



OFFICE OF THE CORPORATE SECRETARY
GSIS Board of Trustees

TECHNICAL SPECIFICATIONS

I. Project Title¹

2020 Publication of Policy and Procedural Guidelines (PPGs), Board Resolutions and other GSIS Issuances affecting the public in general¹

II. Total approved budget

The total approved budget for this project based on the Annual Procurement Plan is *One Million Pesos (Php1,000,000.00)*.

Service providers capable of working within the ABC (inclusive of taxes) are encouraged to participate in the procurement process.

III. Brief discussion why the services to be procured is necessary

The Office of the Corporate Secretary (OCS) is tasked to determine the PPGs, BRs and other GSIS issuances affecting the public in general and to cause its publication in a newspaper of general circulation.

Publication, in this sense, has two primary objectives: (1) to widely disseminate information as regards GSIS issuances affecting the public in general and (2) to ensure that the effectivity requirement of these issuances are complied with.

In a Memorandum dated 6 September 2019, the OCS was given by the LSG the option to request amendment in the 2019 GSIS APP and once approved, it may commence with the procurement of additional publication services. The amendment, therefore, is in anticipation of the full consumption of the ABC (of its existing contract) before the year ends while there are still pending items for publication.

On the basis of the legal opinion, the OCS will then publish only once. However, even then, it is still expected that it still needs to procure additional services based on the items tentatively lined-up for publication.

IV. Scope of the Project

The items covered by this project shall be PPGs, Board Resolutions and other GSIS Issuances affecting the public in general duly determined as necessary for publication by the OCS.

At the outset, PPGs, Board Resolutions and other GSIS issuances have yet to be determined as these may arise from a case to case basis.

However, based on records², it was projected that the *approximate* number of pages to be laid-out and published until the end of 2020 is *160 pages*.³

¹ Annex A - GBAC Resolution No. JR 2019-006 Recommending the Approval of the Annual Procurement Plan of the Government Service Insurance System for 2020

² Data is based on the September 2019 Board and Corporate Governance Committee Monitoring Reports and Agenda with added pages for contingency.

³ A page hereto referred is A4, a paper size which measures 210 x 297 millimeters or 8.27 x 11.69 inches.

V. Detailed Specifications of the services to be procured

- **Service Provider.** The Service Provider for this procurement project shall be any broadsheet publishing company *with an average daily nationwide circulation of at least 100,000 printed copies.*

To ascertain such, the authorized officer of the publishing company *shall be required to submit a **Sworn Statement*** to such effect, among other law-mandated requirements, upon submission of bids.

The Service Provider, finally, is expected to be compliant/qualified to contract with government agencies such as GSIS in accordance with procurement rules and regulations.

- **Publication Requirements.** The service provider shall publish the PPGs, Board Resolutions and other GSIS issuances according to the following requirements:

- a. Newspaper Section : Main pages
- b. Type and Color : All text; Black and White
- c. Size : Must be in column centimeter; depends on the length of the material to be published
- d. Frequency : Once⁴ for every item

VI. Manpower requirements

Not applicable for this project.

VII. Support service requirements

Not applicable for this project.

VIII. Warranty and after-sales service requirements

Not applicable for this project.

IX. Clear statement of the required standard of performance of services to be procured

The Service Provider must ensure that only accurate copies of the PPGs, Board Resolutions and other GSIS issuances affecting the public in general are to be published in accordance with the provisions of this Technical Specifications.

X. Brand and specifications of the existing items, materials, equipment/hardware/software and accessories, if the former are related to the services to be procured

Not applicable for this project.

XI. Drawings/Plans and other necessary information

Not applicable for this project

⁴ Annex B - Based on LSG Opinion dated 6 September 2019

XII. Schedule and place of delivery

Once available, the OCS shall send materials for publication to the Service Provider. After the same has been laid-out, proofread and approved for publication. The Service Provider must publish the same ***within (5) working days upon OCS approval*** of the said lay-out.

It shall also be required that the Service Provider be able to deliver to the OCS ***at least fifteen (15) complimentary copies with Affidavit of Publication***. If the publication is made on a working day, the delivery of complimentary copies must be made on the day itself, otherwise, on the next working day.

XIII. Terms of Payment

Payment shall be processed every after successful publication of a PPG, Board Resolution and/or other GSIS issuance (through send bill arrangement) in compliance with existing rules and regulations.

The contract for this project shall be terminated upon full consumption of the ABC or until 31 December 2020, whichever comes earlier.

XIV. Responsibilities of the End-user Unit during project implementation

As regards the implementation of this project, the OCS, being the end-user unit for this project, shall subject all items for publication for its final approval prior to publication. It is only upon such approval that the winning service provider shall publish the same pursuant to the requirement stated herein.