

TECHNICAL SPECIFICATIONS

Preventive Maintenance and Repair, including parts and labor of Gym Equipment

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TECHNICAL SPECIFICATIONS

1. Project Title

Preventive Maintenance and Repair Including parts and labor of Gym equipment

2. Total Budget

The total budget for the project amounts to Php 70,000.00. Said budget is included in the Corporate Budget for CY 2020.

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

The service of a Gym Equipment Preventive Maintenance Provider is needed in order to insure that all Fitness Center exercise equipment are in good condition for the use of GSIS employees.

4. Scope of the project

An annual maintenance of the gym equipment shall be undertaken, but not limited to:

1. Visual evaluation of the condition of equipment for obvious damage such as: cracks, dents and missing components, frayed or damaged cords, or any other visual damages which would cause them to be unsafe to operate or would compromise its performance. Repair equipment as necessary.
2. Check the equipment for missing or loose hardware/fasteners. Replace any missing hardware and tighten any loose hardware as necessary.
3. Lubricate all exposed moving parts and accessories deemed necessary.
4. Check each part, fittings and foot control of the equipment for proper operation. If any part, fitting, control does not work, replace or repair as necessary.
5. Check parts for proper adjustment and mobility
6. Check headrest for proper adjustment and mobility.
7. Check safety use of the equipment. Adjust or replace malfunctioning parts for safety use.
8. Check all upholstery for rips, tears, or excessive wear, replace or repair if necessary.
9. Check equipment for rust and chips in the finish, repaint if necessary.
10. Check if the equipment has all the components and accessories, repair or replace if necessary.

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

Name of Equipment	Number of units
Treadmill, Impulse PT 400	3
Rowing Exercise Machine Fitlux	1
Stepmill, Stairmaster	1
Elliptical Trainer, Ensayo	1
Leg Press, Plate Loaded	1
Seated Calf Raise, Plate Loaded	1
Lying Leg Curl Machine	1

Name of Equipment	Number of units
Multi-Hip Exercise Machine	1
Smith Machine	1
Bicep Curl Machine	1
Lat Pulldown, Selectorized	1
Shoulder Press Machine	1
Vertical Chest Press Machine	1
Abdominal Crunch Machine	1
Pec Dec Chest Exerciser Machine	1
Cable Crossover Machine	1
Power Cage	1
Isolateral Chest Press, Plate Loaded	1
T-Bar Row, Plate Loaded	1
Shoulder Shrug Machine, Plate Loaded	1
45 Degree Hyper Extension Chair	1
Sit-Up Bench	1
Flat Bench Press bench with spotter platform	1
Inclined Bench Press bench with spotter platform	1
Declined Bench Press bench with spotter platform	1
Flat Utility bench	4
Plate Storage Tree	2
Barbell Rack with 6 fixed barbells	1
Barbell rack with 10 fixed barbells, rubberized	1
Barbell Plates, various weights	92

6. Manpower requirements

The supplier must assign a Point Person who will handle/facilitate the requests for the supply and delivery of the service. 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 winning vendor must provide at least one (1) year product warranty on the goods to be delivered. Warranty will commence upon acceptance of delivery in the GSIS Central 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

1. The authorized gym/sports equipment mechanic must submit proof of the following qualifications:
 - a) Employment Certificate as a gym/sports equipment mechanic.
 - b) With at least three (3) years of experience repairing gym/sports equipment.
2. The gym equipment mechanic shall perform inspections and shall service the equipment within three (3) working days from the receipt of the Notice to Proceed. Completion of work must be finished within twenty (20) working days unless otherwise advised of the cause of delay.

Inspection	First three (3) working days after receipt of Notice To Proceed
Maintenance/Repair	Duration of twenty (20) working days after inspection
Maintenance/Repair report	Five (5) working days after completion of maintenance/repair

3. The gym equipment mechanic must submit a Maintenance Report which shall include all the repair and maintenance work done to the gym/sports equipment including the replaced materials.
4. All reports shall be submitted directly to the Officer IV, Medical and Wellness Services Department, GSIS Headquarters Building, Government Financial Center, Roxas Boulevard, Pasay City.
5. The mechanic or the company guarantees to deliver efficient and effective service and shall conform to all the provisions, terms and conditions stated herein.

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	Delivery Period
Delivery for the 1 st quarter requirements	Within the month of March 2020

13. Terms of Payment

- a. Payment shall be made upon completion of the repair and maintenance work 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 the services 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.

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.

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.