Republic of the Philippines
Office of the Solicitor General
OSG Bldg. 134 Amorsolo St., Legaspi Village, Makati City
Tel No. 8988-1674 loc. 777; & 8836-3314; Telefax No. 8813-11-74
Website: www.osg.gov.ph

# INVITATION TO BID

## Procurement of Health Maintenance Organization (HMO) and Executive Checkup for the Office of the Solicitor General 2026

1) The **Office of the Solicitor General**, through the Agency Specific Budget of this Office in the Certified Income of this Office maintained under a **Special Account with the Bureau of Treasury**, which shall be subject to a Special Budget Request (SBR) for the issuance of Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) intends to apply the sum of ***Thirty-Seven Million Fifty-Six Thousand Pesos (₱37,056,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Health Maintenance Organization (HMO) and Executive Checkup for the Office of the Solicitor General 2026 / OSG PR No. 026-06-085**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2) The **OSG** now invites bids for the **Procurement of Health Maintenance Organization (HMO) and Executive Checkup for the Office of the Solicitor General 2026**. The **HMO services** shall be made available to the OSG after the **HMO** has received a **Notice to Proceed** from OSG. *Liquidated Damages for Delay.* If the HMO fails to deliver any or all of the services within the period(s) specified by this agreement, the OSG shall, without prejudice to its other remedies under the Contract and under the applicable law, deduct from the payment, 1/10 of 1% of the unperformed portion for every day of delay, but not exceeding 10% of the contract price per lot**.** Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, contracts similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3) Bidding will be conducted through competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

   Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4) Interested Bidders may obtain further information from **OSG** and inspect the Bidding Documents at the address given below from **Monday** to **Friday 8:00am to 5:00pm**.

5) A complete set of Bidding Documents may be acquired by interested Bidders on **Monday to Friday**, between **8:00am to 5:00pm starting 27 July 2026 until 10:00am**

**of 17 August 2026** from **6th Floor, ADMIN/Procurement Section, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty-Five Thousand Pesos (₱25,000.00)**. Interested bidders may purchase the bidding documents by depositing the amount of **Twenty-Five Thousand Pesos (₱25,000.00)** with the **OSG Trust Fund 101 Account Number 1802-1016-23**, Office of the Solicitor General, Land Bank of the Philippines, Paseo de Roxas Branch, Makati City and submitting the proof of deposit at **fms@osg.gov.ph**, or by paying directly with the Cashier's Office at the Office of the Solicitor General, 134 Amorsolo Street, Legaspi Village, Makati City.

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

6) The **OSG** will hold a Pre-Bid Conference on **3 August 2026 @ 10:30am** at **6th floor, BAC Room Convergys One Building located at 6796 Ayala Ave cor. Salcedo St., Legaspi Village, Makati City** and/or through video conferencing or webcasting *via* **Microsoft Teams**, which shall be open to prospective Bidders.

7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat/ Procurement Section through manual submission at the **6th Floor, ADMIN/Procurement Section, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** on or before **10:00am** of **17 August 2026**. **Late bids shall not be accepted**.

8) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.

9) Bid opening shall be at **10:30am** on **17 August 2026** at **6th floor, BAC Room, Convergys One Building located at 6796 Ayala Ave cor. Salcedo St., Legaspi Village, Makati City** and/or *via* **Microsoft Teams**. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

10) Prospective Bidders are required to submit (1) one additional hard copy of their bid.

Also, for purposes of videoconferencing, prospective bidders are advised to provide their email addresses not later than thirty (30) minutes before the activity at the email address below. While the BAC can conduct face-to-face pre-bid conference and opening of the bids, prospective bidders are enjoined to send at most two (2) representatives due to the limited space of the conference room.

11) The **OSG** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70[i] of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

12) For further information, please refer to:

**Christian D. Buat**
ADMIN Division – Procurement Section / BAC Secretariat
**Office of the Solicitor General**
OSG Building, 134 Amorsolo St., Legaspi Village, Makati City 1229
E-mail Address: **osgprocurement@osg.gov.ph**
Tel No. (02) **8988-1674** loc. **777**

Website: **www.osg.gov.ph**

13) You may visit the following websites:

For downloading of Bidding Documents: https://osg.gov.ph/page?call=proc-biditems

For electronic bid submission: *N/A*

Date of Issue: **July 27, 2026**

**SHARON E. MILLAN-DECANO**
Assistant Solicitor General
Chairperson, Bids and Awards Committee