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## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 12468456  
**Procuring Entity** DEPARTMENT OF EDUCATION - DIVISION OF CALBAYOG CITY  
**Title** Procurement of Health Insurance from Health Maintenance Organization (HMO) for the Schools Division of Calbayog City Regular Employees for a period of twelve (12) months  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	25-09-089	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	2
<b>Category:</b>	Financial and Insurance Services	<b>Date Published</b>	09/10/2025
<b>Approved Budget for the Contract:</b>	PHP 7,455,000.00	<b>Last Updated / Time</b>	09/10/2025 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	29/10/2025 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Ma. Marlie M. Mendoza BAC Secretariat Head P2 Bgy. Hamorawon Calbayog City Samar Philippines 6710 63-55-2091639 63-55-2091639 calbayogcity.bac@deped.gov.ph		

#### Description

##### INVITATION TO BID FOR

Procurement of Health Insurance from Health Maintenance Organization (HMO) for the Schools Division of Calbayog City Regular Employees for a period of twelve (12) months from the date of effectivity of HMO coverage w/ PR No. 25-09-089.

1. DepEd Schools Division of Calbayog City, through GAA intends to apply the sum of 7,455,000.00 being the ABC to payments under the contract for Procurement of Health Insurance from Health Maintenance Organization (HMO) for the Schools Division of Calbayog City Regular Employees for a period of twelve (12) months from the date of effectivity of HMO coverage. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The DepEd Schools Division of Calbayog City now invites bids for the above Procurement Project. Delivery of the Goods is required by CY 2025. Bidders should have completed, within the same date from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

b. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

4. Prospective Bidders may obtain further information from DepEd Schools Division of Calbayog City and inspect the Bidding Documents at the address given below during office hours.

5. A complete set of Bidding Documents may be acquired by interested Bidders on October 9 - 29, 2025 (until 10:00 AM only) from the given address and website(s) below BAC Office, DepEd, SDO Calbayog City and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php Ten thousand Pesos (10,000.00) for the Health Insurance from HMO. The Procuring Entity shall allow the bidder to

present its proof of payment for the fees and it will be presented in person.

6. DepEd Schools Division of Calbayog City will hold a Pre-Bid Conference on October 17, 2025, 10:00 AM at the Division Library, Old DO Building, Schools Division of Calbayog City, which shall be open to prospective bidders. A virtual platform is also available for online attendance. To join, please use this link: <https://meet.google.com/prc-nexv-cyu>.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below:

On or before 10:00 o'clock in the morning of October 29, 2025 at Division Library, 2nd floor Old Building of DepEd SDO Calbayog City.

Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

9. Bid opening shall be on October 29, 2025 at the given address below:

Division Conference Hall of DepEd SDO Calbayog City, Bgry. Hamorawon, Calbayog

City, W. Samar Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. Technical Specifications:

ITEM DESCRIPTION QTTY

UNIT COST

TOTAL COST

Procurement of Health Insurance from Health Maintenance Organization (HMO) for the Schools Division of Calbayog City Regular Employees for a period of twelve (12) months from the date of effectivity of HMO coverage. 1,065 7,000 7,455,000.00

Technical Specifications:

Maximum Benefit limit of Php 160,000.00 per year

In-patient benefits with maximum benefit of Php 40,000.00 per illness or confinement

- Semi-Private Room
- Operating room and recovery room up to Maximum Benefit limit
- Administered medicines up to Maximum Benefit Limit
- ICU confinements up to Maximum Benefit Limit
- X-ray and laboratory examinations

Out-patient benefits

- Regular consultations and treatment
- Laboratory and X-ray examinations
- Treatment of minor injuries and surgery
- Eye, ear, nose, and throat treatment

Emergency care benefit

- Physician's services
- Medicines utilized during treatment or for immediate relief
- Casts, dressings and sutures
- Oxygen and intravenous
- X-ray, laboratory and other diagnostic examinations

Annual Physical Examination

- Complete Blood Count
- Urinalysis
- Fecalalysis
- Chest X-ray
- Electrocardiogram
- Pap Smear
- Prostate Examination

Dental care

- Consultation and Dental Examination
- Tooth extraction
- Temporary fillings
- Oral prophylaxis
- Adjustment of dentures

With Financial Care Assistance

With access to Major Hospitals Nationwide

With access to at least 3 to 4 hospitals within Taloban City

With access to at least 3 hospitals within Calbayog City

With coverage of pre-existing conditions

Other requirement: With SEC-registration and with License to Operate from the Insurance Commission

1. Purchase of Bid Documents:

Step 1: Any interested bidder must submit a letter of intent together with a copy of updated PhilGEPS registration, Special Power of Attorney (SPA) and Identification Card for representative to the BAC Secretariat to participate in the bidding.

Step 2: The BAC Secretariat will inform the bidder that he/she is qualified to purchase the bid documents and forward the list to the Cashier for reference.

Step 3: The qualified bidder shall pay the corresponding amount of Php Ten thousand Pesos (10,000.00) for the Health Insurance from HMO, for bid documents to the cashier based on the Guidelines on the sale of Bidding Documents issued by Government Procurement Policy Board (GPPB).

Step 4: The bidders must be reminded that transactions must be done during official hours only.								
2. All bids shall be accompanied by a sworn affidavit of the bidder that he/she is not related to the HOPE, members of the BAC, the TWG, and BAC Secretariat, the head of the PMO or the end-user or implementing unit and the project consultants, by consanguinity or affinity up to third civil degree as required by Sec. 47.1 of the Revised IRR of RA 9184.								
4. Original Bid documents shall be submitted by the bidders during the opening of bids.								
5. The BAC requires the following attachments in the bidder's SLCC or its equivalent for projects with private companies: a. Certificate of Completion b. Contract c. Receipts d. Notice of Award e. Notice to Proceed								
11. DepEd SDO Calbayog 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.								
12. For further information, please refer to:  MA. MARLIE M. MENDOZA Planning Officer III Head, BAC Secretariat BAC Office Schools Division of Calbayog City Calbayog City P2, brgy. Hamorawon, calbayog city, samar 6710 website: calbayogcity@deped.gov.ph email add: calbayogcity@deped.gov.ph  JUN-NILOU D. DULFO PhD OIC – Assistant Schools Division Superintendent BAC Chairman  <b>Pre-bid Conference</b>  <table><tr><th>Date</th><th>Time</th><th>Venue</th></tr><tr><td>17/10/2025</td><td>10:00:00 AM</td><td>Division LR Hub</td></tr></table>			Date	Time	Venue	17/10/2025	10:00:00 AM	Division LR Hub
Date	Time	Venue						
17/10/2025	10:00:00 AM	Division LR Hub						

**Created by** Ma. Marlie M. Mendoza  
**Date Created** 08/10/2025

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