

TECHNICAL SPECIFICATIONS

1. Project Title

Trophies and Medals (Champions and Runner-Ups)

2. Total Budget

The total budget for the project amounts to Php64,785.00. Said budget is included in the Medical and Wellness Services Department, Athletics Expense Budget for CY 2020.

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

Trophies and Medals will be used for winners and players of the Sports Tournaments and Programs of the Medical and Wellness Services Department.

4. Scope of the project

The project includes trophies and medals which will be used for the winners and players of the Sports Tournaments and Programs that will be procured through Small Value Procurement

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

Total Quantity	Unit of Measure	Material Description
14	pcs.	<ul style="list-style-type: none">• Trophies for Champion are made of glass and has a wood as its base• 18 inches height with at least 2 inches wood base• See attached trophy plate text as distinction
14	pcs.	<ul style="list-style-type: none">• Trophies for First Runner-up are made of glass and has a wood as its base• 16 inches height with at least 2 inches wood base• See attached trophy plate text as distinction
8	pcs	<ul style="list-style-type: none">• Trophies for Second Runner-up are made of glass and has a wood as its base• 14 inches height with at least 2 inches wood base• See attached trophy plate text as distinction
15	pcs	<ul style="list-style-type: none">• Gold medals for Champion are 3 inches in diameter and ¼ inches thick• See attached medal text as distinction
15	pcs	<ul style="list-style-type: none">• Silver medals for First Runner-up are 2 inches in diameter and ¼ inches thick• See attached medal text as distinction
5	pcs	<ul style="list-style-type: none">• Bronze medals for Second Runner-up are 2 inches in diameter and ¼ inches thick• See attached medal text as distinction

6. Manpower requirements

The supplier must assign a Point Person who will handle/facilitate the requests for the supply and delivery of the goods. Contact details of this Point Person must be given to the Medical and Wellness Services Department (MWSD) upon commencement of the project.

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 bidder who submitted the Lowest Calculated Bid (LCB) must submit a sample design to MWSD within 3 calendar days from receipt of Notice of Award.

The winning vendor must provide a product warranty of at least one (1) week on the goods to be delivered. Warranty will commence upon acceptance of delivery in the GSIS Home Office. Replacement of defective goods during the warranty period will be delivered in GSIS Central Office.

The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.

The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

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	36 (trophies)	Pieces	28 February 2019
Delivery for the 1 st quarter requirements	35 (medals)	Pieces	28 February 2019

13. Terms of Payment

- a. Payment shall be made upon completion of each delivery schedule and upon submission of the following documents for payment processing (*e.g., delivery receipt, sales invoice, billing statement, warranty certificate (if applicable), and other documents required in this technical specifications*).
- b. 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.

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

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.

I. SAMPLE TROPHY PLATE FOR CHAMPIONS

A. Sports Tournament



1. BASKETBALL TOURNAMENT
2. DARTS TOURNAMENT
3. BILLIARD TOURNAMENT
4. CHESS TOURNAMENT
5. 4 WHEEL DRIVE (4WD) *Tentative/Subject to change
6. BOOTCAMP CIRCUIT
7. TABLE TENNIS TOURNAMENT
8. DUATHLON

B. Sports Fest



1. BADMINTON TOURNAMENT
2. DARTS TOURNAMENT
3. BASKETBALL TOURNAMENT
4. BILLIARDS TOURNAMENT
5. CHESS TOURNAMENT
6. TABLE TENNIS TOURNAMENT

II. SAMPLE TROPHY PLATE FOR 1ST RUNNER-UP

A. Sports Tournament



1. BASKETBALL TOURNAMENT
2. DARTS TOURNAMENT
3. BILLIARD TOURNAMENT
4. CHESS TOURNAMENT
5. 4 WHEEL DRIVE (4WD) *Tentative/Subject to change
6. BOOTCAMP CIRCUIT
7. TABLE TENNIS TOURNAMENT
8. DUATHLON

B. Sports Fest



1. BADMINTON TOURNAMENT
2. DARTS TOURNAMENT
3. BASKETBALL TOURNAMENT
4. BILLIARDS TOURNAMENT
5. CHESS TOURNAMENT
6. TABLE TENNIS TOURNAMENT

III. SAMPLE TROPHY PLATE FOR 2nd RUNNER-UP



1. BASKETBALL TOURNAMENT
2. DARTS TOURNAMENT
3. BILLIARD TOURNAMENT
4. CHESS TOURNAMENT
5. BOOTCAMP CIRCUIT
6. TABLE TENNIS TOURNAMENT
7. DUATHLON

IV. SAMPLE GOLD MEDAL TEXT FOR CHAMPION



1. WOMEN'S FUN RUN
2. WELLNESS FUN RUN 5KM CATEGORY (FEMALE CATEGORY)

3. WELLNESS FUN RUN 5KM CATEGORY (MALE CATEGORY)
4. WELLNESS FUN RUN 3KM CATEGORY (FEMALE CATEGORY)
5. WELLNESS FUN RUN 3KM CATEGORY (MALE CATEGORY)
6. BADMINTON TOURNAMENT (MIXED DIVISION) **[2 pieces]**
7. BADMINTON TOURNAMENT (MEN'S DOUBLES A) **[2 pieces]**
8. BADMINTON TOURNAMENT (MEN'S DOUBLES B) **[2 pieces]**
9. BADMINTON TOURNAMENT (WOMEN'S DOUBLES A) **[2 pieces]**
10. BADMINTON TOURNAMENT (WOMEN'S DOUBLES B) **[2 pieces]**

V. SAMPLE SILVER MEDAL TEXT FOR 1ST RUNNER-UP



1. WOMEN'S FUN RUN
2. WELLNESS FUN RUN 5KM CATEGORY (FEMALE CATEGORY)
3. WELLNESS FUN RUN 5KM CATEGORY (MALE CATEGORY)
4. WELLNESS FUN RUN 3KM CATEGORY (FEMALE CATEGORY)
5. WELLNESS FUN RUN 3KM CATEGORY (MALE CATEGORY)
6. BADMINTON TOURNAMENT (MIXED DIVISION) **[2 pieces]**
7. BADMINTON TOURNAMENT (MEN'S DOUBLES A) **[2 pieces]**
8. BADMINTON TOURNAMENT (MEN'S DOUBLES B) **[2 pieces]**
9. BADMINTON TOURNAMENT (WOMEN'S DOUBLES A) **[2 pieces]**
10. BADMINTON TOURNAMENT (WOMEN'S DOUBLES B) **[2 pieces]**

VI. SAMPLE BRONZE MEDAL TEXT FOR 2ND RUNNER-UP



1. WOMEN'S FUN RUN
2. WELLNESS FUN RUN 5KM CATEGORY (FEMALE CATEGORY)
3. WELLNESS FUN RUN 5KM CATEGORY (MALE CATEGORY)
4. WELLNESS FUN RUN 3KM CATEGORY (FEMALE CATEGORY)
5. WELLNESS FUN RUN 3KM CATEGORY (MALE CATEGORY)