



**TECHNICAL SPECIFICATIONS
 SUPPLY AND PROVISION OF FREIGHT AND DELIVERY / COURIER SERVICES**

- I. PROJECT TITLE**
 Supply and Provision of Freight and Delivery / Courier Services for GSIS Cagayan de Oro Branch Office
- II. TOTAL APPROVED BUDGET**
 Three Hundred Eighteen Thousand Two Hundred Fifty Six and 96/100 pesos only (PhP318,256.96) inclusive of all applicable taxes
- III. BRIEF DISCUSSION WHY THE SERVICES TO BE PROCURED ARE NECESSARY**
 To support the day-to-day operations by transmitting all important documents, notices, collection letters and letter replies from GSIS Cagayan de Oro City to Luzon, Visayas and Mindanao areas.
- IV. SCOPE / SPECIFICATIONS**

Particulars	Remarks
Documents	Small, Medium, Large
Parcels (Pouches and Boxes)	
General Cargo	
From GSIS Cagayan de Oro to Luzon, Visayas, and Mindanao and From GSIS Pasay City to GSIS Cagayan de Oro Branch Office	send bill arrangement "collect" charge account
Delivery date (lead time)	
Serviceable Area	1 to 2 days
Out of Town Deliveries	3 to 5 days
Supplies , Airways Bills, Consignment Notes	Available w/in 3 days

V. MANPOWER REQUIREMENTS – Not applicable

VI. SUPPORT SERVICE REQUIREMENTS

The supplier shall pick up documents from the GSIS Cagayan de Oro Branch Office, i.e. once in the morning (for dispatch within the same day), and once in the afternoon (to be dispatched on the following day).

VII. WARRANTY AND AFTER-SALES SERVICE REQUIREMENTS – Not applicable

VIII. CLEAR STATEMENT OF THE REQUIRED STANDARDS OF WORKMANSHIP, MATERIALS AND PERFORMANCE OF THE GOODS AND SERVICES TO BE PROCURED

The services rendered must be duly found to be satisfactory (in accordance with the agreement between the GSIS and the vendor / supplier) as indicated in the Inspection and Acceptance Report.

IX. BRAND AND SPECIFICATIONS OF THE EXISTING ITEMS – Not applicable

X. DRAWINGS / PLANS AND OTHER NECESSARY INFORMATION – Not applicable

XI. SCHEDULE AND PLACE OF DELIVERY

The supply and provision of services shall be made available by the supplier to the GSIS Cagayan de Oro Branch Office immediately upon or one (1) working day after receipt of the Purchase Order (PO) from GSIS. The duration of the contract shall be from January 2020 up to December 2020, unless otherwise revoked by the GSIS due to non-compliance of the supplier with the Terms of Reference herein set forth.

XII. TERMS OF PAYMENT

The above-mentioned services shall be paid fifteen (15) days after receipt of the monthly billing from the vendor / supplier. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS.

XIII. RESPONSIBILITIES OF THE END-USER UNIT DURING PROJECT IMPLEMENTATION – Not applicable

XIV. Prices / Rates

Prices shall be valid within 100 calendar days or until a Purchase Order is issued whichever comes earlier.

Prepared by:

JONALYN C. CLITAR
 Staff Officer I

Approved by:

MA. CECILIA G. VEGA
 Branch Manager