



**NEECO II-AREA 1'S INVITATION TO BID NO.  
NE-II-A1-2024-13**  
Health Care Services Provider (One (1) year Contract)



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### GENERAL OVERVIEW

This tender document is developed for the **Comprehensive Health Care Services Provider**. It is financed by the **2025 Approved Cash Operating Budget (COB)** and was made available to Nueva Ecija II Electric Cooperative, Inc. Area-1 (NEECO II-AREA1) through Board Resolution No. 02-21-25, Series of 2025. This ITB consists of:

- the invitation to bid;
- the necessary instruction to bidders;
- the general and special conditions of the policy/contract;
- the bid forms and pro-forma contract;
- the Price Schedules under Section VI are to be completed as applicable by the Bidder.

A checklist for the Bidders is attached to this General Overview as Annex A.



### ANNEX A: CHECKLIST OF ELIGIBILITY REQUIREMENTS

#### I. ELIGIBILITY REQUIREMENTS (Class “A” Documents)

##### A. LEGAL DOCUMENTS: FOLDER 1 (ENVELOPE 1)

- 1) DTI Business Name Registration/SEC Registration Certificate, whichever is appropriate under laws of the Philippines
- 2) Valid and Current Mayor’s Permit/Municipal License (Principal Place of Business)
- 3) Taxpayer’s Identification Number
- 4) BIR Value Added Tax Registration
- 5) Statement that the Bidder is not “Blacklisted” or banned from bidding by the government or any of its agencies, offices, corporation or LGUs, and other private corporations or electric cooperatives; including non-inclusion in the Consolidated Blacklisting Report issued by the Government Procurement Policy Board (GPPB), as provided in Section 69.4 of the IRR-A No. 9184
- 6) Compliance with E.O. # 398
  - a. Proof of VAT Payments for the past 6 months
  - b. Tax Clearance from the BIR to Prove Bidder’s Full and Timely Payment of Taxes to the Government
  - c. A Certification under Oath from the Bidders Responsible Officers that the Bidder is Free and Clear of All Liabilities with the Government
- 7) Certificate of Insurance Commission
- 8) Company Profile

##### B. TECHNICAL DOCUMENTS: FOLDER 2 (ENVELOPE 1)

- 1) List of previous and present Clients

##### C. FINANCIAL DOCUMENTS: FOLDER 3 (ENVELOPE 1)

- 1) Complete set of Audited Financial Statements, stamped “received” by the BIR or its duly accredited and authorized institutions, for the immediate preceding year, showing, among others the prospective bidder’s total and current assets and liabilities.  
Complete set of Financial Statement includes the following:
  1. Balance Sheet
  2. Income Sheet
  3. Statement of Changes in Equity
  4. Cash Flow Statement
  5. Notes to Financial Statement
  6. Statement of Management Responsibility for Financial Statement

#### II. BID PROPOSALS (ENVELOPE 2)

##### TECHNICAL PROPOSAL (FOLDER 1)

- 1) Bid Security as to form, amount and validity period
- 2) Authority of the Signatory
- 3) Details of Offer

##### FINANCIAL PROPOSAL (FOLDER 2)

- 1) Bid Prices

- All pages and all changes initialled.
- Original and a Copy of all documents.

In the absence of any of the above requirements, the bidder's offer is considered to be non-responsive with major deviation from the bidding documents.

**NEECO II-AREA 1'S INVITATION TO BID**

The Bids and Awards Committee (BAC) hereby invites eligible bidders to participate to the foregoing procurement activities based on Board Resolution Nos 11-17-24, 11-18-24 Series of 2024, 01-17-25,02-18-25,02-19,25,02-20-25,02-21-25,02-22-25 and 02-23-25, Series of 2025 and approved Annual Procurement Plan.

ITB NO.	PROCUREMENT ACTIVITY	ABC (VAT Inclusive) (Php)	SOURCE OF FUND	NON-REFUNDABLE BID DOCS	NON-REFUNDABLE ACCREDITATION FEE <i>(1 PAYMENT is valid for all biddings, for a period of 1 year)</i>	START POSTING OF BID DOCS IN OFFICIAL WEBSITE:	OF	VIRTUAL (VIA ZOOM) PRE-BID CONFERENCE	DEADLINE FOR ACCREDITATION/ SUBMISSION OF ELIGIBILITY REQUIREMENTS	DEADLINE FOR BID SUBMISSION AND OPENING	COMPLETION/ DELIVERY SCHEDULE
NE-II-A1-2025-02	Construction of Zone II Office and Munoz District Office	11,562,249.56	RFSC/General Fund	25,000	5,000	February 26, 2025		March 5, 2025 9AM	March 14, 2025 12:00PM	March 20, 2025 8:30AM	Maximum of 6 months
NE-II-A1-2025-03	Supply/Installation and Commissioning of 20/25MVA Power Transformer at Talavera Substation	33,553,156.00	RFSC/General Fund	25,000	5,000	February 26, 2025		March 5, 2025 1PM	March 14, 2025 12:00PM	March 20, 2025 10:30AM	Maximum of 6 months
NE-II-A1-2025-04	Supply/Installation and Commissioning of 69kV/15kV Indoor and Outdoor Equipment at Talavera Substation	35,624,829.00	RFSC/General Fund	25,000	5,000	February 26, 2025		March 5, 2025 1PM	March 14, 2025 12:00PM	March 20, 2025 10:30AM	Maximum of 6 months
NE-II-A1-2025-05	Civil Works for the Supply/Installation and Commissioning of 20/25MVA Power Transformer at Talavera Substation and its related appurtenances	7,878,750.00	RFSC/General Fund	10,000	5,000	February 26, 2025		March 5, 2025 1PM	March 14, 2025 12:00PM	March 20, 2025 10:30AM	Maximum of 2 months
NE-II-A1-2025-06	Repair/Rewinding and Reconditioning of 1 unit 10MVA Power Transformer	2,250,000.00	RFSC/General Fund	5,000	5,000	February 26, 2025		March 5, 2025 1PM	March 14, 2025 12:00PM	March 20, 2025 10:30AM	Maximum of 3 months
NE-II-A1-2025-07	Supply and Delivery of Laboratory Equipment	5,595,000.00	RFSC/General Fund	5,000	5,000	February 26, 2025		March 5, 2025 3PM	March 14, 2025 12:00PM	March 20, 2025 2:30PM	Maximum of 3 months
NE-II-A1-2025-08	Supply and Delivery of ZOD Tools	6,116,070.00	RFSC/General Fund	10,000	5,000	February 26, 2025		March 5, 2025 3PM	March 14, 2025 12:00PM	March 20, 2025 2:30PM	Maximum of 3 months
NE-II-A1-2025-09	Supply and Delivery of TSD Tools	1,031,750.00	RFSC/General Fund	1,000	5,000	February 26, 2025		March 5, 2025 3PM	March 14, 2025 12:00PM	March 20, 2025 2:30PM	Maximum of 3 months
NE-II-A1-2025-10	Supply and Delivery of Power Operated Equipment	4,704,800.00	RFSC/General Fund	5,000	5,000	February 26, 2025		March 5, 2025 3PM	March 14, 2025 12:00PM	March 20, 2025 2:30PM	Maximum of 3 months

NE-II-A1-2025-11	Security Services Provider One (1) year Contract	47 Security Guards Rates subject to Prevailing DOLE Wage Order	RFSC/General Fund	5,000	5,000	February 26, 2025	March 6, 2025 9AM	March 14, 2025 12:00PM	March 20, 2025 1PM	June 1, 2025 to May 31, 2026
NE-II-A1-2025-12	Manpower Services Provider One (1) year Contract	30 Employees Rates subject to Prevailing DOLE Wage Order	RFSC/General Fund	5,000	5,000	February 26, 2025	March 6, 2025 9AM	March 14, 2025 12:00PM	March 20, 2025 1PM	November 1, 2025 to October 31, 2026
NE-II-A1-2025-13	Health Care Services Provider One (1) year Contract for 238 principal (excluding dependents)	10,000/principal	RFSC/General Fund	5,000	5,000	February 26, 2025	March 6, 2025 2PM	March 14, 2025 12:00PM	March 20, 2025 1PM	June 16, 2025 to June 15, 2026
NE-II-A1-2025-14	Group Accident Insurance (One (1) year contract for 228 principal with their dependents)	3,000/principal	RFSC/General Fund	3,000	5,000	February 26, 2025	March 6, 2025 2PM	March 14, 2025 12:00PM	March 20, 2025 1PM	July 18, 2025 to July 17, 2026
NE-II-A1-2025-15	Group Accident Insurance (One (1) year contract for 202 principal only)	2,000/principal	RFSC/General Fund	2,000	5,000	February 26, 2025	March 6, 2025 2PM	March 14, 2025 12:00PM	March 20, 2025 1PM	July 18, 2025 to July 17, 2026

Participating bidders must be accredited by this Cooperative and passed the Eligibility Requirements as provided in the Bidding Documents posted in the Coop's Official Website. A Php5,000.00 shall be paid as Accreditation fee which shall be valid for a period of one (1) year. Link for accreditation is available upon request to this email: [bac\\_neeco2area1@yahoo.com.ph](mailto:bac_neeco2area1@yahoo.com.ph) Interested bidders shall also submit Letter of Intent (LOI) and pay bid docs fee for the lot they will be participating. Only bidders who paid bid docs fee and submitted LOI shall receive the link for the pre-bid conference. Bidding document is available in electronic copy and posted in Coop's official website: [www.neeco2area1.com](http://www.neeco2area1.com) to be downloaded by the bidders.

Sealed proposals shall be submitted in two (2) sealed envelopes clearly marking as "Original Bid" and "Copy of Bid" with the name of the project to be bid and the name of the bidder in capital letter addressed and/or submitted to the BAC Chairman during the Bid Opening at which time and place will be opened and read in the presence of Bidders or their representative. Bid proposals must include terms of payment, bid validity and delivery/construction schedule and warranty (preferably at least 2 years). The submitted proposals of each bidder shall be examined and checked to ascertain they are present using a non-discretionary "pass/fail" criterion. Bids that fail to include any requirement or are incomplete or insufficient shall be considered "failed".

Further, a two percent (2%) of ABC bidder's bond preferably in the form of Manager's check is mandatory, which is to be returned immediately after the bid awarding.

NEECO II – Area 1 reserves the right to reject any or all bids, to waive any formality or technicality therein, to accept the bid that is deemed most advantageous and to annul the bidding process without incurring any liability to any bidder or party. Finally, NEECO II – Area 1 assumes no obligation to compensate any bidder or party for any loss or expense incurred in the preparation of the bid or participation in the bidding process.

For further inquiries, you may call (044)-411-1007 local 110 and/or email at [bac\\_neeco2area1@yahoo.com.ph](mailto:bac_neeco2area1@yahoo.com.ph) and look for Ms. Set Pauline Feliciano-Sarmiento.

**Ms. Maribeth U. Barrios**  
BAC Chairman

**Engr. Nelson M. Dela Cruz**  
General Manager





### SECTION II. INSTRUCTION TO BIDDERS

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### 1. SOURCE OF FUNDS

- 1.1 The Nueva Ecija II Electric Cooperative, Inc.- Area 1 (NEECO II Area 1) has funded Board Resolution No. 02-23-25, Series of 2025 through its 2025 Approved Cash Operating Budget, the **Comprehensive Health Care Services Provider**.
- 1.2 NEECO II Area 1 requires that Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy; Relatively, NEECO II-Area1 is empowered to:
  - a. reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
  - b. recognize a contractor as ineligible, (for a period to be determined by the NEECO II Area 1, to be awarded a contract) if it at any time NEECO II-Area 1 determines that the contractor has engaged in corrupt or fraudulent practices in competing for, or in executing, another contract.

### 2. SCOPE OF BID

- 2.1 The Nueva Ecija II Electric Cooperative, Inc. Area 1 (hereinafter referred to as "**the Cooperative**") wishes to receive bids for Comprehensive Health Care Program hereof (hereinafter referred to as "**HMO**").
- 2.2 All Bids are to be completed and returned to the **Cooperative** in accordance with the Instructions to Bidders.

### 3. ELIGIBLE BIDDERS

- 3.1 The Invitation for Bids is open to all Comprehensive Health Care Program Provider (duly licensed to operate as HMO by the Insurance Commission and/or Bureau of Health Facilities and Services of the Department of Health (DOH)) who meets both of the following requirements:
  - a. a bidder (including all members of a joint venture) shall be from Republic of the Philippines; and
  - b. a bidder (including all members of a joint venture) shall not be one of the following:
    - (i) a firm or an organization which has been engaged by the Cooperative to provide consulting services for the preparation related to procurement for or implementation of this project;
    - (ii) any associates/affiliates (inclusive of parent firms) of a firm or an organization mentioned in sub-paragraph (i) above;
    - (iii) a firm or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

### 4. QUALIFICATION OF BIDDER

- 4.1 Qualification of the Bidder:

To be qualified for award of Contract, bidders shall:





- a. submit a written power of attorney authorizing the signatory of the bid to commit the bidder; and
- b. submit documentary evidence establishing that bidder has adequate experience, financial capacity, and technical capability to undertake the Contract.

### 5. ONE BID PER BIDDER

- 5.1 Each bidder shall submit only one bid offer (either by itself, or as partner in a joint venture)

### 6. COST OF BIDDING

- 6.1 The bidder shall bear all costs associated with the preparation and delivery of its Bid/Service, and the Cooperative will in no case be responsible or liable for those costs.

### 7. ASSURANCE

- 7.1 The successful bidder will be required to give satisfactory assurance of its ability and intention to deliver the services of the HMO, pursuant to the Contract, within the time set forth therein.

### 8. CONTENTS OF BIDDING DOCUMENTS

- 8.1 The bidding documents are those stated below, and should be read in conjunction with any Addenda issued in accordance with Clause 11.

#### Invitation for Bid

Section I: Instructions to Bidders;

Section II: General Conditions of Contract;

Section III: Special Conditions of Contract;

Section IV: General Technical Conditions;

Section V: Sample Forms; and

- a. Bid Form and Price Schedule
- b. Bid Security Form
- c. Contract Form
- d. Performance Security Form

- 8.2 The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms and specifications. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents will result in the rejection of the Bid.

### 9. CLARIFICATION OF BIDDING DOCUMENTS

- 9.1 Prospective Bidders requiring any further information or clarification of the Bidding Documents may notify the Cooperative in writing or by fax or by electronic mail at the Cooperative's mailing address indicated in the Invitation for Bids. The Cooperative will respond in writing to any request for information or clarification of the Bidding Documents, which it receives not later than three (3) days prior to the deadline for submission of Bids prescribed by the Cooperative. The Cooperative's response thru Bid Bulletin will be sent in writing or by fax or electronic mail to all prospective bidders who have received the bidding documents.

### 10. AMENDMENT OF BIDDING DOCUMENTS

- 10.1 At any time prior to the deadline for submission of Bids, the Cooperative may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by issuing an addendum.



- 10.2 The addendum shall be a part of the Bidding Documents, pursuant to Clause 9.1 and shall be communicated in writing or by fax or electronic mail to all prospective bidders who have received the Bidding Documents, and will be bidding on them.
- 10.3 In order to afford prospective Bidders reasonable time in which to take the addendum into account in preparing their bids, the Cooperative may, at its discretion, extend the deadline for the submission of Bids in accordance with Clause 24.

### 11. LANGUAGE OF BID

- 11.1 The Bid prepared by the bidder and all correspondence and documents relating to the Bid exchanged between the bidder and the Cooperative, shall be written in English Language.

### 12. DOCUMENTS COMPRISING THE BIDS

- 12.1 The Bid prepared by the bidder shall comprise the following components:
  - a. The bidder shall complete an original and a copy of the Bid Form (and the appropriate Price Schedules furnished in the Bidding Documents).
  - b. documentary evidence establishing, in accordance with Clause 16, that the bidder is eligible to bid for the comprehensive health care services;
  - c. documentary evidence establishing in accordance with Clause 17, that the bidder is qualified to perform the Contract if its Bids is accepted;
  - d. documentary evidence establishing, in accordance with Clause 18, that the services to be supplied by the bidder conform to the Bidding Documents;
  - e. **bid security** furnished in accordance with Clause 19; and
  - f. **power of attorney**.

### 13. BID PRICES

- 13.1 The bidder shall complete the appropriate Price Schedules for the package included herein stating the different diagnostic/laboratory procedures/tests, coverage per item and additional benefits if any.
- 13.2 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on any account except as provided for in Clause 3 or if applicable, adjustment authorized in accordance with the price adjustment provisions.

### 14. CURRENCIES OF BID AND PAYMENT

- 14.1 The unit rates and the prices shall be quoted by the bidder in Philippine Peso for those inputs to the Works which the bidder expects to supply from within the Philippines.
- 14.2 Payment of the contract price shall be made in the currency in which the bid price is expressed in the bid of the successful bidder.

### 15. DOCUMENTS ESTABLISHING ELIGIBILITY OF THE BIDDER AND THE SERVICES

- 15.1 The bidder shall furnish, as part of its Bid, certification establishing both the bidder's eligibility to bid pursuant to Clause 3.

### 16. DOCUMENTS ESTABLISHING BIDDER'S QUALIFICATIONS TO PERFORM THE



### CONTRACT

16.1 The documentary evidence of the bidder's qualifications to perform the Contract, if its Bid is accepted, shall establish to the Purchaser's satisfaction prior to award of Contract:

- (a) that the bidder has the financial, and technical capability necessary to perform the Contract;

### 17. DOCUMENTS ESTABLISHING THE SERVICES' CONFORMITY TO THE BIDDING DOCUMENTS

17.1 The documentary evidence of the Services' conformity to the Bidding Documents maybe in the form of literature and data, and shall furnish:

- a. a detailed description of the Services' essential and performance characteristics;
- b. a list, giving full particulars, including available affiliated hospitals/clinics and accredited specialists/physicians necessary for the proper and continuing delivery of health services for a period of at least one (1) year); and
- c. a clause-by-clause commentary on the specifications, demonstrating the Services' responsiveness to those Specifications or a statement of deviations and exclusions of the provisions of the Specifications.

17.2 The Bidders shall furnish evidence that the Services offered are of acceptable quality and standards including but not limited to the number of years in health care services industry, and the number of clients that have been served in which operations satisfied the end users for years.

### 18. BID SECURITY

18.1 **The bidder shall furnish, as part of its bid, a bid security equivalent to two percent (2%) of the Total ABC or an equivalent amount in freely convertible currency.**

18.2 **The bid security preferably in form of a Manager's Check.**

18.3 **Any bid not accompanied by an acceptable bid security shall be rejected by the Cooperative as non-responsive.**

18.4 The bid securities of unsuccessful bidders will be returned as promptly as possible.

18.5 The bid security of the successful bidder will be returned when the bidder has signed the Agreement and furnished the required performance security.

18.6 The bid security maybe forfeited;

- a. if the bidder withdraws its bid during the period of bid validity; or
- b. if the bidder does not accept the correction of its bid price, pursuant to Sub-Clause 29.2; or
- c. in the case of a successful bidder, if it fails within the specified time limit to:
  - (i) sign the Agreement, or
  - (ii) furnish the required performance security.

### 19. PERIOD OF VALIDITY OF BIDS



- 19.1 Bids shall remain valid for at least ninety (90) days after the date of bid closing prescribed by the Cooperative.
- 19.2 Notwithstanding Clause 19.1 above, the Cooperative may solicit bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing or by fax. If the bidders agree to the extension request, the validity of the bid security provided under Clause 19 shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request will not be required or permitted to modify its Bid.

## 20. ALTERNATIVE BIDS

- 20.1 Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered. The attention of bidders is drawn to the provisions of regarding the rejection of Bids, which are not substantially responsive to the requirement of the Bidding Documents.

## 21. FORMAT AND SIGNING OF BIDS

- 21.1 The original Bid Form and accompanying documents, clearly marked "Original Bid", plus another copy which should be clearly marked as "Copy of Bid" must be received by the Cooperative at the date, time, and place specified pursuant to Clause 23 and 24. In the event of any discrepancy between the original and the copies, the original shall govern.
- 21.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to sign on behalf of the bidder. Written power-of-attorney accompanying the Bid shall indicate such authorization. **All pages of the Bid, except for un-amended printed literature, shall be initialed by the person or persons signing the Bid.** The name and position held by each person signing must be typed or printed below the signature.
- 21.3 The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

## 22. SEALING AND MARKING OF BIDS

- 22.1 The bidder shall seal the original and the copy of the Bid in an inner and an outer envelope duly marking the envelopes as "original" and "copy".
- 22.2 The inner and outer envelopes shall:
  - a. be addressed to the Cooperative at the following address  

**MS. MARIBETH U. BARRIOS**  
BAC Chairman  
Nueva Ecija II Electric Cooperative, Inc. Area 1  
Calipahan, Talavera, Nueva Ecija; and
  - b. bear the words "**INVITATION TO BID No. NE-II-A1-2025-13 Comprehensive Health Care Services Provider** and the words "**DO NOT OPEN BEFORE 1:00 PM of March 20, 2025**".
- 22.3 In addition to the information required in sub-clauses (a) and (b) above, the inner envelope shall indicate the name and address of the bidder to enable the Bid to be returned unopened in case it is declared "Late" pursuant to Clause 26.





### 23. DEADLINE FOR SUBMISSIONS OF BIDS

- 23.1 The original Bid, together with the required copies, must be received by the cooperative at the address specified in Clause 23.2 not later than **BEFORE 1:00 PM of March 20, 2025**.
- 23.2 The Cooperative may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents, in which case all rights and obligations of the Cooperative and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### 24. LATE BIDS

- 24.1 Any Bid received by the Cooperative after the deadline for submission of Bids prescribed by the Cooperative, pursuant to Clause 24 will be declared "Late" and rejected and returned unopened to the bidder.

### 25. MODIFICATION AND WITHDRAWAL OF BIDS

- 25.1 The bidder may modify or withdraw its Bid after the Bid's submission; provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of Bids.
- 25.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with provisions of Clause 23, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL", as appropriate. A withdrawal notice may also be sent by fax but must be followed by a signed confirmation copy.
- 25.3 No Bid may be modified subsequent to the deadline for submission of Bids.
- 25.4 No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of bid validity specified by the bidder on the Bid Form.

### 26. OPENING OF BIDS BY COOPERATIVE

- 26.1 **The Cooperative will open the Bids, the technical proposal first, in the presence of bidders' representatives who choose to attend at Teofilo Villanueva Hall at 1:00 PM of March 20, 2025. The bidders' representatives who are present shall sign the attendance. The technical proposal will then be evaluated.**
- 26.2 Bidders found eligible technically will be informed subsequently and asked to be present during the opening of their financial proposals.
- 26.3 The bidders' names, bid prices, all discounts offered, modifications and bid withdrawals, and the presence or absence of the requisite bid security, and such other details as the Cooperative, at its discretion, may consider appropriate will be announced and recorded at the opening. Any bid price or discount, which is not read out and recorded at bid opening, will not be taken into account in bid evaluation. The bidder's representatives will be required to sign the record.
- 26.4 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in the forfeiture of the bid security.

### 27. PROCESS TO BE CONFIDENTIAL

- 27.1 Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any efforts by a bidder to influence the Cooperative's processing of Bids or award decisions may result in the rejection of the bidder's



Bid. The request for clarification and the response shall be in writing or by fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Cooperative in the evaluation of the bids.

### 28. CLARIFICATIONS OF BIDS

28.1 To assist in the examination, evaluation, and comparison of Bids, the Cooperative may, at its discretion, ask the bidder for a clarification of its Bid. All responses to request for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.

### 29. PRELIMINARY EXAMINATION OF BIDS

#### Technical Evaluation:

- 29.1 The Cooperative will examine the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 29.2 Prior to the detailed evaluation, the Cooperative will determine the substantial responsiveness of each Bid to the Bidding Documents including acceptable quality of the Goods offered. A substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviation.
- 29.3 A Bid determined as not substantially responsive will be rejected by the Cooperative and may not subsequently be made responsive by the bidder by correction of the non-conformity.

#### Financial Evaluation:

- 29.4 Check the bidder's compliance to the financial documents required by the Cooperative.
- 29.5 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and total price per item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price per item will be corrected. If there is a discrepancy between the Total Amount and the sum of the total price per item, the sum of the total price per item shall prevail and the Total Amount will be corrected.
- 29.6 The amount stated in the Form of Bid will be adjusted by the Cooperative in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the bid security may be forfeited.

### 30. CONVERSION TO SINGLE CURRENCY

30.1 The Cooperative will convert the amounts in various currencies in which the Bid Price is payable to Philippine Peso at the selling exchange rates officially prescribed for similar transactions as established by Bangko Sentral ng Pilipinas on the date of bid opening.

### 31. EVALUATION AND COMPARISON OF BIDS

- 31.1 The Cooperative will evaluate and compare the bids previously determined to be substantially responsive.
- 31.2 The Cooperative's evaluation of a Bid will exclude and not take into account:
- (a) any allowance for price adjustment during the period of execution of the contract, if provided in the bid.





31.3 The evaluation of bids shall take into account the price and other commercial features of the offer. In addition, it may also take into account other criteria, such as those in the sample listed below.

- \* Contractual and Commercial Deviations
- \* System/Procedures to Avail of Services

### 32. CONTACTING THE COOPERATIVE

32.1 No bidder shall contact the Cooperative on any matter relating to its Bid, from the time of bid opening to the time the contract is awarded.

32.2 Any effort by a bidder to influence the Cooperative in the Cooperative's decision in respect of bid evaluation, bid comparison or Contract award will result in the rejection of the Bidder's Bid.

### 33. COOPERATIVE'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

33.1 **The Cooperative reserves the right to accept or reject any Bid and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders of the grounds for the Cooperative's action.**

### 34. POST QUALIFICATION AND AWARD

34.1 The Cooperative will determine to its satisfaction whether the Bidder selected as having submitted the lowest-evaluated, responsive bid is qualified to satisfactorily perform the Contract.

34.2 The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualification submitted by the bidder, as well as such other information as the Cooperative deems necessary and appropriate.

34.3 An affirmative determination will be pre-requisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid.

34.4 The Cooperative will award the Contract to the successful bidder whose Bid has been determined to be the lowest evaluated, responsive Bid, provided further that the bidder is determined to be qualified to satisfactorily perform the Contract.

### 35. NOTIFICATION OF AWARD

35.1 The Cooperative will notify the successful bidder in writing by registered letter, or by fax or electronic mail to be confirmed in writing by registered letter, that its Bid has been accepted and on which basis the Bid has been accepted.

35.2 The notification of award will constitute the formation of a contract, until the Contract has been effected.

### 36. ISSUANCE OF NOTICE OF AWARD AND SIGNING OF CONTRACT

36.1 At the time of notification of award, the cooperative will send the successful bidder the Notice of Award.



36.2 Within five (5) working days of receipt of such Notice of Award the successful bidder shall affix its signature and date in the Notice of Award and return it to the cooperative together with the corresponding Performance Security.

### 37. PERFORMANCE SECURITY

37.1 Within five (5) working days of the receipt of notification of award from the cooperative, the successful bidder shall post the performance security in the amount of five percent (5%) of contract price, preferably in Manager's Check form or cash, to be deposited to the cooperative's bank account.

37.2 Failure of successful bidder to comply with the requirements of Clause 36 or 37 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.

### ANNEX A: BID EVALUATION PROCEDURE

#### Step 1 - Submittal of Bid

If a submittal is late, it should not be opened, but should be returned to the Bidder unopened.

#### Step 2 – Technical Bid Evaluation

During the Bid opening, preliminary examination shall begin by determining that the general conditions of the Bidding Documents have been met in the bid. The following items should be checked to determine whether the Bid is responsive.

- Bid does not show evidence of tampering.
- Bid is from a purchaser of the Bidding Documents.
- Bid Addendum received.
- Bid appears to be complete.
- Bid on all items per schedule.
- Bid contains Deviation Form duly filled in
- Bidder meets the required experience and number of sales
- Bidder is a registered company

**In the absence of substantial compliance with all of the above items, the bids are incomplete, shall be declared non-responsive and have to be rejected.**

#### Step 3 – Opening of the Financial Offer

During the opening of the financial proposal, the following information is to be read and recorded:

- Name of Bidder;
- Any discount offered;
- Name of Surety Company or Bank which issued the Bid Security;
- Bid security is present in the correct amount and acceptable form
- Validity of the Bid Security
- Validity of the Bid
- Bid security receipt is issued by the Surety Company (in the form of Manager's Check)
- Net financial contracting capacity is computed
- ITR of the bidder for the past three (3) years duly marked received by the BIR is submitted
- Financial Statements of the bidder for the past three (3) years is submitted

- a. The Bid contains benefit schedule(s) that have the limit shown for each procedure/service in the



- completed bid.
- b. Determine that the Bidder has filled out correctly the price schedule for what he is bidding.
  - c. Calculate the amounts for the applicable penalties as provided in the Technical Specifications and add amounts to the Bid prices for evaluation purposes only.
  - d. After the special factor, additions and conversion of schedule total to Philippine Peso, determine which remaining bid, has the lowest price for this bid schedule.
  - e. Compare the price of the low bid, for this bid schedule.

#### Step 4 - Evaluation and Comparison of Bids

All bids for this schedule are then financially evaluated to determine whether the company has the financial capability to perform the contract. Bidders who are found to be financially not sound shall be rejected.

If any item in the low bid has only minor technical deviations from the specifications, this shall be clarified with the bidder.

If any item in the low bid does not meet the technical specifications, that bid is rejected. The evaluation process then continues to the next low bid for that schedule.

This procedure to continue until the low bid, meeting the technical specifications of this Bidding Documents for this schedule, is determined.

#### Step 5 - Ability to Perform and Recommend for Award

After the low bid meeting the technical specifications is determined, check on enough of his previous sales of similar materials to determine whether the Bidder has demonstrated that he is qualified to perform the Contract. If the low Bidder is found to have provided unsatisfactory materials of similar nature on other contracts, his bid is to be rejected. The evaluation process then continues to the next low bid for that schedule.

This procedure shall continue until the low Bidder qualified to perform the contract for this schedule is determined. The recommendations for the Award of Contract for this schedule to this lowest calculated responsive Bidder is automatic.

#### Note:

**"Low bid" is hereby defined as the Bid on a complete bid schedule that has the lowest total price after considering all factors and/or reference up to that point in the evaluation procedure.**



**SECTION III. GENERAL CONDITIONS OF CONTRACT**

**TABLE OF CLAUSES**

CLAUSE	TOPIC	Page Number
1	Definitions	III - 1
2	Application	III - 1
4	Standards	III - 1
5	Use of Contract Documents and Information	III - 1
6	Payment	III - 2
7	Assignment	III - 2
8	Delays in the HMO's Performance	III - 2
9	Governing Language	III - 2
10	Applicable Law	III - 2
11	Notices	III - 2
12	Taxes	III - 2



### 1. DEFINITIONS

- 1.1 In this contract the following terms shall be interpreted as indicated:
- (a) "The Contract" means the agreement entered into between the Cooperative and the HMO, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - (b) "The Contract Price" means the price payable to the HMO under the Contract for the full and proper performance of its contractual obligations;
  - (c) "The Services" means all of the health care services and/or insurance which the HMO is required to supply to the Cooperative under the Contract;
  - (d) "Services" means services ancillary to the supply of health care package to the cooperative such as consultations, hospitalizations and other related services like provision of diet counselling, health awareness seminars and such other obligations of the HMO covered under the Contract;
  - (e) "The Cooperative" means the Nueva Ecija II Electric Cooperative, Inc. Area 1
  - (f) "The HMO" means the individual or firm providing the services under this Contract;

### 2. APPLICATION

These General Conditions shall apply as part of the Contract which shall include the following documents and the priority of these documents shall be as follows:

- a) Contract Agreement
- b) Notification of Award
- c) Special Conditions of Contract
- d) General Conditions of the Contract
- e) Bidding Documents
- f) Forms and Schedules
- g) Supplier's Bid

### 3. STANDARDS

- 3.1 The Services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the medical standard appropriate to the officers and employees of NEECO II-Area 1.

### 4. USE OF CONTRACT DOCUMENTS AND INFORMATION

- 4.1 The HMO shall not, without the Cooperative's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Cooperative in connection therewith, to any person other than a person employed by the HMO in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 4.2 The HMO shall not, without the Cooperative's prior written consent make use of any document or information enumerated in para. 5.1 except for purposes of performing the Contract.
- 4.3 Any document, other than the Contract itself, enumerated in para. 5.1 shall remain the property of Cooperative and shall be returned (in all copies) to the Cooperative on completion of the HMO's performance under the Contract if so required by the Purchaser.





## **5. INSPECTIONS**

- 5.1 The Cooperative or its designated third party inspector shall, at all reasonable times, be allowed free and ready access to the HMO's clinics/offices and affiliated hospitals/clinics for the purpose of inspecting the specified services and obtaining information as to the standing of the HMO.
- 5.2 Nothing in Clause 6 shall in any way release the HMO from any obligations under this Contract.

## **6. PAYMENT**

- 6.1 The method and conditions of payment to be made to the HMO under the Contract shall be specified in the Special Conditions of Contract.
- 6.2 The currency in which payment is made to the HMO under this Contract shall be specified in the Special Conditions of Contract.

## **7. ASSIGNMENT**

- 7.1 The HMO shall not assign, in whole or in part, its obligations to perform under the Contract.

## **8. DELAYS IN THE HMO'S PERFORMANCE**

- 8.1 Delivery and performance of Services shall be made by the HMO in accordance with the time schedule specified by the Cooperative in its Schedule of Requirements.
- 8.2 If at any time during performance of the Contract, the HMO should encounter conditions impeding timely delivery and performance of services, the HMO shall promptly notify the Cooperative in writing of the fact of the delay, its likely duration and its cause(s).

## **9. RESOLUTION OF DISPUTES**

- 9.1 The Cooperative and the HMO shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 9.2 If, after thirty (30) days from the commencement of such informal negotiations, the Cooperative and the HMO have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism specified in the Special Conditions of Contract. This mechanism may include, but is not restricted to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and/or international arbitration. The mechanism shall be specified in the Special Conditions of Contract.

## **10. GOVERNING LANGUAGE**

- 10.1 The Contract shall be written in the language of the bid, as specified by the Cooperative in the Instruction to Bidders. The language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in that same language.

## **11. APPLICABLE LAW**

- 11.1 The Contract shall be interpreted in accordance with the laws of the Philippines.

## **12. NOTICES**

- 13.1 Any notice given by one party to the other pursuant to the Contract shall be sent in writing or by telegram, fax or telex/cable and confirmed in writing to the address specified for that purpose in the Special Conditions of Contract.
- 13.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## **13. TAXES**

- 14.1 The HMO shall be entirely responsible for all taxes including Value Added Tax (VAT) or similar local taxes, license fees, etc., incurred in the delivery of services to the cooperative.





### SECTION IV. SPECIAL CONDITIONS OF CONTRACT

#### TABLE OF CLAUSES

CLAUSE NUMBER	TOPIC	PAGE NUMBER
1	General	IV - 1
2	Definitions	IV - 1
3	Inspection	IV - 1
4	Resolution of Disputes	IV - 1
5	Notices	IV - 1



### 1. GENERAL

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Condition of Contract. The corresponding clause number of the General Condition is indicated in parenthesis.

### 2. DEFINITION

- 2.1 The Cooperative is Nueva Ecija II Electric Cooperative, Inc.- Area 1
- 2.2 The HMO is (Name of the Comprehensive Health Care Services Provider)
- 2.3 EC or Coop is Electric Cooperative

### 3. INSPECTION

The inspection required by the Cooperative as described in Section III - General Conditions of the Contract as well as in Section VI - Technical Specifications.

### 4. RESOLUTION OF DISPUTES

The dispute resolution mechanism to be applied pursuant to Clause 9 of the General Conditions shall be as follows:

- 4.1 in the case of a dispute between the Cooperative and the HMO which is a national of the Philippines, the dispute shall be referred to adjudication/arbitration in accordance with the laws of the Philippines; and

### 5. NOTICES

For the purpose of all notices, the following shall be the address of the Cooperative and HMO.

Purchaser:

**Ms. Maribeth U. Barrios**  
**BAC Chair**  
**Nueva Ecija II Electric Cooperative, Inc.- Area 1 (NEECO II Area 1)**  
**Calipahan, Talavera, Nueva Ecija**  
**Philippines 3114**  
Tel./Fax 044 411 1007  
e-mail: bac\_neeco2areal@yahoo.com.ph

HMO:

\_\_\_\_\_  
(to be filled in at the time of contract signature)



### SECTION V. FORMS

#### TABLE OF FORMS

FORM NUMBER	TOPIC	PAGE NUMBER
1	Bid	V - 1
2	Bid Security	V - 2
3	Power of Attorney	V - 3
4	Contract	V - 3
5	Deviation	V - 3
6	Acknowledgement	V - 6



# NEECO II - AREA 1

## NUEVA ECIIJA II ELECTRIC COOPERATIVE, INC. - AREA 1

Calipahan, Talavera, Nueva Ecija  
www.neeco2areal.com  
neeco2\_areal@yahoo.com.ph  
(044) 411-1007 loc. 117

### FORM 1: BID

Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contract \_\_\_\_\_  
No: \_\_\_\_\_

TO : Bid and Awards Committee  
Nueva Ecija II Electric Cooperative, Inc.- Area-1  
Calipahan, Talavera  
3114 Nueva Ecija

Gentlemen:

Having examined the Bidding Documents including Addenda Nos. (Insert Numbers), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the (Description of Services) in conformity with the said Bid Documents for the sum of (Total Bid Amount in Words and Figures) or such other sums as may be ascertained in accordance with the Price Schedules attached herewith and made part of this bid.

We undertake, if our bid is accepted, to commence the delivery of all the services specified in the Contract.

We agree to abide by this bid for a period of (Number) days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your Notice of Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(In capacity of)

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



### FORM 2: BID SECURITY

WHEREAS, \_\_\_\_\_ hereinafter called "the BIDDER" has submitted its bid dated \_\_\_\_\_ for the construction of \_\_\_\_\_ (hereinafter called "the BID").

KNOW ALL MEN BY THESE PRESENTS:

That, WE, \_\_\_\_\_ of \_\_\_\_\_, having our registered office at (hereinafter called "the BANK") are the bound unto \_\_\_\_\_ (hereinafter called "the COOPERATIVE") in the sum of \_\_\_\_\_ for which payment will truly to be made to the said COOPERATIVE, the Bank binds itself, its successors and assigns by these presents.

Sealed with the common seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
THE CONDITIONS of this obligation are:

- 1) If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
- 2) If the bidder, having been notified of the acceptance of its bid by the Cooperative during the period of validity:
  - a. fails or refuses to execute the Contract Form, if required; or

We undertake to pay to the Cooperative up to the above amount upon receipt of its first written demand, without the Cooperative having to substantiate it demand, provided that in this demand the Cooperative will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
(Signature)



**FORM 3: POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_, a company organized and existing under the laws of \_\_\_\_\_, having the principal office at \_\_\_\_\_ do hereby make, constitute, and appoint \_\_\_\_\_ our true and lawful attorneys-in-fact to act for us, on our behalf, and in name, by investing them with the following powers:

- 1) To make any proposal to and/or negotiate and execute the contract or any other agreement with (NEECO II Area-1), its representative and/or agents, if any, relating to the bid of the Comprehensive Health Care Program of Invitation for Bid No. NE-II-A1-2025-13.
- 2) To receive, accept and acknowledge any notice issued under the contract, any other agreement and/or any other proposal.
- 3) To do any and all acts and things and execute any and all instruments, certificates and agreement which they may deem necessary or advisable, or which may be required for or in connection with the execution of the said contract.

IN WITNESS WHEREOF, we have cause this POWER OF ATTORNEY to be executed in our name by our \_\_\_\_\_, \_\_\_\_\_ thereunto duly authorized, in \_\_\_\_\_ this day of \_\_\_\_\_, 20\_\_\_\_.

(CORPORATION)

by: PRINTED NAME  
POSITION/TITLE

**FORM 4: CONTRACT**

**CONTRACT FOR THE  
COMPREHENSIVE HEALTH CARE PROGRAM**

**KNOW FOR ALL MEN BY THESE PRESENTS**

This Contract entered into this \_\_\_th day of \_\_\_\_\_, 2025 at Nueva Ecija II Electric Cooperative, Inc. – Area 1(NEECO II-Area 1) Main Office, Brgy. Calipahan, Talavera, Nueva Ecija by and between:

The Nueva Ecija II Electric Cooperative, Inc. – Area I (NEECO II – AREA 1), a duly organized electric cooperative and existing under and by virtue of the laws of the Philippines, with principal office at Brgy. Calipahan, Talavera, Nueva Ecija, herein represented by its General Manager, NELSON DELA CRUZ, herein referred to as the “COOPERATIVE”;





# NEECO II - AREA 1

## NUEVA ECIIJA II ELECTRIC COOPERATIVE, INC. - AREA 1

Calipahan, Talavera, Nueva Ecija  
www.neeco2areal.com  
neeco2\_areal@yahoo.com.ph  
(044) 411-1007 loc. 117

-and-

\_\_\_\_\_, an entity duly organized and existing under and by virtue of the laws of the Philippines, with principal office at \_\_\_\_\_, represented by its \_\_\_\_\_, \_\_\_\_\_ hereinafter referred to as the "HMO";

### WITNESSETH

1. That, the COOPERATIVE, with Board Resolution No. 03-17-24, Series of 2024 conducted public bidding for the Comprehensive Health Care Program under Invitation to Bid No. NE-II-2025-13 which was published in Philippine Star on April 14, 2024 and was posted in the official website of the cooperative;
2. That, Bid Opening last \_\_\_\_\_ was participated by \_\_\_\_\_;
3. That, the BAC, after careful review and evaluation on the bid offers, has awarded the Comprehensive Health Care Program to \_\_\_\_\_ with corresponding contract price:
4. That, as per recommendation of the BAC which was duly approved by the Board of Directors under Board Resolution No. \_\_\_\_\_ dated \_\_\_\_\_, the COOPERATIVE awards the **Comprehensive Health Care Program** to \_\_\_\_\_ with bid offer amounting to \_\_\_\_\_;

NOWTHEREFORE, for and in consideration of the foregoing premises the parties hereto agree on the following terms and condition:

1. The HMO agrees and binds itself to fully and faithfully provide for its accounts all provisions necessary in the completion of the **Comprehensive Health Care Program** within \_\_\_\_ Calendar Days commencing on the date of issuance of Notice to Proceed;
2. The HMO shall exert its best efforts to execute its obligations under the contract in accordance to all the documents made to form part of this contract;
3. The HMO shall guarantee the quality of all services it will supply, deliver and use in the **Comprehensive Health Care Program**.
4. The HMO obligates to comply with the provisions of the **Bureau of Health Facilities and Services of the Department of Health (DOH)**, existing laws, executive and administrative orders and rules and regulations issued or to be issued pertinent to the health care services;
5. In case of litigation arising out of this contract, the parties hereto agree that its venue shall be in the proper court in Nueva Ecija, under the laws of the Philippines.

IN WITNESS WHEREOF, the parties have hereunto signed this contract on the date and place first above written.

**NUEVA ECIIJA II ELECTRIC  
COOPERATIVE, INC.  
AREA-1 (NEECO II AREA-1)**

**HMO**

By:

By:

\_\_\_\_\_  
**NELSON DELA CRUZ**  
General Manager

Signed in the Presence of:

\_\_\_\_\_

\_\_\_\_\_



### ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES }  
Municipality of Talavera } S.S.  
PROVINCE OF NUEVA ECIIJA }

BEFORE ME, a Notary Public for and in \_\_\_\_\_ Philippines, personally appeared the following persons with their respective proofs of identity, to wit:

- |                           | <u>PROOF OF<br/>IDENTITY</u> | <u>PLACE/DATE<br/>ISSUED/EXPIRY</u> |
|---------------------------|------------------------------|-------------------------------------|
| 1. ENGR. NELSON DELA CRUZ |                              |                                     |
| 2.                        |                              |                                     |

who are known to me to be the same persons who executed and signed the Contract for the **Comprehensive Health Care Program** under ITB NE-II-A1-2024-02, and who acknowledged to me that the same are their free and voluntary acts and deeds, and that of the corporations which they respectively represent.

This instrument is consisting of six (6) pages including this page in which the acknowledgement is written. Pages one (1) to four (4) and six (6) are signed on the left margin thereof and page five (5) is signed at the corresponding spaces provided therefore by the Parties and their instrumental witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_  
at \_\_\_\_\_, Philippines.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20 \_\_\_\_\_

### FORM 5: DEVIATIONS

Reference to the Specifications	Requirements of Specifications	Detailed Description of the Deviations from the Specifications



### FORM 6: ACKNOWLEDGEMENT RECEIPT

#### BACKGROUND

As the results of the innovative of NEECO II-Area 1's procurement process and policy, the Bids and Awards Committee (BAC), releases copies of bidding documents thru its Official Website: [www.neeco2areal.com](http://www.neeco2areal.com)

#### BIDDER'S INFORMATION

\_\_\_\_\_, an entity duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address at \_\_\_\_\_, represented by its \_\_\_\_\_ hereinafter referred to as the "BIDDER"

#### ACCEPTANCE OF BIDDING DOCUMENTS

That we, \_\_\_\_\_ hereby confirm the receipt of the copy of bidding  
(Bidder/Company Name)

documents for the **Comprehensive Health Care Program** in soft copy form.

**Whereby, in cases of any inconsistency or discrepancy on the contents of bidding documents between the copy of the Bidders and the copy posted in the Official Coop Website, the contents of the posted copy shall prevail.**

CONFORME:

\_\_\_\_\_  
(Printed Name & Signature of Duly  
Authorized Representative)

DATE: \_\_\_\_\_



### SECTION VI. TERMS OF REFERENCE

#### TABLE OF FORMS

FORM NUMBER	TOPIC	PAGE NUMBER
1	Minimum Requirements	V - 1
2	Accommodation	V - 11
3	Utilization	V - 11



A. OUT-PATIENT (OP) CARE		
1	Consultations during regular clinic hours, except prescribed medicines	Subject to MBL
2	Pre and Post Natal consultations	Subject to MBL
3	Eye, ear, nose and throat (EENT) treatment prescribed by an Accredited Physician/Specialist	Subject to MBL
4	Treatment for minor injuries such as lacerations, mild burns, sprains and the like	Subject to MBL
5	Dressings, conventional casts (plaster of Paris) and sutures.	Subject to MBL
6	X-Ray, laboratory examinations, routine, diagnostic and therapeutic procedures prescribed by an Accredited Physician/Specialist, provided however that the cost of diagnostic and therapeutic procedures covered shall be limited to a specific amount.	Subject to MBL
7	Minor surgery not requiring confinement prescribed by an Accredited Physician /Specialist	Subject to MBL
8	Eye laser therapy only for retinal tear, retinal hole, retinal detachment, cataract surgery and glaucoma prescribed by an Accredited Physician/Specialist. Eye correction such as Lasik, PRK and the like are not covered.	Subject to MBL
9	Cauterization of skin lesions such as plantar warts, flat warts, periungual warts, filiform warts and molluscum contagiosum, in any part of the body, except genital warts and condyloma acuminata, prescribed by an Accredited Physician/Specialist.	Electrocauterization of skin lesions such as plantar warts, flat warts, periungual warts, filiform warts and molluscum contagiosum, in any part of the body, except genital warts and condyloma acuminata, prescribed by an Accredited Physician /Specialist up to Php2,500 /member /year
10	Sclerotherapy for varicose veins (except medicines and for cosmetic purposes) as prescribed by an Accredited Physician, to be availed through accredited vascular surgeons.	Up to Php 5,000 /member /year
11	Allergy Testing/ allergy screening and other related examinations prescribed by an Accredited Physician	Up to Php 2,500 /member /year
12	Speech therapy (for stroke patients only)	Covered as charged up to Php 10,000/ member/ year (reimbursement basis). Note: Consultations shall be part of the limit and treated as sessions
13	Tuberculin test	Up to Php 600 /member /year



<b>B. IN-PATIENT (IP) CARE</b>		
1	Room and Board Accommodation	Subject to the Member's Room and Board limit
2	Use of operating room, Intensive Care Unit (ICU), isolation room (if prescribed by Attending Accredited Physician) and recovery room.	Subject to MBL
3	Professional fees in accordance with HMO Schedule of Rates.	Subject to MBL
4	a. Attending Physicians	
5	b. Surgeons	
6	c. Anesthesiologists	
7	d. Cardio-pulmonary clearance before surgery and cardiac monitoring during surgery.	
8	Standard Nursing Services	Subject to MBL
9	Medicines for in-patient use	Subject to MBL
10	Blood products transfusions (Whole blood, Packed RBC, Plasma, Platelet Concentrate) and intravenous fluids, including blood screening and cross matching.	Subject to MBL
11	X-Ray, laboratory examinations, routine, diagnostic and therapeutic procedures incidental to confinement	Subject to MBL
12	Dressings, conventional casts (plaster of Paris) and sutures	Subject to MBL
13	Anesthesia and its administration including General Endotracheal Anesthesia, General Anesthesia (IV), Spinal Anesthesia, Local Anesthesia.	Subject to MBL
14	Oxygen and its administration	Subject to MBL
15	Standard Admission kit	Subject to MBL
16	All other items directly related in the medical management of the patient, as deemed medically necessary by the Attending Accredited Physician	Subject to MBL

<b>C. ROUTINE PROCEDURES</b>		<b>Whether OP or IP</b>
1	Blood Chemistries	100% of Actual Cost subject to MBL
2	Chest X-Ray	100% of Actual Cost subject to MBL
3	Complete Blood Count with Actual Platelet Count (CBC with APC)  Blood Typing	100% of Actual Cost subject to MBL
4	Fecalysis	100% of Actual Cost subject to MBL





5	Urinalysis and Urine Flow Cytometry	100% of Actual Cost subject to MBL
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<b>D. DIAGNOSTIC PROCEDURES</b>		<b>Whether OP or IP</b>
1	12-Lead Electrocardiogram (ECG)	100% of Actual Cost subject to MBL
2	24-hour Electroencephalogram (EEG) Monitoring	100% of Actual Cost subject to MBL
3	24-hour Holter Monitoring	100% of Actual Cost subject to MBL
4	Adrenocortical Function	100% of Actual Cost subject to MBL
5	Anti-Nuclear Antibody, C-Reactive Protein, Lupus Cell Exam	100% of Actual Cost subject to MBL
6	Arterial Blood Gas	100% of Actual Cost subject to MBL
7	Arthroscopic Procedures, Orthopedic Arthroscopy	Up to 5,000 per member/year
8	Audiograms and Tympanograms	100% of Actual Cost subject to MBL
9	Bone Densitometry Scan (Dexascan)	100% of Actual Cost subject to MBL
10	Bone Mineral Density Studies	100% of Actual Cost subject to MBL
11	Cardiac Stress Tests (Thallium and Dipyridamole Stress Tests)	100% of Actual Cost subject to MBL
12	Computed Tomography (CT) Scans (Plain and with Contrast)	100% of Actual Cost subject to MBL
<b>Diagnostic Radiographs:</b>		<b>Whether OP or IP</b>
13	a. Biliary tract: Cholecystogram and Cholangiogram	100% of Actual Cost subject to MBL
14	b. Chest, ribs, sternum and clavicle	100% of Actual Cost subject to MBL
15	c. Digestive: Plain film of the abdomen, Barium Enema, Upper Gastrointestinal (GI) Series, Lower GI Series, Small Bowel series	100% of Actual Cost subject to MBL
16	d. Face (including sinuses), Head and Neck	100% of Actual Cost subject to MBL



17	e. Urinary: Kidney, Ureter and Bladder (KUB) Pyelograms and Cystograms	100% of Actual Cost subject to MBL
18	f. X-ray of the extremities and pelvis	100% of Actual Cost subject to MBL
19	g. X-ray of the spine (cervical, thoracic, lumbo-sacral)	100% of Actual Cost subject to MBL

	<b>Diagnostic Ultrasounds:</b>	<b>Whether OP or IP</b>
20	a. 2D-Echo with Doppler	100% of Actual Cost subject to MBL
21	b. Abdomen	100% of Actual Cost subject to MBL
	FibroScan (Liver Stiffness and Fatty changes Ultrasound)	100% of Actual Cost subject to MBL
22	c. Duplex Scan (AV Duplex, Carotid Duplex, Renal Duplex)	100% of Actual Cost subject to MBL
23	d. Digestive and Urinary Systems	100% of Actual Cost subject to MBL
24	e. Ultrasound of the Lungs	100% of Actual Cost subject to MBL
25	Electroencephalogram (EEG) Monitoring	100% of Actual Cost subject to MBL
26	Electromyography and Nerve Conduction Studies	100% of Actual Cost subject to MBL
27	Endoscopic Procedures	100% of Actual Cost subject to MBL
28	Fluorescein Angiography	Up to 2,500/member/year
29	Impedance Plethysmography	100% of Actual Cost subject to MBL
30	Magnetic Resonance Angiography (MRA)	100% of Actual Cost subject to MBL
31	Magnetic Resonance Imaging (MRI) (All Types of MRI)	100% of Actual Cost subject to MBL
32	Mammogram and Sonomammogram	100% of Actual Cost subject to MBL
33	Myelogram	100% of Actual Cost subject to MBL
34	Nuclear Radioactive Isotope Scan	100% of Actual Cost subject to MBL
35	Pap's Smear	100% of Actual Cost subject to MBL
36	Perfusion Scan	100% of Actual Cost subject to MBL
37	Plasma Urinary Cortisol, Plasma Aldosterone	100% of Actual Cost subject to MBL
38	Polysomnograms (Sleep Recording)	100% of Actual Cost subject to MBL
39	Pulmonary Function Tests	100% of Actual Cost subject to MBL
	<b>Radioisotope Scans and Function Studies:</b>	<b>Whether OP or IP</b>
40	a. Cardiac	100% of Actual Cost subject to MBL



41	b. Gastrointestinal	100% of Actual Cost subject to MBL
42	c. Liver	100% of Actual Cost subject to MBL
43	d. Parathyroid Bone, Pulmonary (Perfusion/Ventilation Lung Scans)	100% of Actual Cost subject to MBL
44	e. Renal	100% of Actual Cost subject to MBL
45	f. Thyroid Scans	100% of Actual Cost subject to MBL
46	g. Total Body Scans	100% of Actual Cost subject to MBL
47	Radionuclide Ventriculography	100% of Actual Cost subject to MBL
48	Surface Electromyography (SEMG) / Neuroscan	100% of Actual Cost subject to MBL
49	Thallium Scintigraphy	100% of Actual Cost subject to MBL
50	Treadmill Stress Test (TMST)	100% of Actual Cost subject to MBL

<b>E. THERAPEUTIC PROCEDURES</b>		<b>Whether OP or IP</b>
1	Arthrocentesis	Up to six (6) sessions subject to MBL for OP; Up to MBL for IP
2	Dialysis	Up to MBL /member /year
3	Intravenous Chemotherapy	Up to MBL /member /year
4	Phlebotomy	Up to six (6) sessions subject to MBL for OP; Up to MBL for IP
5	Physical therapy / Occupational therapy excluding subspecialties such as cardiac rehabilitation, pulmonary rehabilitation and the like.	Shared limit of up to fifteen (15) sessions/member/year subject to MBL for OP; Up to MBL for IP [Note: Therapy of one (1) body area shall be considered as one (1) session]
6	Thoracentesis	Up to six (6) sessions subject to MBL for OP; Up to MBL for IP
<b>Therapeutic Radiology:</b>		<b>Whether OP or IP</b>
7	a. Brachytherapy	Up to MBL /member /year
8	b. Cobalt	Up to MBL /member /year
9	c. Linear Accelerator Therapy	Up to MBL /member /year
10	d. Radioactive Cesium	Up to MBL /member /year
11	e. Radioactive Iodine	Up to MBL /member /year
12	Continuous Positive Airway Pressure (CPAP) titration for sleep study	Up to Php 60,000 shared limit for OP and IP
13	Oral chemotherapy	Up to Php 60,000 shared limit for OP and IP

<b>F. PREVENTIVE CARE</b>		<b>Whether OP or IP</b>
1	Routine Immunization except cost of vaccines	Not Covered



# NEECO II - AREA 1

## NUEVA ECJIA II ELECTRIC COOPERATIVE, INC. - AREA 1

2	Passive and active vaccines for treatment of tetanus and animal bites	Up to Php18,000 or 6 doses/member /year whichever is higher
3	Periodic monitoring of health problems	Covered
4	Health-education and counseling on diets or exercise	Covered
5	Health habits and Family Planning counseling	Covered
<b>G. ADDITIONAL PROCEDURES AND MODALITIES</b>		<b>Shared limit for OP and IP; Professional Fees, Hospital Bills and other incidental expenses relative to the procedure shall form part of the limit</b>
1	Angiography (gastrointestinal, brain, retinal and peripheral vascular)	100% of Actual Cost subject to MBL
2	Coronary Angiogram and/or Angioplasty/Coronary Artery Bypass Graft	100% of Actual Cost subject to MBL (shared limit)
3	Cryosurgery	100% of Actual Cost subject to MBL
4	Gamma Knife Surgery	100% of Actual Cost subject to MBL
5	Hysteroscopic Myoma Resection	100% of Actual Cost subject to MBL
6	Hysteroscopically-guided D&C	100% of Actual Cost subject to MBL
7	Laparoscopy for diagnostic purposes	Up to Php 5,000 /member /year
8	Lithotripsy	100% of Actual Cost subject to MBL
9	Percutaneous Ultrasonic Nephrolithotomy	100% of Actual Cost subject to MBL
10	Stereotactic Brain Biopsy	100% of Actual Cost subject to MBL
11	Conventional Hemorrhoidectomy	100% of Actual Cost subject to MBL
12	Scalpel Hemorrhoidectomy	100% of Actual Cost subject to MBL
13	Stapled Hemorrhoidectomy	Up to MBL /member /year
14	Mammotome	Up to MBL /member /year
15	4D Ultrasound except for maternity-related cases	Up to MBL /member /year
16	Esophageal Manometry	Up to MBL /member /year
17	Intensified Modulated Radiotherapy	Up to MBL /member /year
18	Botox which is not cosmetic in nature nor for beautification purpose	Up to MBL /member /year
19	Positron Emission Tomography (PET) Scan	Up to MBL /member /year
20	CT Pulmonary Angiography	Up to MBL /member /year
21	Photodynamic Therapy	Up to MBL /member /year
22	Other medically necessary modalities not mentioned above and those for which there are no comparable, conventional or traditional counterparts	Up to MBL /member /year
23	Transurethral Microwave Therapy of Prostate	Up to MBL/member /year

<b>H. EMERGENCY CARE</b>	<b>Whether OP or IP</b>
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1	<b>In Accredited Hospitals</b>	
	a. Doctor's services	Subject to MBL
	b. Emergency Room Fees	100 % of Actual Cost subject to MBL
	c. Medicines used for immediate relief during treatment	Subject to MBL
	d. Oxygen, Intravenous fluids and blood products	Subject to MBL
	e. Dressings, conventional casts (plaster of Paris) and sutures	Subject to MBL
	f. X-Rays, laboratory and diagnostic examinations, and other medical services related to the emergency treatment of the patient	Subject to MBL
	g. Room Upgrade in case of room unavailability	up to 48 hours
2	<b>In Non-Accredited Hospitals</b>	Reimbursable up to 100% of hospital bills & professional fees based on HMO rates incurred during the first 24 hrs. of treatment up to MBL/member /year
3	<b>Outside the Philippines</b>	Reimbursable up to 100% of actual cost up to Php 30,000 /avilment /member /year (Based on HMO rates)
4	<b>Areas without Accredited Hospital</b>	100% based on HMO rates up to MBL
5	Ambulance Service (Accredited Hospital/Clinic to Accredited Hospital/Clinic)	Subject to MBL
6	Ambulance Service (Non-Accredited Hospital/Clinic to Accredited Hospital/Clinic)	Reimbursable up to Php 4,000 per conduction
<b>Note: The ambulance service provided herein shall be available regardless of the location within the Philippines.</b>		
7	Initial treatment of Animal bites	Covered for the first 24 hrs. from the time of bite subject to MBL

<b>I. PRE-EXISTING CONDITIONS</b>		<b>Whether OP or IP</b>
1	Dreaded Conditions	Covered
2	Non-Dreaded Conditions	Covered

<b>J. CONDITIONS WITH SPECIFIC LIMITATIONS</b>		<b>Whether OP or IP</b>
1	Work Related Conditions based on conditions covered by ECC	Up to MBL
2	Motor Vehicular Accidents	Up to Php 20,000 /member /year subject to exclusions and limitations
3	Provoked and Unprovoked Assault, including domestic violence, whether initiated by the Member or by a known or unknown third party	Up to Php 20,000 /member /year





4	Scoliosis including necessary procedures, except physical therapy sessions, whether congenital, pre existing, developmental or acquired	Up to Php 20,000 /member /year (shared limit for OP and IP)
5	Congenital Conditions except physical therapy sessions and developmental disorders	Up to Php 20,000 /member /year (shared limit for OP and IP)
6	Congenital Hernia	Up to MBL
7	Chronic Dermatoses	Consultations only
8	Scabies	Consultations and treatments
9	Exclusion #25	Up to MBL (if acquired) and subject to Dreaded Pre-existing provision (if Pre-existing)
10	Hepatitis B except vaccines	Up to MBL (if acquired)
11	Hepatitis B Screening	Subject to MBL

<b>K. ANNUAL CHECK-UP</b>		<b>Whether OP or IP</b>
The following Routine ACU program shall be conducted at a designated HMO Accredited Mobile Clinic for Principal and dependents once a year:		
1	Physical Examination	Covered
2	Complete Blood Count	Covered
3	Urinalysis	Covered
	Blood Typing	Covered
4	Fecalalysis	Covered
5	Chest X-ray	Covered
6	Electrocardiogram (ECG)	For members 35 years old and above
7	Pap's Smear	For female members 35 years old and above
8	Pre-Employment Medical Examination (PEME)	Under Fee for Service with Claims Handling Fee (CHF) of 12.05%; claims and CHF are subject to 12% VAT
9	Other ACU Tests	Eye Refraction; Lipid Profile (HDL, LDL, VLDL, Triglycerides, Total Cholesterol); FBS for members 35 years old and above; Prostate Specific Antigen (PSA) for members 40 years old and above

<b>L. DENTAL CARE</b>		
1	<b>Dental Provider</b>	<b>Dental Hub</b>
2	Dental examination/consultation only	Covered
3	Oral prophylaxis	Covered - once a year
4	Uncomplicated tooth extraction (anterior tooth, posterior tooth, )	Covered
5	Permanent filling	Covered, 4 teeth per year
6	Desensitization of hypersensitive teeth (limited to the application of necessary medicament to the affected teeth)	up to 4 teeth





7	Simple denture adjustment and repair	Covered
8	Recementation of loose jacket crowns, bridges, inlays and onlays	Covered
9	Palliative treatment for simple mouth sores and blisters	Covered
10	Open incision and drainage (intraoral)	Covered
11	Dental Nutrition and Dietary Counseling	Covered
12	Dental Health Education	Covered
13	Pre-natal consultation on teeth and gums	Covered
14	Temporo Mandibular Joint Consultation	Covered

<b>M. GROUP LIFE INSURANCE WITH ACCIDENTAL DEATH AND DISABLEMENT (AD&amp;D) BENEFITS</b>		
1	<b>Insurance Provider</b>	Depends on the HMO's insurance provider
2	<b>Death (Amount of Insurance)</b>	Php100,000/member
3	<b>Corporate Personal Accidental Death &amp; Dismemberment (AD&amp;D)</b>	
	<b>A. Schedule of Losses for AD&amp;D Coverage</b>	
	i.) Loss of Life	100% of amount of insurance
	ii.) Accidental Dismemberment or Loss of Use of Limbs	
	Both Hands	100% of amount of insurance
	Both Feet	100% of amount of insurance
	One hand and One foot	100% of amount of insurance
	One hand	50% of amount of insurance
	Arm between elbow and wrist	60% of amount of insurance
	Arm at or above elbow	70% of amount of insurance
	Leg below knee	60% of amount of insurance
	Leg at or above knee	70% of amount of insurance
	iii.) Loss of sight	
	Both eyes	100% of amount of insurance
	One eye	50% of amount of insurance
	iv.) Loss of speech	100% of amount of insurance
	v.) Loss of hearing	
	Both ears	100% of amount of insurance
	One ear	50% of amount of insurance
	vi.) Accidental Dismemberment or Loss of Use of Fingers	
	All of one hand	50% of amount of insurance
	vii.) Accident Permanent Total Disability Benefit	
	Monthly cash benefit to an Insured member who has been totally and permanently disabled for 6 months and due to accidental causes.	3% of the amount of insurance (less any amount paid or payable) starting on the 7th month up to 32 months, and



		4% of the amount of insurance on the 33rd month.
	viii.) Murder and Homicide	
	Injury due to murder or any attempt thereof	100% of amount of insurance (but not exceeding 100,000)
	Injury due to homicide or any attempt thereof not occasioned by provocation of Insured member	100% of amount of insurance
	ix.) Flying Coverage	
	Pays a benefit if the Insured member suffers an injury while a passenger boarding or alighting from a certified passenger aircraft provided by a commercial airline on any regular, scheduled or non-scheduled, special or chartered flight and operated by a properly certified pilot flying between duly established and maintained airports over an established passenger route.	

	<b>B. Renewal Bonus</b>	
	Increases the original amount of insurance for Accident Insurance (up to the first P100,000) of the Insured by 5% each year for the first five (5) consecutive years, starting on the second year.	
4	<b>Terminal Illness Benefit</b>	
	A lump sum benefit of 50% of the applicable amount of insurance in-force up to a maximum of P100,000 if the Insured member is medically diagnosed as terminally ill with a life expectancy of twelve (12) months or less.	
5	<b>Exclusions</b>	
	Any loss or expense caused by or resulting from the following will not be paid:	
	i.) Suicide during the first year	
	ii.) War, Invasion or Act of Foreign Enemy	
	iii.) Service in the Armed Forces of any country or international authority whether in peace or war.	
6	<b>General Guidelines</b>	
	<b>A. Eligibility Age</b>	
		<b>Life</b>
		<b>AD&amp;D</b>
	Principals	18-65 years old
	Minor dependents	15 days to 21 years old
		18-65 years old
		15 days to 21 years old

	<b>N. OTHER INSTRUCTIONS</b>	<b>BENEFITS/SPECIAL</b>	<b>Whether OP or IP</b>
1	Cataract surgery/ Cataract (except cost of lens)		Up to MBL /member/year (shared limit for IP and OP)
2	Medico Legal Cases		Up to MBL /member/year
3	Laparoscopic Cholecystectomy		Up to Php 40,000 /member/year
4	Functional Endoscopic Sinus Surgery		If the diagnosis is covered, then the procedure will be covered up to Php 40,000 /member /year.
5	Extracorporeal Shock Wave Lithotripsy		If the diagnosis is covered, then the



		procedure will be covered up to Php 40,000 /member /year.
6	Endoscopic Retrograde Laparoscopic Procedures Cholangio Pancreatography	If the diagnosis is covered, then the procedure will be covered up to Php 40,000 /member /year.
7	Arthroscopic Knee Surgery	If the diagnosis is covered, then the procedure will be covered up to Php 25,000 /member /year.
8	Laparoscopic Pelvic Example: Apendectomy, removal of lymph nodes, gynecological procedures and others involving pelvic organs	If the diagnosis is covered, then the procedure will be covered up to Php 25,000 /member /year.
9	Point of Service (for IP cases only)	Reimbursable up to 100% of hospital bills & professional fees based on HMO rates up to MBL/member /year

<b>O. MATERNITY ASSISTANCE (OPTIONAL)</b>		<b>Whether OP or IP</b>
1	Covered Members	Female employees and spouses of male employees
2	HMO shall cover the hospital bills and professional fees incurred by covered Member for maternity services/procedures, up to the following limit:  Abnormal Pregnancy and its complication	Up to Php 5,000 /member /year
3	280-day waiting period	Waived
4	Type of Availment	LOA facilitated if within the network/Reimbursement if outside the network.
5	For availments in Accredited Hospitals but with non-Accredited Physicians, HMO shall provide outright coverage for the hospitals bills and the professional fees of non-Accredited Physicians shall be on a reimbursement.	

### **II. Accommodation of Additional Enrollees**

There are \_\_\_\_ existing principal/employees for enrollment. Additional enrollees shall be accepted/accommodated within 60 days after the date of effectivity of the contract except for new born dependents which shall be enrolled at any time upon reaching the age of three (3) months.

### **III. Utilization**

To be sent thru a Bid Bulletin