



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF GENERAL SANTOS CITY

INVITATION TO BID
Project No: 2026 – 008 -RB

1. The Department of Education through the FY 2025 GAA intends to apply the sum of **Six Million Six Hundred Eight Thousand Pesos and 00/100 (P 6,608,000.00)** being the Approved Budget for the Contract (ABC) for lot 1 described below for the **DIVISION MEDICAL ALLOWANCE 2026**. Bids received more than the ABC shall be automatically rejected at the bid opening.

UNIT	DESCRIPTION	Qty	Cost	ABC (VAT Inclusive)
1	PROCUREMENT OF THE DIVISION MEDICAL ALLOWANCE 2026			
pax	Health Maintenance Organization (HMO) Services	944	7,000.00	P 6,608,000.00
I. TECHNICAL EVALUATION 80%				
1. Network Accessibility	Criteria	Description	Weight (%)	
		Number and distribution of accredited hospitals, clinics, and specialists nationwide; accessibility to service area. Bidders must submit: *Regional Matrix of accredited Medical Network. *List of accredited hospitals, clinics, specialist Factors to be considered in the evaluation Scale: • 5 = Nationwide coverage, with multiple physical distribution across 15 or more regions including General Santos City • 4 = Nationwide coverage, with multiple physical distribution across 12 – 14 regions including General Santos City • 3 = Nationwide coverage, with multiple physical distribution across 9 – 11 regions including General Santos City • 2 = Nationwide coverage, with multiple physical distribution across 5 – 8 regions including General Santos City • 1 = Nationwide coverage, with multiple physical distribution across 1 – 4 regions including General	15%	



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	Santos City	
2. Core Benefits / Minimum Illness Coverage	Compliance with required hospitalization coverage: Eighty Thousand Pesos (P80,000.00) per illness Compliance with the required *outpatient *inpatient * emergency and *dental coverage; *Top 10 critical illness including pre-existing medical conditions: -Cancer/Malignant Neoplasms -Stroke/ Cerebrovascular Disease -Myocardial Infarction (HEart Attack)/ Ischemic Heart Disease -Chronic Kidney Disease/Kidney Failure requiring dialysis -Chronic Obstructive Pulmonary Disease (COPD) / Severe Lung Disease -Liver Cirrhosis / Severe Liver Disease -Diabetes Mellitus with complications -Hypertensive Cardiovascular Disease / Heart Failure -Pneumonia and other severe respiratory infections -Tuberculosis and other major infectious diseases Additional Illnesses to be considered aside from the top 10: • Dengue Screening/diagnostic testing shall be covered regardless of test result • Typhoid test • Other emerging illnesses *Laboratory Tests shall preferably be performed in accredited hospital or Hospital-based laboratories rather than in Clinics. Factors to be considered in the evaluation Scale: • 5 = Full compliance + additional benefits (e.g., maternity, mental health, preventive care) + new health risk • 4 = Full compliance with some enhancements in coverage • 3 = Meets minimum TOR requirements only.	25%



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	• 2 = Lacks some inclusions per required TOR (e.g., incomplete dental, less than the required minimum illness coverage in TOR. • 1 = with exclusions from TOR requirements.	
3. Customer Support	Availability of 24 / 7 hotlines, digital platforms, on-site coordinators, and grievance redress mechanisms. Factors to be considered in the evaluation: Scale: • 5 = 24 / 7 hotline + online portal/app + onsite coordinators + grievance mechanism. • 4 = 24 / 7 hotline + online portal/app. • 3 = 24 / 7 hotline only. • 2 = Hotline with limited hours, slow response. • 1 = presence of Hotline but unrecognized.	10%
4. Documentation	Timeliness and accuracy of member enrollment, HMO card issuance, availment reports, and billing statements. Factors to be considered in the evaluation Scale: • 5 = HMO cards within 10 days, real-time availment tracking, monthly reporting. • 4 = Cards within 15 days, quarterly reporting. • 3 = Cards within 30 days, semi-annual reporting. • 2 = Cards beyond 30 days, inconsistent reporting. • 1 = annual reporting.	5%
5. Compatibility with Other Plans	Integration with PhilHealth and other mandated benefits to prevent duplication; proper coordination of benefits.	5%



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	Factors to be considered in the evaluation Scale: • 5 = PhilHealth + Life support plans • 4= Seamless PhilHealth integration + support for other government/private plans. • 3 = Full PhilHealth integration with documented coordination system. • 2 = Basic PhilHealth offsetting. • 1 = one-time availment; non-consumable benefit	
6. Age Limit	Maximum age eligibility for enrollment/renewal (higher limits considered more advantageous). Factors to be considered in the evaluation Scale: • 5 = Up to 66 years or above. • 4 = Up to 65 years. • 3 = Up to 60 years. • 2 = Below 60 years. • 1 = Restrictive, less than 55 years.	5%
7. Compliance with Regulations	Valid accreditation/licenses from the Insurance Commission, DOH, and compliance with PhilHealth integration. Factors to be considered in the evaluation Scale: • 5 = Insurance Commission + DOH + PhilHealth integration + ISO/QMS certification. • 4 = Insurance Commission + DOH + PhilHealth integration. • 3 = Insurance Commission + DOH license only. • 2 = Insurance Commission license only.	5%



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	1 = DOH license only.	
8. Claims Management	Efficiency and turnaround time of claims settlement; cashless availment process; transparency in claims approval/rejection. Factors to be considered in the evaluation Scale: 5 claims processed within 10 working days with strong feedback mechanism; cashless availment in most hospitals; transparent denial policy with appeals mechanism. 4 claims processed within 15 working days; mostly cashless; clear denial notices. 3 claims processed within 20 working days; cashless in major hospitals only. 2 claims processed within 30 working days; mostly reimbursement-based. 1 Frequent delays beyond 30 working days; non-transparent claims process.	10%
Specifications of Coverage: Network Accessibility: - Bidders must submit Regional Matrix of Accredited Medical Network - List of accredited hospitals, clinics, specialist Core Benefits / Minimum Required Coverage: - Bidders must submit proposal for the following: - Hospitalization Coverage: Eighty Thousand Pesos (P 80,000.00) per illness - Inpatient Services (room & board, labs, medicines, surgery, confinement, etc.) - Outpatient Services (consultations, diagnostics, minor procedures) - Dental Care (basic preventive + treatment services) - Emergency Care (ER access, ambulance services, immediate treatment) - Top 10 critical illnesses including pre-existing medical conditions: - Cancer / Malignant Neoplasms		



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	- Stroke / Cerebrovascular Disease - Myocardial Infarction (Heart Attack) / Ischemic Heart Disease - Chronic Kidney Disease / Kidney Failure requiring dialysis - Chronic Obstructive Pulmonary Disease (COPD) / Severe Lung Disease - Liver Cirrhosis / Severe Liver Disease - Diabetes Mellitus with complications - Hypertensive Cardiovascular Disease / Heart Failure - Pneumonia and other severe respiratory infections - Tuberculosis and other major infectious diseases Additional Illnesses to be considered aside from the top 10: - Dengue Screening/diagnostic testing shall be covered regardless of test result - Typhoid test - Other emerging illnesses *Laboratory Tests shall preferably be performed in accredited hospital or Hospital-based laboratories rather than in Clinics. Customer Support: - Bidders must submit contact numbers / hotlines, link for online portal Documentation: - Bidders must submit Sample Official Receipt, HMO Identification Cards, and/or Certificates for Claims/Utilization. Compatibility with other Plans: - Bidders must provide certification from Partner agencies or Insurers Compliance with Regulations: - Eligible provider as per RA 9184 and its IRR 2016 or RA 12009 - Provider must be duly registered and must have updated licensed to operate in the Philippines; - Must comply with DepEd Order No. 16 s. 2025 Claims Management: - Bidders must provide Sample MOAs with the Hospitals stating cashless availment
II. FINANCIAL EVALUATION 20%	
Contract Duration:	The HMO shall be effective for one (1) year from the date of issuance of Notice to Proceed, subject to renewal in accordance With applicable procurement rules and DepEd guidelines
Payment Schedule:	Payment to the Service Provider shall be made through Philippine Veterans Bank LDDAP-ADA / MDS. In the case of



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Accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.	
	GRAND TOTAL
	P 6,608,000.00

2. DepEd SDO of General Santos City, through its Bids and Awards Committee (BAC), now invites bids for the above procurement project.

3. Bidding will be conducted through competitive bidding procedures using the MEARB criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 12009, with the following eligibility requirements:

- Valid and updated PhilGEPS Certification (Platinum) from the sole proprietorships, partnerships, corporations, cooperatives and persons/entities in the form of joint venture;
- Statement of the bidder of all its ongoing government and private contracts;
- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid;
- The bidder's computation of NFCC which is equal to the ABC or a committed Line of Credit from a bank with at least 10% of the ABC;
- JVA or the duly notarized statement in accordance with Section 52.1(b) of the IRR, if applicable;
- Bid security in the prescribed form, amount and validity period;
- Technical specifications
- Omnibus Sworn Statement
- original and signed copy of the bid form

4. The contract will be awarded to the supplier determined to have the Most Economically Advantageous and Responsive Bid (MEARB) based on the above final technical and financial requirements.

5. A complete set of Bidding Documents in **SOFT COPY ONLY** may be purchased at DepED-Division of General Santos City BAC Secretariat, located at Tiongson St., Lagao, General Santos City upon submission of a letter of intent, and payment in cash on a non-refundable fee by interested bidders to the DepEd Division Cashier. Only bidders who purchased the Bidding Documents provided below shall be allowed to submit bid/bids not later than the scheduled Receipt and Opening of Bids

BIDDING DOCUMENT PRICE	
<i>Lot Number</i>	<i>Price</i>
Lot 1	P 10,000.00



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6. It may be viewed or downloaded after payment from the website of the Philippine Government Electronic Procurement System (PhilGEPS), www.philgeps.gov.ph. The schedule and venue of the procuring activities are as follows:

Activity	Date and Time	Venue
Pre-bid Conference	November 3, 2026 2:00 PM (Tuesday)	Division Office/ Google Meet
Issuance of Bidding Documents	Until November 16, 2026 1:00 PM (Monday)	To be sent to bidder's email address after payment of the bidding documents
Receipt and Opening of Bids	November 16, 2026 2:00 PM (Monday)	Division Office/ Google Meet

Prospective bidders are strongly encouraged to order or download the electronic copy of the Bidding Documents from the PhilGEPS website: www.philgeps.gov.ph, for them to be included in the *Document Request List* of the project. The pre-bid conference is open-to-all interested parties who may have or have not bought the bidding documents.

7. Bids must be **PHYSICALLY** delivered to the address and on the date and time stated herein. **Submission of digital copy of the bidding documents shall not be accepted.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18. A valid Bid Securing Declaration must accompany the bid(s) in lieu of a bid security. Bids will be opened in the presence of the bidder's representatives who choose to attend the opening of bids at the address, date and stated herein. Late bids shall not be accepted.

8. DepEd-Division of General Santos City reserves the right to reject any and all bids, declare a failure of bidding, not award the contract(s), or annul the bidding process without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

OFELIA S. PANES
Administrative Officer IV-Procurement Unit
BAC Secretariat Head
Cell No. 09692673871

Approved by:


MERVIN Y. SEBLOS, CESE

Assistant Schools Division Superintendent
BAC Chairperson