill Stress Test and other cardiac Stress tests (Thallium Scintigraphy and Dipyridamole Stress Tests, and Nuclear Cardiac Perfusion Scan/Study and Angiography, Fluorescein Angiogram/Angiography;</p> <p>14. Electroencephalogram;</p> <p>15. Lead Electrocardiogram;</p> <p>16. Electromyography with Nerve Conduction Tests;</p> <p>17. Mammography and Sonomammogram;</p> <p>18. Peritoneal or Hemodialysis up to MBL;</p> <p>19. Anti-nuclear Antibody, C-reactive Protein, Lupus Cell Exam;</p> <p>20. Nuclear Radioactive Isotope Scans and Function studies:</p> <ul style="list-style-type: none"> <li>a. Thyroid Scans</li> <li>b. Liver</li> <li>c. Renal</li> <li>d. GI – Gastro Intestinal</li> <li>e. Cardiac</li> <li>f. Parathyroid Bone, Pulmonary (Perfusion / Ventilation Lung Scans)</li> </ul> <p>21. Cancer treatment to include biopsy, radiotherapy and chemotherapy (whether oral or intravenous) brachytherapy, and others up to the MBL;</p> <p>22. Eye, ear, nose and throat treatment;</p> <p>23. Coverage for cataract extraction except lens;</p> <p>24. Eye Laser Therapy for retinal hole, retinal detachment and Glaucoma laser treatment up to the MBL prescribed by an Affiliated Physician/Specialist.</p> <p>25. Treatment of minor injuries and illnesses;</p> <p>26. Minor surgeries not requiring confinement (e.g., excision of cysts and other superficial masses);</p> <p>27. Speech Therapy up to 12 sessions subject to MBL;</p> <p>28. Physiotherapy (Physical Therapy and Occupational Therapy);</p> <p>29. Cauterization of warts up to a maximum of P2,000 per member per contract period; and</p> <p>30. Administration and cost of vaccine charged against MBL up to Php18,000.00 per member per contract period in accredited hospitals / clinics:</p> <ul style="list-style-type: none"> <li>a. Anti-tetanus;</li> <li>b. Anti-venom;</li> <li>c. Anti-Rabies; and</li> <li>d. Covid 19 Virus Antigen Tests, RT-PCR.</li> </ul> <p>31. Psychiatric care/consultation is covered up to Fifteen Thousand Pesos and may only be availed after initial assessment of health insurance provider and HRMD. The member/patient shall then be referred to accredited specialist for consultation.</p> <p><b>C. PRE-NATAL AND POST-NATAL CARE</b></p> <p>Pre-natal care shall include 12 consultations and laboratory examinations. Laboratory examinations for purposes of pre-natal care once in the contract period shall include all of the following:</p> <ul style="list-style-type: none"> <li>1. Complete Blood Count;</li> <li>2. Blood typing;</li> <li>3. Urinalysis; and</li> </ul>			
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4. Plain Pelvic Ultrasound
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 Covid 19 antigen tests, RTP-CR VDRL, and/or Oral Glucose challenge test and/or oral glucose tolerance test.

**D. EMERGENCY CARE SERVICES (OUT-PATIENT OR IN-PATIENT)**

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:

1. Emergency doctor or specialist services;
2. Emergency room fees, as well as fees of other hospital facilities used in the emergency treatment.
3. Surgery or treatment of lacerations and other injuries;
4. Medicines and/or drugs for emergency treatment;
5. X-ray, laboratory examinations and all diagnostic procedures necessary for the emergency management of the patient;
6. Oxygen, intravenous fluids, blood transfusions and human blood products;
7. Dressings, sutures and plaster casts;
8. Active and passive immunization/vaccines against tetanus, snake venoms, human and animal bites, rabies (initial and subsequent doses shall be covered);
9. Skin – Prick Allergy / Allergen Tests (inclusive of food and inhalant allergens)
10. Ambulance service covered up to Php 2,500.00 per conduction subject to reimbursement (hospital transfers only);
11. Ground ambulance service from the patient's residence or his/her location, to the nearest hospital;
12. All other services, items and supplies necessary for the emergency management of the patient;
13. 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 Supplier shall cover the difference in the room rates and other room-based charges or incremental costs for the first 24 hours. Includes the use of ambulance if the condition of the patient requires it;
14. All expenses for the emergency care services, 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.
15. The transfer of a patient from a non-accredited hospital to an accredited hospital shall be covered by the Supplier.

**E. HOSPITALIZATION/ IN-PATIENT SERVICES**

<p>Room Service coverage:</p> <ol style="list-style-type: none"> <li>1. A regular private room and board accommodation;</li> <li>2. If the appropriate room and board accommodation is 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;</li> <li>3. Operating Room and Recovery Room Services and their charges up to MBL;</li> <li>4. Intensive Care Unit (ICU) / Cardiac Care Unit (CCU) up to MBL;</li> <li>5. Professional services or accredited physicians/specialist, sub-specialist and/or consultants or specialists may be called in when necessary;</li> <li>6. Drugs and medicines for use in the hospitals;</li> <li>7. Whole blood and Human blood products, transfusions and intravenous fluids, including blood screening and cross matching;</li> <li>8. X-ray and Laboratory examinations;</li> <li>9. Complete coverage of all diagnostic procedures and examinations including but not limited to MRI, CT Scan, EEG, Ultrasound, Ambulatory Cardiac Holter Monitoring, Cardiac catheterization, and other diagnostic and therapeutic procedures deemed necessary;</li> <li>10. Anesthesia and its administrations;</li> <li>11. Oxygen and its administrations;</li> <li>12. Dressings, sutures, plaster casts and other miscellaneous supplies necessary for treatment;</li> <li>13. Standard Nursing services</li> <li>14. Other Special Procedures (Covered up to Maximum Benefit Limit (MBL): <ol style="list-style-type: none"> <li>a. Arthroscopic Procedures</li> <li>b. Coronary Angiogram</li> <li>c. Angioplasty</li> <li>d. Coronary Artery Bypass Graft</li> <li>e. Open Heart Surgery</li> <li>f. Cryosurgery</li> <li>g. Endoscopic Procedures</li> <li>h. Gamma Knife Surgery (based on cobalt / radiotherapy)</li> <li>i. Hemorrhoidectomy (Conventional / Scalpel / Stapled)</li> <li>j. Herniorrhaphy (except cost of mesh)</li> <li>k. Hysteroscopic Myoma Resection</li> <li>l. Hysteroscopically – guided D &amp; C</li> <li>m. Laparoscopic Procedures / Laparoscopic Cholecystectomy</li> <li>n. Lithotripsy</li> </ol> </li> </ol> <p><b>F. <u>PRE-EXISTING AND CRITICAL ILLNESSES</u></b> All pre-existing conditions and critical illnesses of employees enrolled in the program shall be covered by the Supplier from the date of effectivity of the contract.</p> <p><b>G. <u>MATERNITY ASSISTANCE</u></b></p> <table border="0" style="width: 100%;"> <tr> <td>a. Caesarian Section</td> <td style="text-align: center;">-</td> <td style="text-align: right;">P45,000.00</td> </tr> <tr> <td>b. Normal Delivery</td> <td style="text-align: center;">-</td> <td style="text-align: right;">P25,000.00</td> </tr> <tr> <td>c. Home Delivery</td> <td style="text-align: center;">-</td> <td style="text-align: right;">P10,000.00</td> </tr> <tr> <td>d. Miscarriage / Ectopic Pregnancy</td> <td style="text-align: center;">-</td> <td style="text-align: right;">P10,000.00</td> </tr> </table>	a. Caesarian Section	-	P45,000.00	b. Normal Delivery	-	P25,000.00	c. Home Delivery	-	P10,000.00	d. Miscarriage / Ectopic Pregnancy	-	P10,000.00			
a. Caesarian Section	-	P45,000.00													
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c. Home Delivery	-	P10,000.00													
d. Miscarriage / Ectopic Pregnancy	-	P10,000.00													



<p><b>H. DENTAL COVERAGE</b></p> <ol style="list-style-type: none"> <li>1. Dental consultation (dental exam, TMJ, Ortho, aesthetic)</li> <li>2. Routine Oral prophylaxis (simple scaling once in the contract period);</li> <li>3. Simple Tooth extraction;</li> <li>4. Temporary tooth fillings;</li> <li>5. Routine gum consultations;</li> <li>6. Adjustment of dentures</li> <li>7. Recementation of jacket crowns, inlays and onlays</li> <li>8. Relief of acute dental pain (except prescribed medicines)</li> <li>9. Emergency care treatment following accidental injury to the teeth.</li> <li>10. Pre-natal check of teeth and gums</li> </ol> <p><b>I. LIFE INSURANCE</b></p> <p>Loss of life natural death           Php 20,000  Loss of life by accident            Php 20,000  Total and Permanent Disability    Php 20,000</p> <p>Php 100,000.00 Maximum Benefit Limit per illness</p> <p><b>TERMS OF PAYMENT:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Total Premium upon Signing of the Memorandum of Agreement</td> <td style="text-align: right; padding: 2px;">15%</td> </tr> <tr> <td style="padding: 2px;">Full Delivery of the Health Cards of Newly Qualified/enrolled Employees</td> <td style="text-align: right; padding: 2px;">85%</td> </tr> <tr> <td style="padding: 2px;"><b>Total</b></td> <td style="text-align: right; padding: 2px;"><b>100%</b></td> </tr> </table> <p><i>(with attached Terms of Reference which will form an Integral Part of this Philippine Bidding Document)</i></p>	Total Premium upon Signing of the Memorandum of Agreement	15%	Full Delivery of the Health Cards of Newly Qualified/enrolled Employees	85%	<b>Total</b>	<b>100%</b>			
Total Premium upon Signing of the Memorandum of Agreement	15%								
Full Delivery of the Health Cards of Newly Qualified/enrolled Employees	85%								
<b>Total</b>	<b>100%</b>								

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

I hereby certify to comply and deliver all the above requirements.

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## *Section VI. Schedule of Requirements*

PROJECT NAME: LINE 2: PROCUREMENT OF QUEZON CITY NON-PLANTILLA EMPLOYEES  
HEALTH INSURANCE PROGRAM FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)  
PROJECT NO. HRMD-25-SERVICES-0023

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

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p><b>HMO COVERAGE FOR QUEZON CITY LGU NON-PLANTILLA WORKERS</b> shall cover Eleven Thousand Nine Hundred Eighty-Five (11,985) Quezon City Government Non-Plantilla workers which provide the following health insurance benefits:</p> <p><b><u>A. IN-PATIENT CARE</u></b></p> <ol style="list-style-type: none"> <li>1. Professional Fees of attending doctor/s</li> <li>2. X-ray, laboratory tests and other diagnostic procedures</li> <li>3. Anesthesia and its administration</li> <li>4. Whole blood/human blood products and intravenous fluids</li> <li>5. Oxygen and its administration</li> <li>6. Drugs and medicines for use in the hospital</li> <li>7. Dressings, conventional casts (plaster of Paris) and sutures</li> <li>8. Use of operating and recovery rooms</li> <li>9. Use of the Intensive Care Unit (ICU)</li> <li>10. Standard Nursing Services</li> <li>11. Standard Admission kit (including ice cap, wec bag, name tag)</li> <li>12. All other items directly related in the medical management of the patient, as deemed medically necessary by the attending Affiliated Physician</li> </ol> <p><b><u>B. OUT-PATIENT CARE (50% ABL)</u></b></p> <ol style="list-style-type: none"> <li>1. Medically necessary consultations during regular clinic hours</li> <li>2. Pre and Post Natal consultations excluding lab &amp; diagnostics covered up to 14 sessions</li> <li>3. Treatment for minor injuries such as lacerations, mild burns &amp; sprains</li> <li>4. Eye, ear, nose and throat (EENT) treatment</li> <li>5. X-ray, lab examinations, routine, diagnostic and therapeutic procedures</li> <li>6. Minor surgery not requiring confinement</li> </ol>	Lot	1	<p>WITHIN ONE (1) YEAR UPON ISSUANCE OF NOTICE TO PROCEED</p>

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LINE 2

7. Wart Cauterization covered up to Php 1,000.00 except for aesthetic purposes, genital warts & condyloma acuminata
8. Allergy testing/ allergy screening and other related examinations covered up to Php 1,200.00
9. Tuberculin Test covered up to Php. 600.00
10. Sclerotherapy for varicose veins covered up to Php 5,000 per leg

**C. SPECIAL PROCEDURES**

1. Adrenocortical Function
2. Ambulatory Cardiac Monitoring (Holter)
3. Anti-Nuclear Antibody, C-Reactive Protein, Lupus Cell Exam
4. Arterial Blood Gas
5. Audiograms and Tympanograms
6. Bone Densitometry Scan (Dexa Scan)
7. Bone Mineral Density Studies
8. Cardiac Stress Tests (Thallium and Dipyridamole Stress Tests)
9. Computed Tomography Scans
10. Diagnostic Ultrasounds: 2D-Echo, Doppler, Ultrasound (except for maternity cases), Digestive and Urinary Systems, Abdomen and Deep Vein Thrombosis Ultrasonic Scanning
11. Electromyography and Nerve Conduction Studies
12. Fluorescein Angiography
13. Impedance Plethysmography
14. Lung Function Studies
15. Magnetic Resonance Imaging
16. Magnetic Resonance Angiography
17. Mammography and Sonomammogram
18. Microscopic Examinations
19. Myelogram
20. Neuroscan (professional fee on reimbursement basis)
21. Nuclear Radioactive Isotope Scan
22. Perfusion Scan
23. Plasma Urinary Cortisol, Plasma Aldosterone
24. Polysomnograms (sleep study/recording) covered up to Php 10,000
25. Radionuclide Ventriculography
26. Radio-isotope Scans and Function Studies
  - a. Thyroid Scans
  - b. Liver
  - c. Renal
  - d. GI – Gastro Intestinal
  - e. Cardiac

- f. Parathyroid Bone, Pulmonary  
(Perfusion/Ventilation Lung Scans)
- 27. Thallium Scintigraphy

**D. OTHER SPECIAL PROCEDURES**

- 1. Arthroscopic Procedures
- 2. Coronary Angiogram, Angioplasty, Coronary Artery Bypass Graft, Open Heart Surgery covered up to Php 30,000.00
- 3. Cryosurgery covered up to Php 1,000.00 per area
- 4. Endoscopic Procedures
- 5. Fluorescein Angiogram covered up to Php 30,000.00
- 6. Gamma Knife Surgery (based on cobalt/radiotherapy)
- 7. Hemorrhoidectomy (Conventional)
- 8. Hemorrhoidectomy (Scalpel)
- 9. Hemorrhoidectomy (Stapled) covered up to Php 10,000.00
- 10. Herniorrhaphy covered except congenital hernia and cost of mesh
- 11. Hysteroscopic Myoma Resection covered up to Php 40,000.00
- 12. Hysteroscopically-guided D&C
- 13. Laparoscopic Procedures, Laparoscopic Cholecystectomy, Lithotripsy covered 80% up to Php 40,000.00
- 14. New/Special modalities not specified covered up to ABL if without conventional counterparts; Covered up to Php 10,000.00 if with conventional counterparts.
- 15. Organ Transplant (except cost of organs & procedure for donor)
- 16. Percutaneous Ultrasonic Adrenalectomy, Percutaneous Ultrasonic Nephrolithotomy, Stereotactic Brain Biopsy covered up to Php 40,000.00
- 17. Testing involving Nuclear Technologies (Thallium Stress Testing, Radionuclide, Thyroid Scan, Pyrophosphate Scintigraphy, Positron Emission Tomography, Radio Isotope Scanning)
- 18. Transurethral Microwave Therapy of Prostate covered up to Php 40,000.00
- 19. Video Gastroscopy

**E. EMERGENCY CARE**

- 1. In Accredited Hospitals
  - a. Doctor's services
  - b. Emergency Room Fees



- c. Medicines used for immediate relief during treatment
  - d. Whole blood/human blood products
  - e. Oxygen and IV fluids
  - f. X-ray, laboratory tests and other diagnostic procedures
2. In Non-Accredited Hospitals (Reimbursement subject to RUV rates)
    - a. Areas with accredited facilities within 50km radius covered up to 80% of eligible expenses up to Php 30,000.00
    - b. Areas without accredited hospital outside 50km radius covered up to 100% of eligible expenses up to Php 30,000.00
    - c. Outside the Philippines covered up to 100% of eligible expenses based on customary and reasonable costs
  3. Room Upgrading Provision in case of unavailability of entitled room (Covered up to 24 hours except suite room)
    - a. Waiver of room rate difference
    - b. Waiver of incremental charges (except suite room)

**F. LIFE INSURANCE**

1. Natural Death covered up to P10,000
  2. Accidental Death covered up to Php 20,000
  3. Accidental Death and Dismemberment
- When Injury result in any of the following losses within one hundred eighty (180) days after the date of accident, the company shall pay for the loss based on the Schedule below:
- a. Loss of life or two limbs, loss of both hands or all finger and both thumbs is covered up to 100% of principal sum
  - b. Total loss of sight of both eyes covered up to 100% of principal sum
  - c. Loss of arm at or above elbow covered up to 70% of principal sum
  - d. Loss of arm between elbow and wrist, or leg or above knee covered up to 60% of principal sum
  - e. Loss of a hand, a foot, a leg below the knee, or sight of eye covered up to 50% of principal sum
  - f. Loss of four fingers covered up to 35% of principal sum
  - g. Loss of thumb covered up to 15% of principal sum

- h. Loss of index finger covered up to 10% of principal sum
- i. Loss of middle finger covered up to 6% of principal sum
- j. Loss of ring finger, or big toe covered up to 5% of principal sum
- k. Loss of little finger covered up to 4% of principal sum
- l. Loss of metacarpals – first or second (additional) covered up to 3% of principal sum
- m. Loss of metacarpals - third or fifth (additional) covered up to 2% of principal sum
- n. Loss of toes all of one foot covered up to 25% of principal sum
- o. Loss of any toe other than the big toe, each covered up to 1% of principal sum
- p. Loss of hearing of each ear covered up to 25% of principal sum

**G. OTHER SPECIAL BENEFITS**

- 1. Ambulance Service (hospital transfer) covered up to Php 2,500.00 per conduction subject to reimbursement
- 2. Ambulance Service (if hospital has own ambulance facilities) covered up to ABL
- 3. Benign Prostatic Hypertrophy
- 4. Congenital Conditions
- 5. Cataract Extraction (except cost of lens)
- 6. Hernia (acquired)
- 7. Medico legal cases without violation with exclusion conditions
  - a. Motor vehicular accidents
  - b. Motorcycle Accident
  - c. Unprovoked Assault
- 8. Scoliosis, whether congenital, pre-existing, developmental or acquired
- 9. Slipped Disc, Spondylosis and Spinal Stenosis
- 10. Sports Related injuries
- 11. Work related conditions based on conditions covered by ECC
- 12. Psychiatric care/consultation is covered up to Fifteen Thousand Pesos and may only be availed after initial assessment of health insurance provider and HRMD. The member/patient shall then be referred to accredited specialist for consultation.

**H. GENERAL EXCLUSIONS**

1. Intentionally self-inflicted injury, suicide, death, self-destruction or any attempt thereat while sane or insane.
2. Illness, injury or death attributable to the Insured's own misconduct, gross negligence, intemperate or under the influence of drugs or alcohol, vicious or immoral habits; participation in the commission of a crime, violation of law or ordinance.
3. Unnecessary exposure to needless perils including firecracker injuries, hazardous sports and activities (such as aqualung diving, boxing, climbing, flying except air travel, football, hang-gliding, hunting, hurling, ice hockey, motor competitions, motorcycling in any form, parachuting, polo, pot-holing, power boating, racing, show jumping, skydiving, use of wood-working machinery, water ski-jumps and tricks, winter sports, wrestling and yachting beyond 5 kilometers of a coastline).
4. War, invasion, act of foreign enemy, hostilities or warlike operations (whether declared or undeclared), mutiny, riot, civil commotion, strike, civil war, rebellion, revolution, insurrections, conspiracy, military or usurped power, martial law or state of siege, or any of the events or causes which determine the proclamation or maintenance of martial law or state of siege, seizure, quarantine or customs regulations; or nationalization by or under the order of any government or public or local authority; or any weapon or instrument employing atomic fission or radioactive force whether in time of peace or war.
5. Services in the armed forces of any country or international authority, whether in peace or war; participating in any political, police, investigative, firefighting, military or para-military activity; or any bodily injury or sickness contracted while in the military, naval or air service.
6. Murder or assault, homicide or any attempt thereof; or physical injuries, occasioned by provocation of the insured.
7. Ionizing radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel.

8. Mental, nervous or other functional disorders of the mind; congenital anomalies and conditions arising there from.
9. Treatment of any pre-existing medical conditions.
10. Hospitalization primarily for diagnosis, x-ray examinations, therapies, routine physical examinations, check-ups, dialysis, rest cures or non-surgical care for tuberculosis. Custodial, domiciliary, convalescent or intermediate care; long term rehabilitation. Treatment for neo-natal and post-natal abnormalities developing within 6 months and their complications.
11. Any dental work (except if dental benefits are covered in this Policy as indicated in the Schedule of Benefits), treatment or surgery; oral surgery, procedure for treatment of error of refraction, fitting of eye glasses or hearing aids; cosmetic including treatment for warts, plastic or reconstructive surgery, except to the extent that any of them are necessary for the repair and alleviation of damage to the Insured caused solely by accidental bodily injury covered under this Policy.
12. Treatment involving sophisticated procedures such as thallium scintigraphy, angiography, dialysis, hyperalimentation, allergy testing, radiotherapy, chemotherapy, brachytherapy, organ transplantation or open heart surgery or treatments where comparable traditional/conventional modes of treatment exist. Respiratory therapy, speech therapy, physical therapy, occupational therapy and the like.
13. Human blood products; human anti-rabies or anti-tetanus vaccine (excluding first dose); other vaccines; out-patient benefits such as take home drugs and medicines.
14. Any treatment in connection to pregnancy or resulting childbirth or miscarriage or complications there from (except if maternity benefits are covered in this Policy as indicated in the Schedule of Benefits); sterilization of either sex or reversal of such, artificial insemination, sex transformation or care of infertility; treatment of venereal diseases and other sexually transmitted diseases and Acquired Immune Deficiency Syndrome (AIDS); treatment of cataract, benign prostatic hypertrophy, scoliosis, guillain-barre syndrome, chronic glomerulonephritis, spinal stenosis or vitiligo, epilepsy, cardiac valvular or rheumatic heart disease and chronic dermatoses

- 15. Any charges where expenses are provided or covered by law or government including PhilHealth or treatment where charges are provided free of charge by any local or national government or treatment for any communicable disease declared by any government agency or entity as causing a state of emergency in an area.
- 16. Any treatment which are not recommended and performed by a Physician as being medically necessary including any charges for non-medical services such as telephone, radio, television, extra bed, extra bed, extra food, toilet articles and the like, private duty nurse or physician.
- 17. Purchase or use of durable medical equipment, oxygen dispensing unit except rental for use only while confined; expenses for corrective/prosthetic appliances, artificial aids, surgically implanted external devices and orthopedic hardware.  
Php100,000.00 Maximum Benefit Limit

**TERMS OF PAYMENT:**

Total Premium upon Signing of the Memorandum of Agreement	15%
Full Delivery of the Health Cards of Newly Qualified/enrolled Employees	85%
<b>Total</b>	<b>100%</b>

*(with attached Terms of Reference which will form an Integral Part of this Philippine Bidding Document)*

I hereby certify to comply and deliver all the above requirements.

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## Section VII. Technical Specifications

### Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the

Special Conditions of Contract or the Technical Specifications.

**Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

**LINE 1: PROCUREMENT OF QUEZON CITY PLANTILLA EMPLOYEES  
HEALTH INSURANCE PROGRAM FOR THE YEAR 2025 (EARLY  
PROCUREMENT ACTIVITY)  
PROJECT NO. HRMD-25-SERVICES-0023**

Item	Specification	Statement of Compliance
		<p><i>[Bidders 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><b>A.1</b></p>	<p><b>HMO COVERAGE FOR QUEZON CITY LGU PLANTILLA EMPLOYEES</b> shall cover seven thousand two hundred twenty-eight (7,228) QC Government Plantilla workers which provide the following health insurance benefits:</p> <p><b>A. ANNUAL PHYSICAL EXAMINATION</b></p> <ol style="list-style-type: none"> <li>1. Complete Blood Count (CBC);</li> <li>2. Urinalysis;</li> <li>3. Fecalalysis;</li> <li>4. Chest X-ray; and</li> <li>5. Routine check-up / physical examination and history taking.</li> </ol> <p><b>(These test when needed are covered by Item IV.B.)</b></p> <p><b>B. OUT- PATIENT SERVICES</b></p> <p>Out-patient services shall cover professional fees and charges for consultation and management by accredited doctors, specialist and sub-specialist/s;</p> <p>Referrals and the corresponding fees/charges for prescribed special diagnostic procedures and other modern modalities of treatment up to the such as, but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. All prescribed diagnostic procedures such as but not limited to X-ray, ECG, Hematology, Blood Chemistries, including Pap Smear for women and PSA for men;</li> <li>2. Adrenocortical Function;</li> <li>3. Diagnostic and therapeutic ultrasound;</li> </ol>	



4. 2D-Echo, Doppler, Digestive and Urinary Systems, Abdomen, and Deep Vein Thrombosis ultrasonic scanning;
5. Myelogram;
6. Neuroscan (professional fee on reimbursement basis);
7. Audiograms and Tympanograms;
8. Diagnostic Radiographs:
  - a. Face (including sinuses) Head and Neck
  - b. X-ray of the spine (cervical, thoracic, lumbar-sacral)
  - c. Chest, ribs, sternum and clavicle
  - d. Biliary tract, Cholecystogram and Cholangiograms
  - e. Digestive: Plain film of the abdomen, Barium Enema, Upper GI Series, Lower GI Series
  - f. Urinary: KUB Pyelograms and cystograms
  - g. X-ray of the extremities and pelvis
9. Rhinoscopic, Bronchoscopic and/or Endoscopic procedures;
10. 3D Imaging, CT scan and/or MRI and/or PET Scan of body organs or regions, Magnetic Resonance Angiography, Microscopic Examinations
11. Impedance Plethysmography;
12. Lung Function Studies;
13. All forms of Echocardiography and Treadmill Stress Test and other cardiac Stress tests (Thallium Scintigraphy and Dipyridamole Stress Tests, and Nuclear Cardiac Perfusion Scan/Study and Angiography, Fluorescein Angiogram/Angiography;
14. Electroencephalogram;
15. Lead Electrocardiogram;
16. Electromyography with Nerve Conduction Tests;
17. Mammography and Son mammogram;
18. Peritoneal or Hemodialysis up to MBL;
19. Anti-nuclear Antibody, C-reactive Protein, Lupus Cell Exam;
20. Nuclear Radioactive Isotope Scans and Function studies:
  - a. Thyroid Scans
  - b. Liver
  - c. Renal
  - d. GI – Gastro Intestinal
  - e. Cardiac
  - f. Parathyroid Bone, Pulmonary (Perfusion / Ventilation Lung Scans)
21. Cancer treatment to include biopsy, radiotherapy and chemotherapy (whether oral or intravenous) brachytherapy, and others up to the MBL;
22. Eye, ear, nose and throat treatment;
23. Coverage for cataract extraction except lens;
24. Eye Laser Therapy for retinal hole, retinal detachment and Glaucoma laser treatment up to the MBL prescribed by an Affiliated Physician/Specialist.
25. Treatment of minor injuries and illnesses:
26. Minor surgeries not requiring confinement (e.g., excision of cysts and other superficial masses);
27. Speech Therapy up to 12 sessions subject to MBL;
28. Physiotherapy (Physical Therapy and Occupational Therapy);
29. Cauterization of warts up to a maximum of P2,000 per member per contract period; and

30. Administration and cost of vaccine charged against MBL up to Php18,000.00 per member per contract period in accredited hospitals / clinics:

- a. Anti-tetanus;
- b. Anti-venom;
- c. Anti-Rabies; and
- d. Covid 19 Virus Antigen Tests, RT-PCR.

31. Psychiatric care/consultation is covered up to Fifteen Thousand Pesos and may only be availed after initial assessment of health insurance provider and HRMD. The member/patient shall then be referred to accredited specialist for consultation.

#### **C. PRE-NATAL AND POST-NATAL CARE**

Pre-natal care shall include 12 consultations and laboratory examinations. Laboratory examinations for purposes of pre-natal care once in the contract period shall include all of the following:

1. Complete Blood Count;
2. Blood typing;
3. Urinalysis; and
4. Plain Pelvic Ultrasound
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 Covid 19 antigen tests, RTP-CR VDRL, and/or Oral Glucose challenge test and/or oral glucose tolerance test.

#### **D. EMERGENCY CARE SERVICES (OUT-PATIENT OR IN-PATIENT)**

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:

1. Emergency doctor or specialist services;
2. Emergency room fees, as well as fees of other hospital facilities used in the emergency treatment.
3. Surgery or treatment of lacerations and other injuries;
4. Medicines and/or drugs for emergency treatment;
5. X-ray, laboratory examinations and all diagnostic procedures necessary for the emergency management of the patient;
6. Oxygen, intravenous fluids, blood transfusions and human blood products;
7. Dressings, sutures and plaster casts;
8. Active and passive immunization/vaccines against tetanus, snake venoms, human and animal bites, rabies (initial and subsequent doses shall be covered);
9. Skin – Prick Allergy / Allergen Tests (inclusive of food and inhalant allergens)
10. Ambulance service covered up to Php 2,500.00 per conduction subject to reimbursement (hospital transfers only);

11. Ground ambulance service from the patient's residence or his/her location, to the nearest hospital;
12. All other services, items and supplies necessary for the emergency management of the patient;
13. 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 Supplier shall cover the difference in the room rates and other room-based charges or incremental costs for the first 24 hours. Includes the use of ambulance if the condition of the patient requires it;
14. All expenses for the emergency care services, 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.
15. The transfer of a patient from a non-accredited hospital to an accredited hospital shall be covered by the Supplier.

**E. HOSPITALIZATION/ IN-PATIENT SERVICES**

Room Service coverage:

1. A regular private room and board accommodation;
2. If the appropriate room and board accommodation is 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. Operating Room and Recovery Room Services and their charges up to MBL;
4. Intensive Care Unit (ICU) I Cardiac Care Unit (CCU) up to MBL;
5. Professional services or accredited physicians/specialist, sub-specialist and/or consultants or specialists may be called in when necessary;
6. Drugs and medicines for use in the hospitals;
7. Whole blood and Human blood products, transfusions and intravenous fluids, including blood screening and cross matching;
8. X-ray and Laboratory examinations;
9. Complete coverage of all diagnostic procedures and examinations including but not limited to MRI, CT Scan, EEG, Ultrasound, Ambulatory Cardiac Holter Monitoring, Cardiac catheterization, and other diagnostic and therapeutic procedures deemed necessary;
10. Anesthesia and its administrations;
11. Oxygen and its administrations;
12. Dressings, sutures, plaster casts and other miscellaneous supplies necessary for treatment;
13. Standard Nursing services
14. Other Special Procedures (Covered up to Maximum Benefit Limit (MBL):
  - a. Arthroscopic Procedures
  - b. Coronary Angiogram
  - c. Angioplasty
  - d. Coronary Artery Bypass Graft
  - e. Open Heart Surgery
  - f. Cryosurgery

- g. Endoscopic Procedures
- h. Gamma Knife Surgery (based on cobalt / radiotherapy)
- i. Hemorrhoidectomy (Conventional / Scalpel / Stapled)
- j. Herniorrhaphy (except cost of mesh)
- k. Hysteroscopic Myoma Resection
- l. Hysteroscopically – guided D & C
- m. Laparoscopic Procedures / Laparoscopic Cholecystectomy
- n. Lithotripsy

**F. PRE-EXISTING AND CRITICAL ILLNESSES**

All pre-existing conditions and critical illnesses of employees enrolled in the program shall be covered by the Supplier from the date of effectivity of the contract.

**G. MATERNITY ASSISTANCE**

- a. Caesarian Section - P45,000.00
- b. Normal Delivery - P25,000.00
- c. Home Delivery - P10,000.00
- d. Miscarriage / Ectopic Pregnancy - P10,000.00

**H. DENTAL COVERAGE**

- 1. Dental consultation (dental exam, TMJ, Ortho, aesthetic)
- 2. Routine Oral prophylaxis (simple scaling once in the contract period);
- 3. Simple Tooth extraction;
- 4. Temporary tooth fillings;
- 5. Routine gum consultations;
- 6. Adjustment of dentures
- 7. Recementation of jacket crowns, inlays and onlays
- 8. Relief of acute dental pain (except prescribed medicines)
- 9. Emergency care treatment following accidental injury to the teeth.
- 10. Pre-natal check of teeth and gums

**I. LIFE INSURANCE**

- Loss of life natural death Php 20,000
- Loss of life by accident Php 20,000
- Total and Permanent Disability Php 20,000

Php 100,000.00 Maximum Benefit Limit per illness

**TERMS OF PAYMENT:**

Total Premium upon Signing of the Memorandum of Agreement	15%
Full Delivery of the Health Cards of Newly Qualified/enrolled Employees	85%
<b>Total</b>	<b>100%</b>

*(with attached Terms of Reference which will form an Integral Part of this Philippine Bidding Document)*

**B. Compliance to the Schedule of Requirements (Section VI)**

I hereby certify to comply and deliver all the above requirements.

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

# Technical Specifications

**LINE 2: PROCUREMENT OF QUEZON CITY NON-PLANTILLA EMPLOYEES  
HEALTH INSURANCE PROGRAM FOR THE YEAR 2025 (EARLY  
PROCUREMENT ACTIVITY)  
PROJECT NO. HRMD-25-SERVICES-0023**

Item	Specification	Statement of Compliance
		<i>[Bidders 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>
A.1	<p><b>HMO COVERAGE FOR QUEZON CITY LGU NON-PLANTILLA WORKERS</b> shall cover Eleven Thousand Nine Hundred Eighty-Five (11,985) Quezon City Government Non-Plantilla workers which provide the following health insurance benefits:</p> <p><b><u>A. IN-PATIENT CARE</u></b></p> <ol style="list-style-type: none"> <li>1. Professional Fees of attending doctor/s</li> <li>2. X-ray, laboratory tests and other diagnostic procedures</li> <li>3. Anesthesia and its administration</li> <li>4. Whole blood/human blood products and intravenous fluids</li> <li>5. Oxygen and its administration</li> <li>6. Drugs and medicines for use in the hospital</li> <li>7. Dressings, conventional casts (plaster of Paris) and sutures</li> <li>8. Use of operating and recovery rooms</li> <li>9. Use of the Intensive Care Unit (ICU)</li> <li>10. Standard Nursing Services</li> <li>11. Standard Admission kit (including ice cap, wee bag, name tag)</li> <li>12. All other items directly related in the medical management of the patient, as deemed medically necessary by the attending Affiliated Physician</li> </ol> <p><b><u>B. OUT-PATIENT CARE (50% ABL)</u></b></p> <ol style="list-style-type: none"> <li>1. Medically necessary consultations during regular clinic hours</li> </ol>	

2. Pre and Post Natal consultations excluding lab & diagnostics covered up to 14 sessions
3. Treatment for minor injuries such as lacerations, mild burns & sprains
4. Eye, ear, nose and throat (EENT) treatment
5. X-ray, lab examinations, routine, diagnostic and therapeutic procedures
6. Minor surgery not requiring confinement
7. Wart Cauterization covered up to Php 1,000.00 except for aesthetic purposes, genital warts & condyloma acuminata
8. Allergy testing/ allergy screening and other related examinations covered up to Php 1,200.00
9. Tuberculin Test covered up to Php. 600.00
10. Sclerotherapy for varicose veins covered up to Php 5,000 per leg

**C. SPECIAL PROCEDURES**

1. Adrenocortical Function
2. Ambulatory Cardiac Monitoring (Holter)
3. Anti-Nuclear Antibody, C-Reactive Protein, Lupus Cell Exam
4. Arterial Blood Gas
5. Audiograms and Tympanograms
6. Bone Densitometry Scan (Dexa Scan)
7. Bone Mineral Density Studies
8. Cardiac Stress Tests (Thallium and Dipyridamole Stress Tests)
9. Computed Tomography Scans
10. Diagnostic Ultrasounds: 2D-Echo, Doppler, Ultrasound (except for maternity cases), Digestive and Urinary Systems, Abdomen and Deep Vein Thrombosis Ultrasonic Scanning
11. Electromyography and Nerve Conduction Studies
12. Fluorescein Angiography
13. Impedance Plethysmography
14. Lung Function Studies
15. Magnetic Resonance Imaging
16. Magnetic Resonance Angiography
17. Mammography and Sonomammogram
18. Microscopic Examinations
19. Myelogram
20. Neuroscan (professional fee on reimbursement basis)
21. Nuclear Radioactive Isotope Scan
22. Perfusion Scan
23. Plasma Urinary Cortisol, Plasma Aldosterone
24. Polysomnograms (sleep study/recording) covered up to Php 10,000

- 25. Radionuclide Ventriculography
- 26. Radio-isotope Scans and Function Studies
  - g. Thyroid Scans
  - h. Liver
  - i. Renal
  - j. GI – Gastro Intestinal
  - k. Cardiac
  - l. Parathyroid Bone, Pulmonary  
(Perfusion/Ventilation Lung Scans)
- 27. Thallium Scintigraphy

**D. OTHER SPECIAL PROCEDURES**

- 1. Arthroscopic Procedures
- 2. Coronary Angiogram, Angioplasty, Coronary Artery Bypass Graft, Open Heart Surgery covered up to Php 30,000.00
- 3. Cryosurgery covered up to Php 1,000.00 per area
- 4. Endoscopic Procedures
- 5. Fluorescein Angiogram covered up to Php 30,000.00
- 6. Gamma Knife Surgery (based on cobalt/radiotherapy)
- 7. Hemorrhoidectomy (Conventional)
- 8. Hemorrhoidectomy (Scalpel)
- 9. Hemorrhoidectomy (Stapled) covered up to Php 10,000.00
- 10. Herniorrhaphy covered except congenital hernia and cost of mesh
- 11. Hysteroscopic Myoma Resection covered up to Php 40,000.00
- 12. Hysteroscopically-guided D&C
- 13. Laparoscopic Procedures, Laparoscopic Cholecystectomy, Lithotripsy covered 80% up to Php 40,000.00
- 14. New/Special modalities not specified covered up to ABL if without conventional counterparts; Covered up to Php 10,000.00 if with conventional counterparts.
- 15. Organ Transplant (except cost of organs & procedure for donor)
- 16. Percutaneous Ultrasonic Adrenalectomy, Percutaneous Ultrasonic Nephrolithotomy, Stereotactic Brain Biopsy covered up to Php 40,000.00
- 17. Testing involving Nuclear Technologies (Thallium Stress Testing, Radionuclide, Thyroid Scan, Pyrophosphate Scintigraphy, Positron Emission Tomography, Radio Isotope Scanning)
- 18. Transurethral Microwave Therapy of Prostate covered up to Php 40,000.00



19. Video Gastroscopy

**E. EMERGENCY CARE**

1. In Accredited Hospitals
  - a. Doctor's services
  - b. Emergency Room Fees
  - c. Medicines used for immediate relief during treatment
  - d. Whole blood/human blood products
  - e. Oxygen and IV fluids
  - f. X-ray, laboratory tests and other diagnostic procedures
  
2. In Non-Accredited Hospitals (Reimbursement subject to RUV rates)
  - a. Areas with accredited facilities within 50km radius covered up to 80% of eligible expenses up to Php 30,000.00
  - b. Areas without accredited hospital outside 50km radius covered up to 100% of eligible expenses up to Php 30,000.00
  - c. Outside the Philippines covered up to 100% of eligible expenses based on customary and reasonable costs
  
3. Room Upgrading Provision in case of unavailability of entitled room (Covered up to 24 hours except suite room)
  - a. Waiver of room rate difference
  - b. Waiver of incremental charges (except suite room)

**F. LIFE INSURANCE**

1. Natural Death covered up to P10,000
  2. Accidental Death covered up to Php 20,000
  3. Accidental Death and Dismemberment
- When Injury result in any of the following losses within one hundred eighty (180) days after the date of accident, the company shall pay for the loss based on the Schedule below:
- a. Loss of life or two limbs, loss of both hands or all finger and both thumbs is covered up to 100% of principal sum
  - b. Total loss of sight of both eyes covered up to 100% of principal sum
  - c. Loss of arm at or above elbow covered up to 70% of principal sum
  - d. Loss of arm between elbow and wrist, or leg or above knee covered up to 60% of principal sum

- c. Loss of a hand, a foot, a leg below the knee, or sight of eye covered up to 50% of principal sum
- f. Loss of four fingers covered up to 35% of principal sum
- g. Loss of thumb covered up to 15% of principal sum
- h. Loss of index finger covered up to 10% of principal sum
- i. Loss of middle finger covered up to 6% of principal sum
- j. Loss of ring finger, or big toe covered up to 5% of principal sum
- k. Loss of little finger covered up to 4% of principal sum
- l. Loss of metacarpals – first or second (additional) covered up to 3% of principal sum
- m. Loss of metacarpals - third or fifth (additional) covered up to 2% of principal sum
- n. Loss of toes all of one foot covered up to 25% of principal sum
- o. Loss of any toe other than the big toe, each covered up to 1% of principal sum
- p. Loss of hearing of each ear covered up to 25% of principal sum

**G. OTHER SPECIAL BENEFITS**

- 1. Ambulance Service (hospital transfer) covered up to Php 2,500.00 per conduction subject to reimbursement
- 2. Ambulance Service (if hospital has own ambulance facilities) covered up to ABL
- 3. Benign Prostatic Hypertrophy
- 4. Congenital Conditions
- 5. Cataract Extraction (except cost of lens)
- 6. Hernia (acquired)
- 7. Medico legal cases without violation with exclusion conditions
  - a. Motor vehicular accidents
  - b. Motorcycle Accident
  - c. Unprovoked Assault
- 8. Scoliosis, whether congenital, pre-existing, developmental or acquired
- 9. Slipped Disc, Spondylosis and Spinal Stenosis
- 10. Sports Related injuries
- 11. Work related conditions based on conditions covered by ECC
- 12. Psychiatric care/consultation is covered up to Fifteen Thousand Pesos and may only be availed after initial assessment of health insurance provider and IIRMD. The member/patient shall

then be referred to accredited specialist for consultation.

**H. GENERAL EXCLUSIONS**

1. Intentionally self-inflicted injury, suicide, death, self-destruction or any attempt thereat while sane or insane.
2. Illness, injury or death attributable to the Insured's own misconduct, gross negligence, intemperate or under the influence of drugs or alcohol, vicious or immoral habits; participation in the commission of a crime, violation of law or ordinance.
3. Unnecessary exposure to needless perils including firecracker injuries, hazardous sports and activities (such as aqualung diving, boxing, climbing, flying except air travel, football, hang-gliding, hunting, hurling, ice hockey, motor competitions, motorcycling in any form, parachuting, polo, pot-holing, power boating, racing, show jumping, skydiving, use of wood-working machinery, water ski-jumps and tricks, winter sports, wrestling and yachting beyond 5 kilometers of a coastline).
4. War, invasion, act of foreign enemy, hostilities or warlike operations (whether declared or undeclared), mutiny, riot, civil commotion, strike, civil war, rebellion, revolution, insurrections, conspiracy, military or usurped power, martial law or state of siege, or any of the events or causes which determine the proclamation or maintenance of martial law or state of siege, seizure, quarantine or customs regulations; or nationalization by or under the order of any government or public or local authority; or any weapon or instrument employing atomic fission or radioactive force whether in time of peace or war.
5. Services in the armed forces of any country or international authority, whether in peace or war; participating in any political, police, investigative, firefighting, military or paramilitary activity; or any bodily injury or sickness contracted while in the military, naval or air service.
6. Murder or assault, homicide or any attempt thereof; or physical injuries, occasioned by provocation of the insured.

7. Ionizing radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel.
8. Mental, nervous or other functional disorders of the mind; congenital anomalies and conditions arising there from.
9. Treatment of any pre-existing medical conditions.
10. Hospitalization primarily for diagnosis, x-ray examinations, therapies, routine physical examinations, check-ups, dialysis, rest cures or non-surgical care for tuberculosis. Custodial, domiciliary, convalescent or intermediate care; long term rehabilitation. Treatment for neo-natal and post-natal abnormalities developing within 6 months and their complications.
11. Any dental work (except if dental benefits are covered in this Policy as indicated in the Schedule of Benefits), treatment or surgery; oral surgery, procedure for treatment of error of refraction, fitting of eye glasses or hearing aids; cosmetic including treatment for warts, plastic or reconstructive surgery, except to the extent that any of them are necessary for the repair and alleviation of damage to the Insured caused solely by accidental bodily injury covered under this Policy.
12. Treatment involving sophisticated procedures such as thallium scintigraphy, angiography, dialysis, hyperalimentation, allergy testing, radiotherapy, chemotherapy, brachytherapy, organ transplantation or open heart surgery or treatments where comparable traditional/conventional modes of treatment exist. Respiratory therapy, speech therapy, physical therapy, occupational therapy and the like.
13. Human blood products; human anti-rabies or anti-tetanus vaccine (excluding first dose); other vaccines; out-patient benefits such as take home drugs and medicines.
14. Any treatment in connection to pregnancy or resulting childbirth or miscarriage or complications there from (except if maternity benefits are covered in this Policy as indicated in the Schedule of Benefits); sterilization of either sex or reversal of such, artificial insemination, sex transformation or care of infertility; treatment of venereal diseases and other sexually

transmitted diseases and Acquired Immune Deficiency Syndrome (AIDS); treatment of cataract, benign prostatic hypertrophy, scoliosis, guillain-barre syndrome, chronic glomerulonephritis, spinal stenosis or vitiligo, epilepsy, cardiac valvular or rheumatic heart disease and chronic dermatoses

15. Any charges where expenses are provided or covered by law or government including PhilHealth or treatment where charges are provided free of charge by any local or national government or treatment for any communicable disease declared by any government agency or entity as causing a state of emergency in an area.
  16. Any treatment which are not recommended and performed by a Physician as being medically necessary including any charges for non-medical services such as telephone, radio, television, extra bed, extra food, toilet articles and the like, private duty nurse or physician.
  17. Purchase or use of durable medical equipment, oxygen dispensing unit except rental for use only while confined; expenses for corrective/prosthetic appliances, artificial aids, surgically implanted external devices and orthopedic hardware.
- Php100,000.00 Maximum Benefit Limit

**TERMS OF PAYMENT:**

Total Premium upon Signing of the Memorandum of Agreement	15%
Full Delivery of the Health Cards of Newly Qualified/enrolled Employees	85%
Total	100%

*(with attached Terms of Reference which will form an Integral Part of this Philippine Bidding Document)*

**B. Compliance to the Schedule of Requirements (Section VI)**

I hereby certify to comply and deliver all the above requirements.

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# 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 (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- (c) 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 (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- (d) 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**
- (e) Conformity with Section VI. (Schedule of Requirements) and Section VII. (Technical Specifications), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class "B" Documents*

- (h) 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.

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

- (i) [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.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.





Republic of the Philippines



Government Procurement Policy Board