



**TECHNICAL SPECIFICATIONS  
 PROVISION, SUPPLY AND DELIVERY OF TECHNICAL TRAINING  
 FOR GSIS CAGAYAN DE ORO BRANCH OFFICE FOR CY2020**

**I. PROJECT TITLE**

Provision, Supply and Delivery of In-House Seminars and Training for GSIS Cagayan de Oro Branch Office permanent employees.

**II. TOTAL APPROVED BUDGET**

One Hundred Fifty Three Thousand Nine Hundred Eight Nine pesos only (Php153,989.00) inclusive of all applicable taxes.

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

For the development and additional learnings to all employees.

**IV. SCOPE / SPECIFICATIONS**

Number of employees	Position / Designation	Remarks
1	Branch Manager	1. Participants shall be provided with reading / training materials for free 2. Meals shall be served 3. Certificate of Attendance shall be issued
2	Division Chief	
3	Medical/Legal/IT	
7	Team Leaders	
21	Clerical / Processors	
34	Total	

**V. MANPOWER REQUIREMENTS – Not applicable**

The facilitator shall have the following qualifications:

1. At least two (2) years of work experience as training facilitator;
2. Knowledgeable;
3. Effective interpersonal communication skills, good organizational skills and a positive attitude.

**VI. SUPPORT SERVICE REQUIREMENTS**

Performance Responsibilities:

Submit a program plan / schedule;

Lead / guide sessions; and

Assist and motivate participants in obtaining the goals of the branch office

**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**



# 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 supply and delivery shall be made available by the service provider/facilitator 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 the day of the receipt of PO up to 31 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

The assigned personnel in-charge of GSIS CDO Branch shall coordinate to the facilitator for any changes / updates.

## XIV. Prices / Rates

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

Prepared by:

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Approved by:

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Branch Manager