

TERMS OF REFERENCE

PROCUREMENT OF HEALTH MAINTENANCE ORGANIZATION (HMO) AND EXECUTIVE CHECKUP FOR THE OFFICE OF THE SOLICITOR GENERAL

APPROVED BUDGET COST – PHP13,550,000.00

I. PROJECT DETAILS/ BACKGROUND

Description

The OFFICE OF THE SOLICITOR GENERAL (OSG) seeks to procure a Health Maintenance Organization (HMO) to cover the hospitalization and medical needs of its 839 regular and co-terminus employees and executive checkup for its 36 Executive Officers.

Background

The Office of the Solicitor General (OSG) is a national government agency that represents the Republic of the Philippines and its officials, in their official capacity, in litigations, proceedings, investigations and other matters requiring the services of a lawyer.

As the “legal office” of the government, it is imperative for the OSG to promote overall well-being and mental wellness and provide an inclusive, conducive, and supportive work environment for its employees. The provision of an office-wide HMO enhances the OSG’s work environment for its employees.

Objective

The Project aims to contract with an HMO that can offer the best premium rates and best quality of service to the OSG employees, with the consideration of catering to major hospitals and medical networks.

II. TERMS OF AGREEMENT

1. *Qualifications.* The HMO shall have ALL the following basic qualifications:
 - a. Meet the standard bidder requirement under the BAC invitation to bid (technical component envelope), such as, valid PhilGEPS Registration Certificate; statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid; Bidder’s Net Financial Contracting Capacity (NFCC) or a committed line of credit from a Universal or Commercial Bank in lieu of the NFCC, etc.

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- b. Maintains a good track record in serving other companies or other government agencies which must be supported by at least three (3) Certificate of Satisfactory Performance from any contracted government agencies or private entities.
 - c. Certification of Good Standing from Philippine Insurance Commission (PIC).
2. The HMO services shall be made available to the OSG after the HMO has received a Notice to Proceed from OSG.
3. *Where Services are to be Performed.* The HMO should be available 24/7 via hotline and an HMO desk is available in the major hospitals and medical networks to assist the OSG employees in availing of the HMO services.
4. Provision of Executive Checkup separate from APE to 36 executive employees, namely, the Solicitor General (1), Head Executive Assistant (1), Assistant Solicitors General (30) and Service Directors (4).
5. *Services to be Performed.* The HMO shall provide the following **minimum Technical Specifications** under the BAC invitation to bid, Section VII thereof, copy of which is attached and made an integral part of this Terms of Reference. Important points under Technical Specifications are:

FOR HMO :

- a. Principals are regular and co-terminus employees of the OSG aged 18 years old up to 65 years old.
- b. Dependents can be covered with additional premium to be shouldered by the principal member.
- c. MBL of P100,000 for HMO coverage of 839 employees with an option to upgrade the basic plan;
- d. Private Room (In-Patient)
- e. Affiliated hospitals and medical network should include Asian Hospital and Medical Center, Makati Medical Center, St. Luke's Medical Center QC, St. Luke's Medical Center BGC, The New Medical City, Cardinal Santos Medical Center, Manila Doctor's Hospital, Capitol Medical Center, Healthway Medical Network and/or Hi-Precision Diagnostic Centers.
- f. Pre-existing Illness/conditions of members at the start of membership shall be covered up to MBL, subject to exclusions and limitations.
- g. In patient care, out-patient care therapeutic procedures, common laboratory procedures, special diagnostic procedures, and other special procedures, emergency care, APE, preventive care, financial assistance, dental benefits, and other special benefits, shall be provided, subject to limits and exclusions specified in detail in Section VII. Technical Specifications of the BAC invitation to bid.