

TECHNICAL SPECIFICATIONS

1. Project Title

Services of Instructor for Fitness Programs

2. Total Budget

The total budget for the project amounts to Php 180,000.00. Said budget is included in the Corporate Budget for CY 2020.

3. Brief discussion why the goods and services to be procured are necessary

The Employee Wellness Division, Medical and Wellness Services Department (EWD, MWSD) will conduct various fitness programs that shall promote strength, cardiovascular, and psychological benefits to all employees. The EWD, MWSD shall procure services of instructors for proper implantation of the fitness programs. A Fitness Center/Service Provider specializing in the field with a roster of instructors is preferred.

4. Scope of the project

The Fitness Center/Service Provider shall provide the GSIS with instructors for four (4) fitness programs and (1) alternate for each program. The instructors will render services for the said programs for eighteen (18) sessions per program based on the schedule.

5. Detailed specifications of the items, materials, equipment/hardware/software, accessories and/or services to be procured

FITNESS PROGRAM	SESSION DAY/S	START DATE
Basic Zumba	Tuesday and Thursday 4:30 PM to 6:00 PM	16 January 2020 to 17 February 2020
Body Jam	Tuesday and Thursday 4:30 PM to 6:00 PM	07 April 2020 to 09 June 2020
Advanced Zumba	Tuesday and Thursday 4:30 PM to 6:00 PM	01 July 2020 to 01 September 2020
Martial Arts Inspired Workout Regimen	Tuesday and Thursday 4:30 PM to 5:30 PM	01 October 2020 to 01 December 2020

- The Fitness Center/Service Provider has been in the wellness business for at least two (2) years
- List of accredited instructors (1 regular and 1 alternate) who will be assigned to render the required services. The resume of each instructor/alternate shall be attached to the list

6. Manpower requirements

The supplier must assign a Point Person who will handle/facilitate the requests for the supply and delivery of the service. Contact details of this Point Person must be given to the MWSD upon commencement of the project.

Fitness Center/Service Provider shall:

- Conduct orientation about the benefits of the said fitness programs on the first session of each program
- Lead scheduled sessions, based on abovementioned dates from 4:30pm to 6:00pm.
- Assist and motivate participants in obtaining their goals of preventing illness, promote physical fitness and improve cardio respiratory endurance through sets of routine
- Must report to the EWD, MWSD at 4:00 pm (30 minutes before the scheduled program) every scheduled date.
- Inform the EWD, through phone call and/or email at least a day before, if an instructor or alternate will not be able to report to a scheduled session
- In case of tardiness or absence, the regular instructor shall submit to the EWD, MWSD a signed letter of explanation

7. Support service requirements

The service provider through the designated Point Person must accomplish the GSIS Supplier Registration Information Sheet (SRIS) and submit the documentary requirements for vendor registration.

8. Warranty and after-sales service requirements

The service provider must submit the list of instructors who will be leading the fitness programs.

The service provider represents and warrants that it has the capacity to perform its obligations and undertakings according to technical specification, and hereby agrees and warrants that it shall faithfully observe and comply therewith.

In the event that a specific fitness program is not well-attended, the Officer IV, MWSD has the right to choose another program to be conducted for the remaining sessions, without additional expense from the part of the GSIS.

In case the Service Provider fails to render the required service as scheduled for any reason whatsoever, or incurs three (3) combined absences/tardiness, the GSIS through the Officer IV, MWSD, shall have the right, power and privilege to terminate services of Fitness Program Instructors for any cause whatsoever without need of judicial action and the Fitness Center/Service Provider hereby agrees to abide by the decision of the GSIS.

9. Clear statement of the required standards of workmanship, materials and performance of the goods and services to be procured

“Not applicable in this project”

10. Brand and specifications of the existing items, materials, equipment/hardware/software and accessories, if the former are related to the goods and services to be procured

“Not applicable in this project”

11. Drawings/Plans and other necessary information

“Not applicable in this project”

12. Schedule and place of delivery

The winning supplier must supply and deliver the goods to the GSIS Central Office, Pasay City based on the delivery schedule from the receipt of the purchase order:

Delivery Schedule	Quantity	Unit of Measure	Delivery Period
Delivery for the 1 st quarter requirements	18	Sessions	16 January 2020 to 17 February 2020
Delivery for the 2 nd quarter requirements	18	Sessions	07 April 2020 to 09 June 2020
Delivery for the 3 rd quarter requirements	18	Sessions	01 July 2020 to 01 September 2020
Delivery for the 4 th quarter requirements	18	Sessions	01 October 2020 to 01 December 2020

13. Terms of Payment

- a. Payment shall be made upon the following:
 1. 1st payment (12.5% of the quoted price), ten (10) working days after the conduct of the 9th session of first fitness program.
 2. 2nd payment (12.5% of the quoted price), ten (10) working days after the conduct of the 18th session of first fitness program.
 3. 3rd payment (12.5% of the quoted price), ten (10) working days after the conduct of the 9th session of second fitness program.
 4. 4th and final payment (12.5% of the quoted price), ten (10) working days after the conduct of the 18th session of second fitness program.
 5. 5th payment (12.5% of the quoted price), ten (10) working days after the conduct of the 9th session of third fitness program.
 6. 6th payment (12.5% of the quoted price), ten (10) working days after the conduct of the 18th session of third fitness program.
 7. 7th payment (12.5% of the quoted price), ten (10) working days after the conduct of the 9th session of fourth fitness program.
 8. 8th payment (12.5% of the quoted price), ten (10) working days after the conduct of the 18th session of fourth fitness program.
- b. The above terms of payment shall be proportionately reduced in the event that the Instructors of the Fitness Center/Service Provider fail to render the required number of sessions.
- c. Corresponding penalties for tardiness shall also be imposed based on the number of minutes delayed (Rate per Minute * No. of Minutes Delayed).

- d. Payment shall be subject to applicable taxes, auditing and accounting rules and regulations and existing rules and regulations of GSIS relative to payment of procurement contracts.

14. Responsibilities of the End-User Unit during project implementation

The MWSD shall perform its duties and responsibilities stated in this Technical Specifications.

15. Penalty for Delay

When the winning bidder fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay GSIS liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by GSIS.¹

GSIS need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

16. Data Privacy

The winning bidder/supplier must comply with all the provisions of Republic Act No. 10173, known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations.

IMPORTANT REMINDER

The Government Service Insurance System (GSIS) warns the public/bidders of unscrupulous individuals and groups posing as officers/employees of the GSIS soliciting money for alleged aid for whatever purpose Do not give anything to these unscrupulous individuals and groups.

GSIS is fully compliant with the **NO SOLICITATION AND GIFT POLICY**. In this regard, GSIS officials and employees are prohibited from “directly or indirectly soliciting gifts, favors or benefits from stakeholders and directly or indirectly soliciting accepting or receiving any gift, favor or benefits from any party which may influence the performance of their official functions or which may be perceived as influencing their past, present and future official functions

We thus enjoin the cooperation of the public/vendors/suppliers to report these individuals/groups to GSIS through the Office of the Vice-President, General Services Office at (02) 976-4900 local 4971 and Materials Management Department (MMD) at (02) 976-4900 local 3608.

¹ Refer to Section 3.1 & 3.2 *Liquidated Damages of RIRR – Annex D*