



**INVITATION TO BID FOR**  
***Procurement of One-Year Health Maintenance Organization***  
***(HMO) Program for UCPBS Employees***

- 1) The UCPB Savings Bank through the 2025-2026 PPMP intends to apply the sum of Php4,879,000.00 being the Approved Budget for the Contract (ABC) to payments under the contract for *Procurement of One-Year Health Maintenance Organization Program for UCPBS Employees*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2) The UCPB Savings Bank now invites bids for *Procurement of One-Year Health Maintenance Organization Program for UCPBS Employees* using Competitive Bidding. Delivery of the Goods is required *45 days upon receipt of NTP*. Bidders should have completed 3 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.
  - i) 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 UCPB SAVINGS and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM.
- 5) A complete set of Bidding Documents may be acquired by interested Bidders on December 05, 2025 from the address given below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of 5,000.00

*[Note: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]*

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 UCPB Savings Bank will hold a Pre-Bid Conference on *March 27, 2026 at 1:30pm* through video conferencing via *MS Teams*, which shall be open to prospective Bidders.
- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through *Sealed Bid*, manual submission at the office address indicated below, (ii) online

*Santiago J. Gasig IV*

*Kyle Jerald P. Santy*

submission through the electronic bidding facility of the PhilGEPS as indicated below,] on or before *April 10, 2026 at 11:30 am*. 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 on *April 10, 2026 at 3:00 pm* via MS Teams. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 10) *[Insert such other necessary information deemed relevant by the Procuring Entity].*
- 11) The *UCPB Savings Bank* 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 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 12) For further information, please refer to:  
***Christopher L. Suntay***  
*BAC Secretariat*  
***UCPB Savings, Inc.***  
*7th Floor Robinsons Cybergate Magnolia*  
*Aurora Blvd cor. Doña Hemedya St. New Manila Quezon City*  
*Email Address: [bacsecretariat@ucpbsavings.com](mailto:bacsecretariat@ucpbsavings.com)*
- 13) You may visit the following websites:

For downloading of Bidding Documents: <https://www.ucpbsavings.com>

For electronic bid submission: *[PhilGEPS website]*

*[Date of Issue]*

  
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**Dante R. Cortez**  
BAC Chairperson

*Santiago P. Yusing N*

*Kyle Junia P. Saborido*