



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Invitation to Bid
PB No. 2025-001-Services

**PROCURING OF HEALTH MAINTENANCE ORGANIZATION (HMO) PRODUCT
FOR THE DIVISION OF CITY SCHOOLS – TAGBILARAN CITY TEACHING
AND NON-TEACHING PERSONNEL**

1. Pursuant to EO No. 64, s. 2024 and DBM Circular No. 2024-6 the **Department of Education, Division of City Schools – Tagbilaran City** intends to apply the sum of **Seven Million Five Hundred Eighteen Thousand Pesos (Php 7,518,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procuring of Health Maintenance Organization (HMO) product for the Division of City Schools - Tagbilaran City Teaching and Non-Teaching Personnel**. Bids received more than the ABC shall be automatically rejected at bid opening.

HMO PERIOD OF COVERAGE	No. Personnel Insured	Approved Budget for the Contract
12 Months	1,074	Php 7,518,000.00

2. The following shall be considered in the procurement of all HMO packages:

2.1 In-patient benefit:

- 2.1.1 Professional Fees of attending doctors, anesthesiologist, surgeons, specialist when necessary
- 2.1.2 Room and Board
- 2.1.3 X-ray, laboratory test and other diagnostic procedures
- 2.1.4 Use of operating and recovery rooms
- 2.1.5 Use of the Intensive Care Unit (ICU)
- 2.1.6 Standard Nursing Services
- 2.1.7 Standard Admission kit (including ice cap, wee bag, name tag)
- 2.1.8 All other items or procedures directly related in the medical management of the patient, as deemed medically necessary by the attending physician

2.2 Out-patient benefit:

- 2.2.1 X-ray, lab examinations, routine diagnostic and therapeutic procedures
- 2.2.2 Minor surgery not requiring confinement

2.3 Emergency care benefits:

- 2.3.1 Doctor's services
- 2.3.2 Emergency Room Fees
- 2.3.3 Medicines used for immediate relief during treatment
- 2.3.4 lab examination & routine diagnostics

2.4. Annual Physical Exam:

- 2.4.1 Complete Blood Count
- 2.4.2 Urinalysis
- 2.4.3 Fecalalysis
- 2.4.4 Chest X-ray
- 2.4.5 Electrocardiogram (ECG) covered for 40 years old and above
- 2.4.6 Pap Smear covered for 35 years old and above
- 2.4.7 Eye examination/eye refraction test
- 2.4.8 Prostate Cancer screening (Prostate Specific Antigen) covered for male members 50 years old and above or if indicated by physician
- 2.4.9 Fasting blood sugar (FBS) for 40 years old and above
- 2.4.10 Lipid profile (total cholesterol/HDL,LDL,VLDL) for 40 years old and above
- 2.4.11 Triglycerides for 40 years old and above
- 2.4.12 Serum Glutamic Oxaloacetic Transaminase (SGOT) for 40 years old and above
- 2.4.13 Serum Glutamic Pyruvic Transaminase (SGPT) for 40 years old and above
- 2.4.14 Blood Urea Nitrogen (BUN) for 40 years old and above
- 2.4.15 CREA for 40 years old and above
- 2.4.16 Uric Acid for 40 years old and above
- 2.4.17 HbA1C for diabetics


2.5 Dental benefit:

- 2.5.1 Dental consultation
 - 2.5.2 Routine Oral Prophylaxis (Simple Scaling) covered for at least twice a year
 - 2.5.3 Simple Tooth Extraction
 - 2.5.4 Temporarily fillings
 - 2.5.5 Permanent fillings
3. The services of the HMO product provider on the above-mentioned packages must be available at any hospital within Tagbilaran City.
 4. The **Department of Education, Division of City Schools – Tagbilaran City** now invites bids for the above Procurement Project. The HMO services shall be made available to the Division of City Schools – Tagbilaran City after the HMO has received a **Notice to Proceed** from Division of City Schools – Tagbilaran City. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
 5. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 6. Interested bidders may obtain further information from the **Department of Education, Division of City Schools – Tagbilaran City** and inspect the

Bidding Documents at the address given below during office hours (8:00am to 5:00pm).

7. A complete set of Bidding Documents may be acquired by interested bidders starting **August 1-22, 2025** from address below and upon payment in cash of a nonrefundable fee of the Bidding Documents in the amount of **Ten Thousand Pesos Only (Php 10,000.00)**.
8. The **Department of Education, Division of City Schools-Tagbilaran City** will hold a Pre-Bid Conference on **August 11, 2025 @10am at DepEd, Division of City Schools-Tagbilaran City, Conference Hall** which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **August 22, 2025, until 8:59am**. Late bids shall not be accepted.
10. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**.
11. Bid opening shall be on **August 22, 2025, 9:00am at DepEd, Division of City Schools- Tagbilaran City, Conference Hall**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
12. The **Department of Education, Division of City Schools – Tagbilaran City** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to:

Ms. Angeli Faith Pascual
Mr. Bernadito T. Taguisa
BAC Secretariat, DepEd Tagbilaran City Division
H. Zamora St., Dampas District Tagbilaran City
Tel Nos. (038) 544-2147, 422-8179


JOHN ARIEL A. LAGURA PhD WH
BAC Chairperson

Noted:


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent