

TECHNICAL SPECIFICATIONS

Purple Friday Shirt for 2020 National Women's Month Celebration

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TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

Purple Friday Shirt for 2020 National Women's Month Celebration.

II. TOTAL BUDGET

The total approved budget amounts to **Seven Hundred Eighty One Thousand Two Hundred Fifty (PhP 781,250.00) Pesos ONLY**. Said budget is included in the 2020 Approved Budget of the Gender and Development (GAD) Committee with Fund Center Code 1000100012.

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

As an initiative of the GAD Committee during 2020 National Women's Month Celebration (NWMC), all employees from the Central and Branch Offices will be provided with a purple shirt which shall be worn every Friday of March 2020.

IV. SCOPE OF THE PROJECT

The project includes collared shirt with quality print designed by the Corporate Communications Office (CCO) for all GSIS Employees. This will be procured through Small Value Procurement.

V. DETAILED SPECIFICATIONS OF THE ITEMS, MATERIALS, EQUIPMENTS/HARDWARE/SOFTWARE, ACCESSORIES AND/OR SERVICES TO BE PROCURED

Total Quantity	Unit of Measure	Material Description
2,800	pieces	<ul style="list-style-type: none">• Round neck shirt• Fabric: Cotton• With silkscreen print of the GSIS Logo, GAD Committee Logo and Layout as provided by CCO.• Available Sizes must include: Extra Small up to 5XL (size chart attached as Annex A) and breakdown of sizes will be provided by the end-user-unit

VI. MANPOWER REQUIREMENTS

The supplier must assign a Point Person who will handle/facilitate the request for the supply and delivery of the goods. Contact details of this Point Person must be given to the GAD Committee Secretariat upon commencement of the project.

VII. SUPPORT SERVICES 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.

The supplier must also provide a sample for approval of the EEU prior production of the goods to be delivered.

VIII. WARRANTY AND AFTER SALES REQUIREMENTS

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 shirts during the warranty period will commence in the 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.

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

“Not applicable in this project”

X. 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”

XI. DRAWING/PLANS AND OTHER NECESSARY INFORMATION

Please refer to the attached Annex B.

XII. SCHEDULE AND PLACE OF DELIVERY

The winning supplier must supply and deliver the goods to the **GSIS Central Office, Pasay City on or before 20 February 2020** (one week before March 2020 to give ample time to the GAD Committee to distribute to Branch Offices).

Delivery shall only be during Mondays to Thursdays, from 04:00 PM only. No delivery shall be made during Fridays.

XIII. TERMS OF PAYMENT

A. Payment shall be made ten (10) working days upon completion of 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.

XIV. RESPONSIBILITIES OF THE END-USER DURING PROJECT IMPLEMENTATION

The GAD Committee and winning vendor shall perform its duties and responsibilities stated in this Technical Specifications.

XV. 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.

XVI. 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*