



**TECHNICAL SPECIFICATIONS
 REPAIR AND MAINTENANCE OF GSIS CAGAYAN DE ORO BRANCH
 OFFICE EQUIPMENT FOR CY2020**

I. PROJECT TITLE

Repair and Maintenance of GSIS Cagayan de Oro Branch Office Equipment.

II. TOTAL APPROVED BUDGET

Lot 1- Equipment Maintenance: Seventy Five Thousand Four Hundred Five pesos only (Php75,405.00) inclusive of all applicable taxes.

Lot 2- Equipment Repair: Sixty Six Thousand pesos only (Php66,000.00) inclusive of all applicable taxes.

III. BRIEF DISCUSSION WHY THE SERVICES TO BE PROCURED ARE NECESSARY

This is to ensure the office equipment are well maintained and in good condition, for these are essential in running the day to day operation of the branch office.

IV. SCOPE / SPECIFICATIONS

LOT	EQUIPMENT MAINTENANCE (5102197300)	BUDGET
1	PERIODIC MAINTENANCE OF AIR CONDITIONING UNITS, GENERATOR SET, CCTV, TREADMILL AND OTHER OFFICE EQUIPMENT	75,405.00
LOT	EQUIPMENT REPAIR (5102193330)	
2	REPAIR OF AIR CONDITIONING UNITS, GENERATOR SET, CCTV, TREADMILL AND OTHER OFFICE EQUIPMENT	66,000.00

V. MANPOWER REQUIREMENTS – Not applicable

Courteous and well trained personnel but not limited to: one (1) Engineer who will supervise, technician, and (2) helpers

VI. SUPPORT SERVICE REQUIREMENTS

Provision of supplies, materials and labor for Item IV and for any items that need to be repaired/or that may arise during the repair and after the repair/or repairs not included in Item

VII. WARRANTY AND AFTER-SALES SERVICE REQUIREMENTS

Supplier/Provider warrants against hidden defects and Supplier/Provider warrants against merchantability of the product.

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



GSIS Government Service Insurance System

CAGAYAN DE ORO BRANCH OFFICE
Mayor P.N. Roa St., Brgy. Carmen, Cagayan de Oro City 9000 Misamis Oriental

XI. SCHEDULE AND PLACE OF DELIVERY

The repair shall be made by the vendor / supplier immediately upon or one (1) working day after receipt of the Purchase Order (PO) from GSIS CDO BO. The duration of the contract shall be from January 2020 to December 2020, unless otherwise revoked by the GSIS CDO BO due to non-compliance of the vendor / 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

The assigned personnel in-charge of GSIS CDO Branch shall inform the vendor / supplier for any replacement / back job within 30 days.

XIV. Prices / Rates

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

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