



Consulate General of the Republic of the Philippines in Jeddah
القنصلية العامة لجمهورية الفلبين في جدة

INVITATION TO BID FOR HEALTH INSURANCE OF LOCALLY-HIRED EMPLOYEES OF THE
PHILIPPINE CONSULATE GENERAL IN JEDDAH

1. The *Philippine Consulate General in Jeddah*, through the *General Appropriations Act*, intends to apply the sum of *USD 22,811.00 or SR85,540.00* being the Approved Budget for the Contract (ABC) to payments under the contract for the *Health Insurance of Locally-Hire Employees of the Consulate General*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Consulate General* now invites bids for the *health insurance of 14 locally-hired employees, all Filipino nationals, for the calendar year 2015*. Delivery of the Goods is required *starting 01 January 2015 until 31 December 2015*.
3. The Bids and Awards Committee (BAC) of the Consulate has scheduled the following activities for the Project:

Pre-Bid Conference	Deadline for Submission of Bids	Bid Opening
03 November 2014 Monday, 2:00 pm	16 November 2014 Sunday, 12:00 noon	16 November 2014 Sunday, 2:00 pm

4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Philippine Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

5. Interested bidders may obtain further information from *the Consulate General* and inspect the Bidding Documents at the address given below during *office hours from 9:00 a.m. to 5:00 p.m.*

A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of five hundred riyals (SR500.00).

It may also be downloaded free of charge from the websites of the Consulate and the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The *Consulate General* will hold a Pre-Bid Conference on **03 November 2014** at 2:00 pm at the **PCG Hall, 2nd Floor, Philippine Consulate General, Umm Al Qura St., Jeddah, K.S.A.**, which shall be open to all interested parties.
7. Bids must be delivered to the address below on or before **12:00 noon of 16 November 2014**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Section 27.2 of the IRR of RA 9184.

Bid opening shall be on 16 November 2014 at 2:00 pm at the *PCG Hall, 2nd Floor, Philippine Consulate General, Umm Al Qura St., Jeddah, K.S.A.* Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The *Consulate General* reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

*Vice Consul Rodney Jonas L. Sumague and/or Ms. Lamyaa Kuday
Philippine Consulate General
Umm All Quara St. Al Rehab Dist., Jeddah, K.S.A.
(012) 619 2347
Fax: (012) 669 6797
rjlsumague@yahoo.com or lamskuday@yahoo.com*



CONSUL GERMINIA V. AGUILAR-USUDAN
Chairperson, Bids and Awards Committee
Philippine Consulate General, Jeddah

Jeddah, 27 October 2014

PHILIPPINE BIDDING DOCUMENTS

Procurement of Health Insurance for Locally-Hired Employees of the Philippine Consulate General, Jeddah

Government of the Republic of the Philippines

**Fourth Edition
December 2010**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines (GOP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs). The procedures and practices presented in this document have been developed through broad experience, and are for mandatory¹ use in projects that are financed in whole or in part by the GOP or any foreign government/foreign or international financing institution in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in The Philippine Consulate General in *Jeddah*, through the *General Appropriations Act*, intends to apply the sum of *USD 22,811.00 or SR85,540.00* being the Approved Budget for the Contract (ABC) to payments under the contract for *the Health Insurance of Locally-Hire Employees of the Consulate General*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

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¹ Unless the Treaty or International or Executive Agreement expressly provides use of foreign government/foreign or international financing institution procurement guidelines.

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(signed)
CONSUL GERMINIA V. AGUILAR-USUDAN
Chairperson, Bids and Awards Committee
Philippine Consulate General, Jeddah

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Section II. Instructions to Bidders (ITB) and in Section IV. General Conditions of Contract (GCC). Data and provisions specific to each procurement and contract should be included in

Section III. Bid Data Sheet (BDS); Section V. Special Conditions of Contract (SCC); Section VI. Schedule of Requirements; Section VII. Technical Specifications, and Section IX. Foreign-Assisted Projects. The forms to be used are provided in TERMS OF REFERENCE

Eligibility/Coverage: All Locally-Hired Employees of the Philippines Consulate General, as follows:

	Name of Personnel	Date of Birth	Age
1	Camama P. Mandangan, Jr.	19-Sep-49	64
2	Lamyaa A. Kuday	5-Aug-75	38
3	Montaser T. Pasandalan	14-Jul-65	48
4	Esmael M Belalang	12-Jun-55	58
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11	Nasser D. Shurang	19-Jun-54	59
12	Rocaya I. Sa-adodin	20-Dec-77	37
13	Madidatu K. Mangulamas	13-May-62	51
14	Abusama K. Maulana	9-Sep-59	45

Benefit Package: The benefit package must include the annual benefit limit of the following:

1. Out-Patient Benefits

1.1 Out-Patient Services

- Unlimited medical consultations for any illness or injury;
- Referrals to specialist/s;
- Emergency room care;
- Treatment of minor injuries or illnesses including ATS and Toxoid vaccines;
- Eye, ear, nose and throat consultations;
- Speech and physical therapy up to 12 sessions each per year respectively, subject to the Annual Benefit Limit;
- Sleep study;
- Complete laboratory tests, x-rays and other diagnostic examinations prescribed by a physician;
- Post-confinement care;
- Vaccines for immunization including flu vaccine, pneumococcal vaccine or Hepa B, anti-rabies, anti-venom, steroid injections;
- Cauterization of warts, except on genital parts;
- Minor surgery procedures not requiring confinement; and

- Pre-natal and post-natal consultations up to 16 consultations per year.

1.2 Preventive Health Care

- Periodic medical check-up;
- Annual physical examination shall be provided to the principal member which includes:
 - a. Comprehensive blood chemistry (FBS, BUA, BUN, LDL, HDL, VLDL, cholesterol, triglycerides, creatinine, urea, electrolyte: potassium, gout: uric acid, bone disease: calcium and alkaline phosphatase, SGOT, SGPT, total bilirubin, total protein, albumin, globulin)
 - b. Urinalysis
 - c. Fecalalysis
 - d. Chest x-ray
 - e. Electrocardiogram (for members age 30 and above)
 - f. Pap smear (for female members age 30 and above)
 - g. Evaluative doctor's consultation
 - h. Ultrasound of the liver, gallbladder, pancreas, kidneys, or 4 organs of the member's choice
 - i. Cardiac Work-Up
 - 12 Lead ECG
 - 2D Echo
 - Treadmill stress test
- Health education and wellness program including advice on nutrition, exercise and other healthful habits;
- Counseling on family planning, habits and diet;
- Management of health problems; and
- Record keeping of medical history.

2. In-Patient Services

- Room and Board benefits;
- Use of operating room and recovery room facilities;
- Professional services of all attending specialists;
- Administered medicines;
- Admission kit including ice cap and wee bag;
- Dressings, plaster casts, sutures and other items directly related to the medical management of the patient;
- Laboratory tests, x-rays and other diagnostic examinations;
- Anesthesia and other pre-operative medications and its administration;
- Blood transfusions, intravenous fluids and use of all medical supplies;
- ICU confinement up to annual benefit limit;
- Ambulance service;
- pregnancy, labor, *delivery*, and newborn baby care;
- Assistance in administrative requirements through the liaison officer;
- All other hospital charges necessary in the treatment of the patient;
- General nursing services including nursing kit;
- Drugs and medications needed while in confinement;
- Oxygen and its administration;
- No admission deposit in any of the accredited hospitals; and

- Other modalities of treatment and/or diagnosis requiring sophisticated equipment and performed by highly skilled technicians or specially trained doctors for which there are no comparable conventional or traditional equivalents or counterparts.

If the following procedures shall be required, it shall be covered up to the maximum limit, inclusive of professional fees and related incidental expenses:

- Heart surgery
- Angiography/Angiogram
- Transurethral Microwave Therapy of Prostate
- Percutaneous Ultrasonic Nephrolithotomy
- Sclerotherapy
- Lithotripsy
- Laparoscopic Procedure
- Arthroscopic Procedure
- Hysteroscopic Procedure
- Dialysis
- Chemotherapy/Radiotherapy
- Gamma Knife Surgery
- CT Scan
- Ultrasound (except maternity case)
- Thallium Scintigraphy
- Benign Prostatic Hypertrophy
- 2D-Echo with Doppler
- 24-Hour Holter Monitoring
- Acquired Hernia
- Hysteroscopically Guided D&C
- Electromyography
- Treadmill Stress Test
- Myelogram
- Video Gastroscopy
- Mammography/Sonomammogram
- Bone Densitometry Scan
- Magnetic Resonance Imaging
- Nuclear Radioactive Isotope Scan
- Neuroscan
- Perfusion Scan

3. Dental Care

- Dental examination;
- One (1) extensive oral prophylaxis;
- Oral health education through chairside instruction;
- Orthodontic consultation (braces and malposition of teeth);
- Pre-natal check of teeth and gums;
- Temporomandibular joint consultation (clicking of jaws);
- Conduct activities on dental health education;
- Emergency dental treatment for the relief of pain;
- Gum treatment for cases like inflammation or bleeding;
- Temporary fillings;

- Simple extraction of unsavable tooth;
- Recementation of fixed bridges, crowns, jackets, inlays/outlays;
- Light cure fillings for six (6) surfaces per year;
- Dental services not covered may be availed at a discounted rate up to a maximum of 30%. These services include but are not limited to:
 - Plastic jacket
 - Dentures
 - Crowns
 - Surgery
 - X-ray

4. Emergency Care. When the member is under emergency care services at the emergency room of an accredited clinic or hospital, the following shall be free of charge:

- Doctors services;
- Medicines administered during treatment or for immediate relief;
- Oxygen and intravenous fluids;
- Dressings, plaster casts and sutures;
- Laboratory tests, x-rays and other diagnostic examinations directly related to the emergency management of the patient.

When a member finds that he/she is in immediate danger of losing a limb, eye or other part of the body or is in severe pain that requires immediate relief and went to a non-accredited clinic/hospital, the Provider shall reimburse 100% of the total hospital bills including professional fees, excluding non-related medical costs / expenses.

If a member undergoes emergency confinement in a foreign country, the Provider shall reimburse the hospital and professional charges incurred as if the member had been confined and treated in a non-accredited hospital/clinic up to the annual benefit limit.

The Provider shall provide emergency assistance, worldwide transport of member to the nearest facility anywhere in the world, extending medical and personal services to members traveling more than 150 kilometers from home or foreign country for business or personal reasons and shall be provided the following benefits:

- Medical consultation, evaluation and referrals
- Hospital admission guarantee
- Emergency medical evacuation
- Critical care monitoring

Actual costs incurred shall be reimbursed up to maxim benefit limit based on local rates.

5. Other benefits:

5.1 Dreaded Diseases and Pre-Existing Conditions shall be covered up to the annual benefit limit per year for all members (old and new).

5.2 Congenital illnesses and abnormalities shall be covered up to the annual benefit limit per year.

5.3 Slipped disc, herniated disc, scoliosis, spinal stenosis, spondylosis and epilepsy shall be covered up to the annual benefit limit per year.

5.4 Work-related illness / diseases shall be covered up to the annual benefit limit per year.

5.5 The Provider shall reimburse claims within fifteen (15) days upon submission of complete documents.

5.6 Room accommodation:

if a member has to occupy a room with a higher category than what he is entitled to because of non-availability of a category room, he will only shoulder the difference in cost between the non-category room and the category room after forty-eight (48) hours of confinement.

5.7 In case of death, repatriation of mortal remains up to SR10,000.00 of the cost.

6. Accreditation. The Provider must be accredited in the major hospitals and medical and dental clinics specifically in Jeddah and other parts of the Western Region of the Kingdom of Saudi Arabia.

Accredited hospitals should include but not limited to the following hospitals: Soliman Fakeeh, Erfan and Bagedo, International Medical Center, Jeddah National Hospital, Bugshan and Abuzzinadah. Provider must facilitate “cashless” service (both in-patient and out-patient) in accredited hospitals.

7. Other Requirements

7.1 The Provider should be in the health maintenance services business for at least three (3) years;

7.2 The Provider should have provided health maintenance services to at least five (5) companies with more than 200 employees.

7.3 The Provider shall cover all pre-existing conditions;

7.4 The Provider shall allow additional enrollees of new locally-hired employees of the Consulate anytime within the contract on a pro-rata/per head basis;

7.5 The Provider shall waive the charges for production of identification cards;

7.6 The annual benefit limit is as follows:

Annual Benefit Limit Room & Board: SR50,000.00

7.7 Terms of payment shall be the following:

50% upon signing of the contract

50% after six (6) months upon signing of the contract

7.8 The contract shall commence on 01 January 2015 up to 31 December 2015.

Section VIII. Bidding Forms.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. In addition, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall *not* be included in the final documents, except for the notes introducing TERMS OF REFERENCE

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 Nephrolithotomy
 Sclerotherapy
 Lithotripsy
 Laparoscopic Procedure
 Arthroscopic Procedure
 Hysteroscopic Procedure
 Dialysis
 Chemotherapy/Radiotherapy
 Gamma Knife Surgery
 CT Scan
 Ultrasound (except maternity case)
 Thallium Scintigraphy
 Benign Prostatic Hypertrophy
 2D-Echo with Doppler
 24-Hour Holter Monitoring
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 Hysteroscopically Guided D&C
 Electromyography
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 Myelogram
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Annual Benefit Limit Room & Board: SR50,000.00

7.7 Terms of payment shall be the following:

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7.8 The contract shall commence on 01 January 2015 up to 31 December 2015.

Section VIII. Bidding Forms where the information is useful for the Bidder. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) Specific details, such as the name of the Procuring Entity and address for bid submission, should be furnished in the ITB, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (c) This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, SCC, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except TERMS OF REFERENCE
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- (e) Eligibility/Coverage: All Locally-Hired Employees of the Philippines Consulate General, as follows:

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- Unlimited medical consultations for any illness or injury;
- Referrals to specialist/s;
- Emergency room care;
- Treatment of minor injuries or illnesses including ATS and Toxoid vaccines;
- Eye, ear, nose and throat consultations;
- Speech and physical therapy up to 12 sessions each per year respectively, subject to the Annual Benefit Limit;
- Sleep study;
- Complete laboratory tests, x-rays and other diagnostic examinations prescribed by a physician;
- Post-confinement care;
- Vaccines for immunization including flu vaccine, pneumococcal vaccine or Hepa B, anti-rabies, anti-venom, steroid injections;
- Cauterization of warts, except on genital parts;
- Minor surgery procedures not requiring confinement; and
- Pre-natal and post-natal consultations up to 16 consultations per year.

1.2 Preventive Health Care

- Periodic medical check-up;
- Annual physical examination shall be provided to the principal member which includes:
 - a. Comprehensive blood chemistry (FBS, BUA, BUN, LDL, HDL, VLDL, cholesterol, triglycerides, creatinine, urea, electrolyte: potassium, gout: uric acid, bone disease: calcium and alkaline phosphatase, SGOT, SGPT, total bilirubin, total protein, albumin, globulin)
 - b. Urinalysis
 - c. Fecalalysis
 - d. Chest x-ray
 - e. Electrocardiogram (for members age 30 and above)
 - f. Pap smear (for female members age 30 and above)
 - g. Evaluative doctor's consultation
 - h. Ultrasound of the liver, gallbladder, pancreas, kidneys, or 4 organs of the member's choice
 - i. Cardiac Work-Up
 - 12 Lead ECG
 - 2D Echo
 - Treadmill stress test
- Health education and wellness program including advice on nutrition, exercise and other healthful habits;
- Counseling on family planning, habits and diet;
- Management of health problems; and
- Record keeping of medical history.

2. In-Patient Services

- Room and Board benefits;
- Use of operating room and recovery room facilities;

- ☑ Professional services of all attending specialists;
- ☑ Administered medicines;
- ☑ Admission kit including ice cap and wee bag;
- ☑ Dressings, plaster casts, sutures and other items directly related to the medical management of the patient;
- ☑ Laboratory tests, x-rays and other diagnostic examinations;
- ☑ Anesthesia and other pre-operative medications and its administration;
- ☑ Blood transfusions, intravenous fluids and use of all medical supplies;
- ☑ ICU confinement up to annual benefit limit;
- ☑ Ambulance service;
- ☑ pregnancy, labor, *delivery*, and newborn baby care;
- ☑ Assistance in administrative requirements through the liaison officer;
- ☑ All other hospital charges necessary in the treatment of the patient;
- ☑ General nursing services including nursing kit;
- ☑ Drugs and medications needed while in confinement;
- ☑ Oxygen and its administration;
- ☑ No admission deposit in any of the accredited hospitals; and
- ☑ Other modalities of treatment and/or diagnosis requiring sophisticated equipment and performed by highly skilled technicians or specially trained doctors for which there are no comparable conventional or traditional equivalents or counterparts.

If the following procedures shall be required, it shall be covered up to the maximum limit, inclusive of professional fees and related incidental expenses:

Heart surgery
 Angiography/Angiogram
 Transurethral Microwave Therapy
 of Prostate
 Percutaneous Ultrasonic
 Nephrolithotomy
 Sclerotherapy
 Lithotripsy
 Laparoscopic Procedure
 Arthroscopic Procedure
 Hysteroscopic Procedure
 Dialysis
 Chemotherapy/Radiotherapy
 Gamma Knife Surgery
 CT Scan
 Ultrasound (except maternity case)
 Thallium Scintigraphy
 Benign Prostatic Hypertrophy
 2D-Echo with Doppler
 24-Hour Holter Monitoring
 Acquired Hernia
 Hysteroscopically Guided D&C
 Electromyography
 Treadmill Stress Test
 Myelogram
 Video Gastroscopy
 Mammography/Sonomammogram

Bone Densitometry Scan
Magnetic Resonance Imaging
Nuclear Radioactive Isotope Scan
Neuroscan
Perfusion Scan

3. Dental Care

- Dental examination;
- One (1) extensive oral prophylaxis;
- Oral health education through chairside instruction;
- Orthodontic consultation (braces and malposition of teeth);
- Pre-natal check of teeth and gums;
- Temporomandibular joint consultation (clicking of jaws);
- Conduct activities on dental health education;
- Emergency dental treatment for the relief of pain;
- Gum treatment for cases like inflammation or bleeding;
- Temporary fillings;
- Simple extraction of unsavable tooth;
- Recementation of fixed bridges, crowns, jackets, inlays/outlays;
- Light cure fillings for six (6) surfaces per year;
- Dental services not covered may be availed at a discounted rate up to a maximum of 30%. These services include but are not limited to:
 - Plastic jacket
 - Dentures
 - Crowns
 - Surgery
 - X-ray

4. Emergency Care. When the member is under emergency care services at the emergency room of an accredited clinic or hospital, the following shall be free of charge:

- Doctors services;
- Medicines administered during treatment or for immediate relief;
- Oxygen and intravenous fluids;
- Dressings, plaster casts and sutures;
- Laboratory tests, x-rays and other diagnostic examinations directly related to the emergency management of the patient.

When a member finds that he/she is in immediate danger of losing a limb, eye or other part of the body or is in severe pain that requires immediate relief and went to a non-accredited clinic/hospital, the Provider shall reimburse 100% of the total hospital bills including professional fees, excluding non-related medical costs / expenses.

If a member undergoes emergency confinement in a foreign country, the Provider shall reimburse the hospital and professional charges incurred as if the member had been confined and treated in a non-accredited hospital/clinic up to the annual benefit limit.

The Provider shall provide emergency assistance, worldwide transport of member to the nearest facility anywhere in the world, extending medical and personal services to members traveling more than 150 kilometers from home or foreign country for business or personal reasons and shall be provided the following benefits: