BATANGAS I ELECTRIC COOPERATIVE, INC.

Km. 116 National Highway, Brgy. 4 (Pob.)
Calaca, Batangas 4212
Telephone No.: 09682197861 / 09176397206

Invitation to Apply for Eligibility and to Bid for Negotiated Bidding

The Batangas I Electric Cooperative, Inc. (BATELEC I) invites interested bidders to participate in the negotiated bidding pursuant to the Implementing rules and Regulations of the Republic Act No. 10531 and the National Electrification Administration Memorandum No. 2017-019, for the hereunder project:

Particulars	Estimated Cost	Reference	
		PR No.	Date
Health Maintenance Organization for 439 Employees and Officers Covering Period February 1, 2027 to January 31, 2028	Php 7,902,000.00	38988 JO no. 015844 39007 Job Order no. 015854	July 2, 2026 July 7, 2026

ACTIVITIES	SCHEDULE
Advertisement/Posting of Invitation	November 23, 2026
Sending of invitation, eligibility requirements and terms of reference to prospective HMO providers	November 23 to December 4, 2026
Acceptance of Letter of Intent	November 25, 2026
Pre-Conference with invited/interested/prospective bidders	November 26, 2026 | 1:30PM
Submission and Opening of Sealed Quotation for negotiated bidding	December 4, 2026 | 1:30PM
Evaluation of Proposal/Quotation	December 4, 2026 | 1:30PM
Presentation and Negotiation of bid with HMO provider with best offer	December 9, 2026
Post-Qualification	December 11, 2026

Instruction to Eligible Bidders/Suppliers:

1. Interested bidders shall submit the eligibility requirements as enumerated in Annex "A", attached Terms of Reference in Annex "B" and Bidding Forms in Annex "C".
2. Prospective bidders shall submit a Letter of Intent to show interest until November 25, 2026.
3. A conference with interested bidders is scheduled on November 26, 2026 1:30PM, at the BATELEC I Training Room.
4. Bids must be duly received by the BAC secretariat on or before December 4, 2026 1:30 PM.

5. Submission/opening and evaluation of bid proposal is on December 4, 2026 1:30 PM.
6. Financial bid proposals higher than the ABC shall out rightly be disqualified.
7. BATELEC I will hold a negotiated meeting with HMO provider with best offer on December 9, 2026 at the BATELEC I Training Room.
8. After passing the post-qualification, the winning bidder must pay the accreditation fee amounting to Php 3,000.00 and the bid security equivalent to 2% of the total ABC.
9. Performance bond equivalent to 5% of the financial proposal shall be paid upon signing of Memorandum of Agreement.
10. The eligibility requirements folder and folder for the financial bid offer shall be enclosed in a single envelope that is properly sealed and signed.
11. In case the HMO provider with the best offer did not pass the post qualification process, the BAC will proceed its negotiation to the next bidder with second best offer.
12. BATELEC I reserves the right to accept or reject any bid, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the affected bidder.
13. Submission of sealed quotation shall be made either by courier or hand carried by the supplier or his duly authorized representative on or before the stated date addressed to:

    BATELEC I Bids and Awards Committee
    Batangas I Electric Cooperative, Inc.
    Km 116 National Highway Barangay 4, City of Calaca Batangas

14. The interested bidder may contact the BAC through its secretariat for details at +639177034609 or email batelec1bac@yahoo.com; bac@batelec1.com.ph

Noted by:

ENGR. JEFFREY C. VILLANUEVA
BAC Chairman

ANASTACIA JUDITH D. GARCIA
ISD Manager

ENGR. ALVIN O VELASCO
General Manager

ANNEX A

ELIGIBILITY REQUIREMENTS:

1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**;
2. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
3. Tax Payer's Identification Number;
4. BIR Value Added Tax Registration;
5. Notarized Statement that the bidder is not "blacklisted" or banned from bidding by the Procuring Entity 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 Procuring Entity 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 six months. (April to September 2026)
   b. Tax Clearance from the BIR to prove bidder's full and timely payment of taxes to the Procuring Entity.
   c. A certification under oath from the bidder's responsible officers that the bidder is free and clear of all liabilities with the Procuring Entity.
7. Statement in matrix from all ongoing and completed Procuring Entity and private contracts (service contracts, maintenance contracts, purchase orders, job orders, etc.) Within the relevant period, where applicable, including contracts awarded but not yet started, if any. The statement shall state whether each contract is:

   a. Ongoing, Completed or Awarded but not yet started; within the relevant period, where, applicable.
   Each contract should include the following:
   a.i. The name of the contract;
   a.ii. Date of Contract;
   a.iii. Amount of contract and value of outstanding contracts;
   a.iv. Date of delivery;
   a.v. End-user's acceptance, if completed

8. Similar or not similar in nature and complexity to the contract to be bid. For the procurement of goods, a contract shall be considered "similar" to the contract to be bid if it involves goods or related services of the same nature and complexity as those which are the subject of the public bidding concerned.
9. NEA Accreditation Certificate
10. List of Accredited Hospitals and clinics, with the corresponding list of accredited doctors.
11. With at least two (2) Certificate of Satisfactory Performance from previous clients within the last five (5) years from submission of bids.
12. Certificate of Satisfactory Performance from local hospitals.
13. Complete set of audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding year, showing, among others, the prospective bidders total and current assets and liabilities.
    (ii) Complete set of financial statement for the year 2025 includes the following:
    a.) Balance Sheet
    b.) Income Statement
    c.) Statement of Changed in Equity
    d.) Cash Flow Statement
    e.) Notes to Financial Statement
    f.) Statement of Management Responsibility for financial Statement
    g.) The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC)

14. Letter authorizing, the BAC or its duly authorized representative/s to verify any or all of the documents submitted for the eligibility check.
15. Notarized statement that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete, and that all statements and information provided therein are true and correct.
16. Bid Security as to form, amount and validity period
    The bid security shall be in the amount of **P 158,040.00**. Bid security can be in the form of Cash or cashier's/manager's check issued by a Universal or Commercial Bank.
17. Authority of the Signatory
18. Confirming statement on Delivery Schedule
19. Confirming statement on warranty being offered
20. Details of Technical Specification
21. Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules

ANNEX B

TECHNICAL SPECIFICATIONS

PERIOD COVERED: FEBRUARY 1, 2027 TO JANUARY 31, 2028

PARTICULARS	NO. OF ENROLLEES	ROOM TYPE	MBL
BOARD OF DIRECTORS	12	BEST OFFER	MINIMUM OF P200,000.00 MAXIMUM BENEFIT LIMIT OR BEST OFFER
GENERAL MANAGER	1		
DEPARTMENT MANAGERS, DIVISION CHIEFS AND SECTION HEADS, RANK AND FILE EMPLOYEES	426		
TOTAL	439		

PROVISION OF HEALTH CARE MAINTENANCE SERVICES	
HMO BENEFITS	**COVERAGE**
MAXIMUM BENEFIT LIMIT – Minimum of P200,000.00 or Best offer	Board of Directors; General Manager; Department and Branch Managers; Division Chiefs; Section Heads; Rank & Files;
OUT-PATIENT/ IN-PATIENT	Accepted in all accredited hospitals including Makati Medical Center, St. Luke's (Q.C. & BGC), Cardinal Santos, The Medical City, Asian Hospital, DLSU-Dasma, Mary Mediatrix Medical Center and majority of the hospitals within the coop's covered area.
Consultations with accredited physicians at accredited hospital or clinic of choice	UP TO MBL
Minor surgery	UP TO MBL
Treatment of minor injuries	UP TO MBL
Electrocautery of warts	UP TO MBL
Pre and post-natal consultations with participating OB/GYNE	UP TO MBL
Routine laboratory and diagnostic tests	UP TO MBL
New Modalities	UP TO MBL
Special Procedures	UP TO MBL
Special Diagnostics and Laboratory Tests	UP TO MBL
Monitoring of health problems/ Periodic Check-up	UP TO MBL
Administration of vaccination	UP TO MBL

A. Annual Physical Examination	
APE must be conducted in clinics within the BATELEC I covered area. All officers and employees enrolled for at least one month prior to APE schedule are eligible.	Covered as Charged
1. Complete Medical History taking and Physical Examination by resident doctor	Covered as Charged
2. Chest X-ray	Covered as Charged
3. Urinalysis	Covered as Charged
4. Fecalysis	Covered as Charged
5. Complete Blood Count	Covered as Charged
6. Fasting Blood Sugar	Covered as Charged
7. Lipid Profile	Covered as Charged
7.1. Total Cholesterol 7.2. Triglycerides 7.3. HDL 7.4. LDL 7.5. VLDL	Covered as Charged
8. Liver Profile 8.1 SGOT 8.2 SGPT	
9. Kidney Profile 9.1 Creatinine 9.2 Urea	Covered as Charged
10. HBA1C	Covered as Charged
11. ECG (For 35 years old and above)	Covered as Charged
B. IN-Patient Hospitalization	
1. Hospital Room and Board	BEST OFFER
2. Doctor's Fee of all accredited doctors of any specialization	UP TO MBL
3. Use of isolation, operating, recovery rooms and other patient care units	UP TO MBL
4. Use of Intensive Care unit (ICU) or Coronary Care Unit (CCU)	UP TO MBL
5. Medicines (IV and/or oral) and medical supplies	UP TO MBL
6. Medicines prescribed by accredited doctors including medicine no included in the Philippine National Formulary (PNF) Medicines List	UP TO MBL
7. Admission kit	UP TO MBL

8. Oxygen usage during confinement	UP TO MBL
9. Transfusion of fluids, fresh whole blood and all other blood products	UP TO MBL
10. ALL routine laboratory , diagnostic and therapeutic procedures required	UP TO MBL
11. Additional procedures and latest modalities of diagnostic and treatment	UP TO MBL
12. ALL other services and procedures needed or related to the management of the case	UP TO MBL

C. Routine Procedures (Out-patient or In-patient)	
1. Blood Chemistry	UP TO MBL
2. X ray	UP TO MBL
3. Urinalysis	UP TO MBL
4. Fecalysis	UP TO MBL
5. Complete Blood Count (CBC)	UP TO MBL
6. Electrocardiogram (ECG)	UP TO MBL
7. PAP Smear (For Female)	Covered as Charged
8. PSA (Prostate Specific Antigen) For Male	Covered as Charged
9. And other Laboratory procedures	UP TO MBL
D. Special Diagnostics and Laboratory Tests (Out-patient or In-patient)	
1. 2D Echo with Doppler	UP TO MBL
2. 3D Imaging	UP TO MBL
3. Acquired (Adult) Hernia	UP TO MBL
4. Adrenocortical Function	UP TO MBL
5. Alpha feto protein (Liver Cancer)	UP TO MBL
6. ANA profile (Lupus)	UP TO MBL
7. Angiography	UP TO MBL
8. Arthrocentesis	UP TO MBL
9. Arthroscopic Knee Surgery	UP TO MBL
10. ASO titer (Streptococcal Infection)	UP TO MBL
11. Audiograms and Tympanograms	UP TO MBL
12. Bone Densitometry Scan	UP TO MBL
13. Bone Minerals Density Test	UP TO MBL
14. Colonoscopy	UP TO MBL
15. CT scan	UP TO MBL
16. Cryosurgery	UP TO MBL
17. Echocardiography with Doppler	UP TO MBL
18. Electroencephalography (EEG)	UP TO MBL
19. EMG with nerve conduction	UP TO MBL
20. Endoscopic Procedure	UP TO MBL
21. Fluorescein Angiogram	UP TO MBL
22. Gamma Knife Surgery	UP TO MBL
23. Hepa profile	UP TO MBL
24. Holter Monitoring	UP TO MBL

25. Hyperalimentation	UP TO MBL
26. Lipid profile	UP TO MBL
27. Magnetic Resonance Angiogram	UP TO MBL
28. Magnetic Resonance Imaging (MRI)	UP TO MBL
29.Mammography	UP TO MBL
30. M-Mode Echocardiogram	UP TO MBL
31. Nuclear Test	UP TO MBL
32. Open-Heart Surgery	UP TO MBL
33. Orthopedic Surgery	UP TO MBL
34. Phototherapy	UP TO MBL
35. Physical Therapy	UP TO MBL
36. Prostate-Specific Antigen (PSA) Test	UP TO MBL
37. Pulmonary Perfusion Scan	UP TO MBL
38. Radionuclide Ventriculography	UP TO MBL
39. Rhinoscopy	UP TO MBL
40. Sclerotherapy	UP TO MBL
41. Speech Therapy	UP TO MBL
42. Surface Electromyography	UP TO MBL
43. Systemic Lupus Erythematosus (SLE) test	UP TO MBL
44. Thallium Scintigraphy	UP TO MBL
45. Thoracentesis	UP TO MBL
46. Treadmill Stress Test	UP TO MBL
47.Thyroid Profile	UP TO MBL
48. TORCH profile	UP TO MBL
49. Transurethral Microwave Therapy	UP TO MBL
50. Ultrasound	UP TO MBL
51. Video Gastroscopy	UP TO MBL
52. Widal test (Typhoid Fever)	UP TO MBL

E. Special Procedures (Out-patient or In-patient)	
1. Chemo / Radiotherapy	UP TO MBL
2. Dialysis – subject to Maximum Benefit Limit	UP TO MBL
3. Hysteroscopic Myoma Resection	UP TO MBL
4. Laser Therapy for Glaucoma	UP TO MBL
5. Laser Therapy for Retinal detachment	UP TO MBL
6. Pan- Retinal Photocoagulation	UP TO MBL
7. Sleep Study	UP TO MBL

F. New Modalities	
1. Lithotripsy	UP TO MBL
2. Laparoscopic Cholecystectomy	UP TO MBL
3. ALL other new modalities of treatment and/or diagnosis.	UP TO MBL

G. Emergency Care Benefits (Out-patient or In-patient)	
Accredited hospital	100% OF COVERED CHARGES
NON-ACCREDITED HOSPITAL / DOCTORS	80% OF ACTUAL HOSPITAL BILL AND PROFESSIONAL FEES UP TO MBL
In areas where there is no accredited hospital, the actual documented and coverable hospitalization expenses inclusive of doctor's professional fees shall be reimbursed.	100% BASED ON ACTUAL STANDARD SCHEDULE OF FEES UP TO MBL
Anti- tetanus, anti rabies, anti venom shots.	UP TO PHP 30,000
Medico-legal Case (Except Medico-Legal Practitioner's Fee)	UP TO MBL

H. Special Benefits (Out-patient or In-patient)	
1. Cataract/Glaucoma	UP TO MBL
2. AIDS & AIDS related diseases. **NOTE**: *AIDS acquired through sexual contact will not be covered*	UP TO 50% of MBL
3. Congenital anomalies	UP TO 50% of MBL
4. Professional fees and laboratory exams for non-covered conditions	CHARGED TO PATIENT
5. Motor vehicle & work-related accidents	COVERED AS CHARGED
6. Diagnostic examination and follow-up treatment for the following procedures:	UP TO MBL
- Photorefractive Keratectomy (PPK) - for low to moderate myopia and astigmatism	
- Myopa Keratomileusis (MKM) - for higher degree of myopia	
- Phototherapeutic Keratectomy (PTK) - for treatment of corneal scars and other dystrophies including error of refraction	

I. Pre-existing Dreaded Illness	
1. Cardiovascular Diseases (Coronary/Valvular/Hypertensive Heart Diseases)	UP TO MBL
2. Central Nervous System Lesions (Poliomyelitis, Meningitis, encephalitis, Neurosurgical conditions)	UP TO MBL
3. Cerebrovascular Accident (Hemorrhage, Thrombosis or embolism)	UP TO MBL
4. Chronic Kidney/Urological Disease	UP TO MBL
5. Chronic Obstructive Pulmonary Disease	UP TO MBL

6. Chronic Gastrointestinal Tract Disease requiring surgery	UP TO MBL
7. Collagen Diseases (e.g rheumatoid arthritis, Systemic Lupus Erythematosus or SLE)	UP TO MBL
8. Complications of an apparent ordinary illness including MODS and SIRS (e.g. sepsis due to pneumonia, typhoid ileitis, cerebral malaria, etc.)	UP TO MBL
9. Conditions requiring longer than thirty days of continuous confinement	UP TO MBL
10. Diabetes Mellitus and its complications	UP TO MBL
11. Injuries from accident or assault	UP TO MBL
12 Life threatening infections	UP TO MBL
13. Liver Parenchymal Disease (Cirrhosis, Hepatitis, New Growth)	UP TO MBL
14. Malignancies and Blood Dyscrasias	UP TO MBL
15.Single or multiple organ dysfunction and failure	UP TO MBL
16. Any illness other than above which would require intensive care confinement or special diagnostic procedures	UP TO MBL
J. Pre-existing Non- Dreaded Illness	
1. Arthritis, Gout and the likes	UP TO MBL
2. Benign New Growth	UP TO MBL
3. Benign Prostatic Hypertrophy	UP TO MBL
4. Bronchial Asthma	UP TO MBL
5. Buerger's Disease	UP TO MBL
6. Cataracts	UP TO MBL
7. Cholecystitis, cholelithiasis	UP TO MBL
8. Chronic gastritis / Peptic Ulcer Disease	UP TO MBL
9. Diabetes without complications	UP TO MBL
10. Ear-Nose-Throat tumors as well as abnormalities of the nasal system and turbinates and sinus conditions requiring surgery	UP TO MBL
11. Hemorrhoids and Anal Fistulae	UP TO MBL
12. Hernia (acquired)	UP TO MBL
13. Hypertension and its complications	UP TO MBL
14. Hyperthyroidism, Goiter, Hypothyroidism and the likes	UP TO MBL
15. Kawasaki syndrome	UP TO MBL
16. Mitral Valve Prolapse	UP TO MBL
17. Rheumatic Heart Disease and the likes	UP TO MBL
18. Scoliosis, Kyphosis and Dextroscoliosis, Spondylosis and the likes	UP TO MBL
19. Tuberculosis	UP TO MBL
20. Urolithiasis, Urethral Stenosis, Urinary Tract Strictures and the likes	UP TO MBL

21. Uterine Myoma, Ovarian Cyst, Endometriosis, Adenomyosis and the likes	UP TO MBL
22. Varicose veins	UP TO MBL
23. Visual Defects	UP TO MBL

K. DENTAL BENEFITS	
1. Dental Consultation and oral examinations with accredited doctors (twice a year)	Covered
2. Care for oral lesions, wounds and burn	Covered
3. Emergency desensitization of hypersensitive teeth	Covered
4. Oral prophylaxis (twice a year)	Covered
5. Unlimited Simple Dental extraction	Covered
6. Unlimited Temporary filling	Covered
7. Permanent filling up to 3 surfaces	Covered

*MLO-Medical Liaison Officer	Once a month visit

L. Reimbursement	
Filing Period from accredited doctor/hospital	90 days
Filing Period from non- accredited doctor/hospital	90 days
Processing (Reimbursement form should be simple)	14 working days
Dental benefits shall apply if accredited dental clinics are limited within BATELEC I covered area	

M. Eligibility	
Principal Member	ALL REGULAR SALARIED EMPLOYEES; INCUMBENT DIRECTORS AND OFFICERS
Dependents Membership	1. Married Employees -
	* Legal Spouse up to 65 years old
	* Children - legitimate and/or legally adopted from 90 days old up to 21 years, single and unemployed;
	* Parents up to 79 years old;
	2. Single Employees -
	* Parents up to 79 years old;
	*Siblings 90 days old and above, who are not gainfully employed and are living under the same roof with the principal member;
	*Children of single parents, who are at least 90 days old up to 21 years old, single, unemployed and living with the principal member.

	3. Take-over enrollment of existing and extended dependents including up to 79 years old
Riders	Former members of the Board of Directors; retired/resigned employees and their respective qualified dependents per amended COOP POLICY No. 01-94; employees of BATELEC I Employees Multi-Purpose Cooperative
Additional Dependents	ALLOWED TO ENROLL UP TO 60 DAYS FROM EFFECTIVITY DATE OF ENROLLMENT OF THE PRINCIPAL MEMBER
Mode of Payment	Quarterly Utilization report of the previous quarter must be attached in the billing statement including concerned principal member and diagnosis.

N. CONTRACT
The contract shall be separately treated amongst Principal and riders *(former board members, former employees and employees' dependents)*.
Dependents' premium rate shall be based on the age at the time of enrollment. No premium upgrade shall be applied to dependents whose age slides to the next premium bracket.
All additional employees shall have a pro-rated premium but with full Maximum Benefit Limit.
A pro-rata computation of premium shall be applied for all additional and deleted employees based on their effectivity date.
Existing Contract shall be extended for a maximum period of six (6) months of the same contract price while the cooperative is in the process of scouting for the next health maintenance service provider.

ANNEX C

Section VI. Schedule of Requirements

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

Project	**Materials Description**	**Delivery Schedule**
Health Maintenance Organization for 439 Employees and Officers Covering Period February 1, 2027 to January 31, 2028	Section VII. Technical Specifications	February 1, 2027 to January 31, 2028 (one year)

_____
(Name & Signature)
Bidder's Authorized Representative

FINANCIAL PROPOSALS

PARTICULARS	NO. OF ENROLLEES	APPROVED BUDGET COST	BID AMOUNT	TOTAL BID AMOUNT
Health Maintenance Organization for 439 Employees and Officers Covering Period February 1, 2027 to January 31, 2028				
Board of Directors	**12**	**216,000.00**		
General Manager	**1**	**18,000.00**		
Department Managers, Division Chiefs and Section Heads	**50**	**900,000.00**		
Rank and File Employees	**376**	**6,768,000.00**		
TOTAL	**439**	**7,902,000.00**		

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(Name & Signature)
Bidder's Authorized Representative

TERMS OF REFERENCE

PARTICULARS	NO. OF ENROLLEES	ROOM TYPE	MBL	COMPLIED	NOT COMPLIED
BOARD OF DIRECTORS	12	BEST OFFER	MINIMUM OF P200,000.00 MAXIMUM BENEFIT LIMIT OR BEST OFFER		
GENERAL MANAGER	1				
DEPARTMENT MANAGERS, DIVISION CHIEFS AND SECTION HEADS, RANK AND FILE EMPLOYEES	426				
TOTAL	439				

PROVISION OF HEALTH CARE MAINTENANCE SERVICES		COMPLIED	NOT COMPLIED
HMO BENEFITS	**COVERAGE**		
MAXIMUM BENEFIT LIMIT – Minimum of P200,000.00 or Best offer	Board of Directors; General Manager; Department and Branch Managers; Division Chiefs; Section Heads; Rank & Files;		
OUT-PATIENT/IN-PATIENT	Accepted in all accredited hospitals including Makati Medical Center, St. Luke's (Q.C. & BGC), Cardinal Santos, The Medical City, Asian Hospital, DLSU-Dasma, Mary Mediatrix Medical Center and majority of the hospitals within the coop's covered area.		
Consultations with accredited physicians at accredited hospital or clinic of choice	UP TO MBL		
Minor surgery	UP TO MBL		
Treatment of minor injuries	UP TO MBL		
Electrocautery of warts	UP TO MBL		
Pre and post-natal consultations with participating OB/GYNE	UP TO MBL		
Routine laboratory and diagnostic tests	UP TO MBL		
New Modalities	UP TO MBL		
Special Procedures	UP TO MBL		
Special Diagnostics and Laboratory Tests	UP TO MBL		
Monitoring of health problems/ Periodic Check-up	UP TO MBL		
Administration of vaccination	UP TO MBL		
A. Annual Physical Examination			
APE must be conducted in clinics within the BATELEC I covered area. All officers and employees enrolled for at least one month prior to APE schedule are eligible.	Covered as Charged		

1. Complete Medical History taking and Physical Examination by resident doctor	Covered as Charged		
2. Chest X-ray	Covered as Charged		
3. Urinalysis	Covered as Charged		
4. Fecalysis	Covered as Charged		
5. Complete Blood Count	Covered as Charged		
6. Fasting Blood Sugar	Covered as Charged		
7. Lipid Profile	Covered as Charged		
7.1. Total Cholesterol 7.2. Triglycerides 7.3. HDL 7.4. LDL 7.5. VLDL	Covered as Charged		
8. Liver Profile 8.1 SGOT 8.2 SGPT	Covered as Charged		
9. Kidney Profile 9.1 Creatinine 9.2 Urea	Covered as Charged		
10. HBA1C	Covered as Charged		
11. ECG (For 35 years old and above)	Covered as Charged		
B. IN-Patient Hospitalization			
1. Hospital Room and Board	BEST OFFER		
2. Doctor's Fee of all accredited doctors of any specialization	UP TO MBL		
3. Use of isolation, operating, recovery rooms and other patient care units	UP TO MBL		
4. Use of Intensive Care unit (ICU) or Coronary Care Unit (CCU)	UP TO MBL		
5. Medicines (IV and/or oral) and medical supplies	UP TO MBL		
6. Medicines prescribed by accredited doctors including medicine no included in the Philippine National Formulary (PNF) Medicines List	UP TO MBL		
7. Admission kit	UP TO MBL		
8. Oxygen usage during confinement	UP TO MBL		
9. Transfusion of fluids, fresh whole	UP TO MBL		

blood and all other blood products			
10. ALL routine laboratory , diagnostic and therapeutic procedures required	UP TO MBL		
11. Additional procedures and latest modalities of diagnostic and treatment	UP TO MBL		
12. ALL other services and procedures needed or related to the management of the case	UP TO MBL		
C. Routine Procedures (Out-patient or In-patient)			
1. Blood Chemistry	UP TO MBL		
2. X ray	UP TO MBL		
3. Urinalysis	UP TO MBL		
4. Fecalysis	UP TO MBL		
5. Complete Blood Count (CBC)	UP TO MBL		
6. Electrocardiogram (ECG)	UP TO MBL		
7. PAP Smear (For Female)	Covered as Charged		
8. PSA (Prostate Specific Antigen) For Male	Covered as Charged		
9. And other Laboratory procedures	UP TO MBL		
D. Special Diagnostics and Laboratory Tests (Out-patient or In-patient)			
1. 2D Echo with Doppler	UP TO MBL		
2. 3D Imaging	UP TO MBL		
3. Acquired (Adult) Hernia	UP TO MBL		
4. Adrenocortical Function	UP TO MBL		
5. Alpha feto protein (Liver Cancer)	UP TO MBL		
6. ANA profile (Lupus)	UP TO MBL		
7. Angiography	UP TO MBL		
8. Arthrocentesis	UP TO MBL		
9. Arthroscopic Knee Surgery	UP TO MBL		
10. ASO titer (Streptococcal Infection)	UP TO MBL		
11. Audiograms and Tympanograms	UP TO MBL		
12. Bone Densitometry Scan	UP TO MBL		
13. Bone Minerals Density Test	UP TO MBL		
14. Colonoscopy	UP TO MBL		
15. CT scan	UP TO MBL		
16. Cryosurgery	UP TO MBL		

17. Echocardiography with Doppler	UP TO MBL		
18. Electroencephalography (EEG)	UP TO MBL		
19. EMG with nerve conduction	UP TO MBL		
20. Endoscopic Procedure	UP TO MBL		
21. Fluorescein Angiogram	UP TO MBL		
22. Gamma Knife Surgery	UP TO MBL		
23. Hepa profile	UP TO MBL		
24. Holter Monitoring	UP TO MBL		
25. Hyperalimentation	UP TO MBL		
26. Lipid profile	UP TO MBL		
27. Magnetic Resonance Angiogram	UP TO MBL		
28. Magnetic Resonance Imaging (MRI)	UP TO MBL		
29.Mammography	UP TO MBL		
30. M-Mode Echocardiogram	UP TO MBL		
31. Nuclear Test	UP TO MBL		
32. Open-Heart Surgery	UP TO MBL		
33. Orthopedic Surgery	UP TO MBL		
34. Phototherapy	UP TO MBL		
35. Physical Therapy	UP TO MBL		
36. Prostate-Specific Antigen (PSA) Test	UP TO MBL		
37. Pulmonary Perfusion Scan	UP TO MBL		
38. Radionuclide Ventriculography	UP TO MBL		
39. Rhinoscopy	UP TO MBL		
40. Sclerotherapy	UP TO MBL		
41. Speech Therapy	UP TO MBL		
42. Surface Electromyography	UP TO MBL		
43. Systemic Lupus Erythematosus (SLE) test	UP TO MBL		
44. Thallium Scintigraphy	UP TO MBL		
45. Thoracentesis	UP TO MBL		
46. Treadmill Stress Test	UP TO MBL		
47.Thyroid Profile	UP TO MBL		
48. TORCH profile	UP TO MBL		
49. Transurethral Microwave Therapy	UP TO MBL		
50. Ultrasound	UP TO MBL		
51. Video Gastroscopy	UP TO MBL		
52. Widal test (Typhoid Fever)	UP TO MBL		
E. Special Procedures (Out-patient or In-patient)			
1. Chemo / Radiotherapy	UP TO MBL		

2. Dialysis – subject to Maximum Benefit Limit	UP TO MBL		
3. Hysteroscopic Myoma Resection	UP TO MBL		
4. Laser Therapy for Glaucoma	UP TO MBL		
5. Laser Therapy for Retinal detachment	UP TO MBL		
6. Pan- Retinal Photocoagulation	UP TO MBL		
7. Sleep Study	UP TO MBL		
F. New Modalities			
1. Lithotripsy	UP TO MBL		
2. Laparoscopic Cholecystectomy	UP TO MBL		
3. ALL other new modalities of treatment and/or diagnosis.	UP TO MBL		
G. Emergency Care Benefits (Out-patient or In-patient)			
Accredited hospital	100% OF COVERED CHARGES		
NON-ACCREDITED HOSPITAL / DOCTORS	80% OF ACTUAL HOSPITAL BILL AND PROFESSIONAL FEES UP TO MBL		
In areas where there is no accredited hospital, the actual documented and coverable hospitalization expenses inclusive of doctor's professional fees shall be reimbursed.	100% BASED ON ACTUAL STANDARD SCHEDULE OF FEES UP TO MBL		
Anti- tetanus, anti-rabies, anti-venom shots.	UP TO PHP 30,000		
Medico-legal Case (Except Medico-Legal Practitioner's Fee)	UP TO MBL		
H. Special Benefits (Out-patient or In-patient)			
1. Cataract/Glaucoma	UP TO MBL		
2. AIDS & AIDS related diseases. **NOTE**: *AIDS acquired through sexual contact will not be covered*	UP TO 50% of MBL		
3. Congenital anomalies	UP TO 50% of MBL		
4. Professional fees and laboratory exams for non-covered conditions	CHARGED TO PATIENT		
5. Motor vehicle & work-related accidents	COVERED AS CHARGED		
6. Diagnostic examination and follow-up treatment for the following procedures:	UP TO MBL		

- Photorefractive Keratectomy (PPK) - for low to moderate myopia and astigmatism			
- Myopa Keratomileusis (MKM) - for higher degree of myopia			
- Phototherapeutic Keratectomy (PTK) - for treatment of corneal scars and other dystrophies including error of refraction			
I. Pre-existing Dreaded Illness			
1. Cardiovascular Diseases (Coronary/Valvular/Hypertensive Heart Diseases)	UP TO MBL		
2. Central Nervous System Lesions (Poliomyelitis, Meningitis, encephalitis, Neurosurgical conditions)	UP TO MBL		
3. Cerebrovascular Accident (Hemorrhage, Thrombosis or embolism)	UP TO MBL		
4. Chronic Kidney/Urological Disease	UP TO MBL		
5. Chronic Obstructive Pulmonary Disease	UP TO MBL		
6. Chronic Gastrointestinal Tract Disease requiring surgery	UP TO MBL		
7. Collagen Diseases (e.g rheumatoid arthritis, Systemic Lupus Erythematosus or SLE)	UP TO MBL		
8. Complications of an apparent ordinary illness including MODS and SIRS (e.g. sepsis due to pneumonia, typhoid ileitis, cerebral malaria, etc.)	UP TO MBL		
9. Conditions requiring longer than thirty days of continuous confinement	UP TO MBL		
10. Diabetes Mellitus and its complications	UP TO MBL		
11. Injuries from accident or assault	UP TO MBL		
12 Life threatening infections	UP TO MBL		
13. Liver Parenchymal Disease (Cirrhosis, Hepatitis, New Growth)	UP TO MBL		
14. Malignancies and Blood Dyscrasias	UP TO MBL		
15.Single or multiple organ	UP TO MBL		

dysfunction and failure			
16. Any illness other than above which would require intensive care confinement or special diagnostic procedures	UP TO MBL		
J. Pre-existing Non- Dreaded Illness			
1. Arthritis, Gout and the likes	UP TO MBL		
2. Benign New Growth	UP TO MBL		
3. Benign Prostatic Hypertrophy	UP TO MBL		
4. Bronchial Asthma	UP TO MBL		
5. Buerger's Disease	UP TO MBL		
6. Cataracts	UP TO MBL		
7. Cholecystitis, cholelithiasis	UP TO MBL		
8. Chronic gastritis / Peptic Ulcer Disease	UP TO MBL		
9. Diabetes without complications	UP TO MBL		
10. Ear-Nose-Throat tumors as well as abnormalities of the nasal system and turbinates and sinus conditions requiring surgery	UP TO MBL		
11. Hemorrhoids and Anal Fistulae	UP TO MBL		
12. Hernia (acquired)	UP TO MBL		
13. Hypertension and its complications	UP TO MBL		
14. Hyperthyroidism, Goiter, Hypothyroidism and the likes	UP TO MBL		
15. Kawasaki syndrome	UP TO MBL		
16. Mitral Valve Prolapse	UP TO MBL		
17. Rheumatic Heart Disease and the likes	UP TO MBL		
18. Scoliosis, Kyphosis and Dextroscoliosis, Spondylosis and the likes	UP TO MBL		
19. Tuberculosis	UP TO MBL		
20. Urolithiasis, Urethral Stenosis, Urinary Tract Strictures and the likes	UP TO MBL		
21. Uterine Myoma, Ovarian Cyst, Endometriosis, Adenomyosis and the likes	UP TO MBL		
22. Varicose veins	UP TO MBL		
23. Visual Defects	UP TO MBL		
K. DENTAL BENEFITS			
1. Dental Consultation and oral examinations with	Covered		

accredited doctors (twice a year)			
2. Care for oral lesions, wounds and burn	Covered		
3. Emergency desensitization of hypersensitive teeth	Covered		
4. Oral prophylaxis (twice a year)	Covered		
5. Unlimited Simple Dental extraction	Covered		
6. Unlimited Temporary filling	Covered		
7. Permanent filling up to 3 surfaces	Covered		
*MLO-Medical Liaison Officer	Once a month visit		
L. Reimbursement			
Filing Period from accredited doctor/hospital	90 days		
Filing Period from non- accredited doctor/hospital	90 days		
Processing (Reimbursement form should be simple)	14 working days		
Dental benefits shall apply if accredited dental clinics are limited within BATELEC I covered area			
M. Eligibility			
Principal Member	ALL REGULAR SALARIED EMPLOYEES; INCUMBENT DIRECTORS AND OFFICERS		
Dependents Membership	1. Married Employees -		
	* Legal Spouse up to 65 years old		
	* Children - legitimate and/or legally adopted from 90 days old up to 21 years, single and unemployed;		
	* Parents up to 79 years old;		
	2. Single Employees -		
	* Parents up to 79 years old;		
	*Siblings 90 days old and above, who are not gainfully employed and are living under the same roof with the principal		

	member;		
	*Children of single parents, who are at least 90 days old up to 21 years old, single, unemployed and living with the principal member.		
	3. Take-over enrollment of existing and extended dependents including up to 79 years old		
Riders	Former members of the Board of Directors; retired/resigned employees and their respective qualified dependents per amended COOP POLICY No. 01-94; employees of BATELEC I Employees Multi-Purpose Cooperative		
Additional Dependents	ALLOWED TO ENROLL UP TO 60 DAYS FROM EFFECTIVITY DATE OF ENROLLMENT OF THE PRINCIPAL MEMBER		
Mode of Payment	Quarterly Utilization report of the previous quarter must be attached in the billing statement including concerned principal member and diagnosis.		
N. CONTRACT			
The contract shall be separately treated amongst Principal and riders *(former board members, former employees and employees' dependents)*.			
Dependents' premium rate shall be based on the age at the time of enrollment. No premium upgrade shall be applied to dependents whose age slides to the next premium bracket.			
All additional employees shall have a pro-rated premium but with full Maximum Benefit Limit.			
A pro-rata computation of premium shall be applied for all additional and deleted employees based on their effectivity date.			

Existing Contract shall be extended for a maximum period of six (6) months of the same contract price while the cooperative is in the process of scouting for the next health maintenance service provider.		

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(Name & Signature)
Bidder's Authorized Representative

GUIDELINES AND PROCEDURES FOR THE CONDUCT OF NEGOTIATED BIDDING FOR THE PROCUREMENT OF HEALTH MAINTENANCE ORGANIZATION FOR 439 EMPLOYEES AND OFFICERS COVERING PERIOD FEBRUARY 1, 2027 TO JANUARY 31, 2028

Section 1. Preparation and Issuance of the Invitation to Apply for Eligibility and to Bid

The Bids and Awards Committee (BAC) shall prepare an **Invitation to Apply for Eligibility and to Bid through Negotiated Bidding**, which shall be posted on the official website of the National Electrification Administration (NEA), in accordance with applicable procurement rules and regulations.

The BAC shall likewise furnish prospective HMO service providers with copies of the Invitation, Eligibility Requirements, and Terms of Reference (TOR). The invitation shall not be limited to providers who previously purchased bidding documents but shall be open to other qualified and interested HMO providers.

Section 2. Submission of Letter of Intent

Interested HMO providers shall signify their intention to participate in the negotiated bidding by submitting a formal Letter of Intent to the BAC within the prescribed period.

Only providers who have expressed their intention to participate shall be invited to the succeeding procurement activities, subject to compliance with the prescribed eligibility requirements.

Section 3. Pre-Negotiation Conference

The BAC, with the assistance of the Technical Working Group (TWG), shall conduct a conference with interested HMO providers to discuss the procurement requirements.

The conference shall provide an opportunity to:

- Clarify the eligibility requirements and documentary submissions;
- Discuss the scope of HMO coverage, benefits, services, and other provisions of the TOR;
- Address questions, concerns, and requests for clarification from prospective providers; and
- Identify matters that may require further discussion during the negotiation process.

Section 4. Submission, Opening, and Evaluation of Quotations

Interested HMO providers shall submit their respective quotations and required supporting documents within the period and in the manner prescribed by the BAC.

The BAC, assisted by the TWG, shall conduct the opening and evaluation of the submitted quotations based on the requirements and evaluation criteria established for the procurement.

In evaluating the proposals, the BAC shall consider the **Most Advantageous Offer**, taking into account the proposed HMO coverage, scope of benefits, quality of healthcare services, accessibility of healthcare facilities, service delivery, responsiveness to the requirements of BATELEC I, and the corresponding financial proposal.

The evaluation shall not be based solely on the lowest financial quotation. Priority shall be given to the proposal that provides the greatest overall value and the most beneficial healthcare coverage for the officers and employees of BATELEC I.

Section 5. Presentation and Negotiation

The bidder whose quotation is determined to be the most advantageous based on the initial evaluation shall be invited by the BAC for a presentation and negotiation.

During the presentation and negotiation, the bidder shall discuss its proposed HMO package, including but not limited to:

- Coverage and scope of healthcare benefits;
- Annual benefit limits and other financial provisions;
- Hospital and medical provider networks;
- Outpatient, inpatient, emergency, and other healthcare services;
- Accessibility and availability of healthcare facilities;
- Customer service and claims processing procedures; and
- Other relevant provisions affecting the quality and delivery of HMO services.

The BAC and TWG may negotiate with the bidder to obtain more favorable terms and conditions that will better serve the interests of BATELEC I and its officers and employees.

The Terms of Reference (TOR) may be clarified, refined, or modified as a result of the negotiations, provided that any revisions are properly documented, justified, consistent with the approved procurement requirements, and allowed under applicable procurement laws and regulations. Any agreed changes shall be incorporated into the final procurement documents and contract, as appropriate.

Section 6. Post-Qualification

Upon completion of the presentation and negotiation, the bidder with the most advantageous negotiated offer shall undergo post-qualification to determine its legal, technical, and financial capability to undertake the HMO services for BATELEC I.

The BAC, with the assistance of the TWG, shall verify and validate the authenticity, accuracy, and sufficiency of the submitted documents and determine whether the bidder meets all the requirements prescribed for the procurement.

In the event that the bidder fails to satisfy the post-qualification requirements, the BAC shall proceed to the next-ranked bidder or the bidder with the second-most advantageous offer, subject to the same post-qualification process.

Section 7. Waiver of the Sale of Bidding Documents

The BAC and TWG agreed to waive the sale of bidding documents to encourage the participation of qualified and interested HMO providers.

Accordingly, no prospective bidder shall be required to purchase bidding documents as a condition for participation in the negotiated bidding process.

However, the successful bidder, upon satisfactory completion of post-qualification and prior to contract execution or award, as applicable, shall be required to pay an accreditation fee of **THREE THOUSAND PESOS (PHP 3,000.00)**, subject to the applicable approval and accounting requirements.

Section 8. Bid Security

The successful bidder shall be required to post a bid security equivalent to **TWO PERCENT (2%) of the total Approved Budget for the Contract (ABC)**, subject to the applicable procurement rules and regulations governing the form, submission, validity, and forfeiture of bid security.

The submission and acceptance of the required bid security shall be undertaken at the appropriate stage of the procurement process, as prescribed by the applicable rules.

Section 9. Basis for Award

The BAC shall recommend the award to the bidder whose negotiated proposal is determined to be the most advantageous to BATELEC I, considering the overall quality, extent of healthcare benefits, accessibility of medical services, reliability of the HMO provider, compliance with the TOR, and financial considerations.

The objective of the procurement is to secure an HMO package that will provide comprehensive, accessible, and cost-effective healthcare benefits to

the officers and employees of BATELEC I, rather than merely selecting the bidder offering the lowest price.

Section 10. Documentation of Negotiations and Final Terms

All proceedings, clarifications, agreements, and modifications arising from the negotiation shall be properly documented by the BAC and TWG.

The final negotiated Terms of Reference, agreed HMO coverage, financial proposal, and other contractual conditions shall form part of the documents supporting the procurement and shall serve as the basis for contract preparation and implementation.

All negotiated terms shall remain subject to the applicable procurement laws, implementing rules and regulations, and other relevant government procurement issuances.