

TECHNICAL SPECIFICATIONS

Camera Lens 16-55mm

Prepared by:

MARIA ROSANNA A. SANCHEZ

Officer IV, CSD-CCO

MA. CECILIA V. SUMISIM

Acting Officer IV, SPCD-OSM

and Head, Gender and Development Committee Secretariat

Reviewed and Approved by:

RACQUEL DE GUZMAN - BUENSALIDA

Senior Vice President, Corporate Services Group

and Chairperson, Gender and Development Executive Committee

TECHNICAL SPECIFICATIONS

1. Project Title

Camera Lens 16-55mm

2. Total Budget

The total budget for the project amounts to Php75,389.49. Said budget was included in the Corporate Budget for CY 2020.

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

To address the gender issue on limited relevant information, education and communications (IEC) activities regarding GAD-related topics, the Gender and Development (GAD) Committee planned to produce an Audio Visual Presentation (AVP) on GAD-related issues or topics and remedies available to women.

In order for its partner office, the Corporate Communications Office (CCO), to proceed with the production of AVP, necessary equipment such as Camera, Lens, Communication Set, Digital Pen and Electronic Digital Storage must be procured.

4. Scope of the Project

The project covers the supply and delivery of one (1) unit of camera lens 16-55mm f/2.8 R LM WR.

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

Total Quantity	Unit of Measure	Material Description
1	unit	Camera Lens 16-55mm <ul style="list-style-type: none">• Lens 16-55mm f/2.8 R LM WR• X-Mount Lens / APS-C Format• Aperture Range: f/2.8 to f/22• 17 elements 12 groups (includes three aspherical and 3 extra-low dispersion elements)• Approx weight: 655g• Filter Size: 77mm

6. **Manpower Requirements**

The winning bidder shall provide a point person who shall coordinate with the end-users (both Corporate Communications Office and GAD Committee Secretariat) as to the supply and delivery, and warranties of the subject unit.

The end-users shall be informed of the name and contact details of the above-mentioned point person upon commencement of the project.

7. **Support Services Requirements**

The winning bidder must have locally available certified, qualified and experienced personnel to provide technical support during the warranty period.

The Supplier 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**

- a. The Supplier shall provide 6-month hardware, software and service warranties and is required to replace defective unit/parts within ten (10) calendar days from report. The said warranty will commence upon acceptance of delivery in the GSIS Home Office.
- b. The Supplier warrants that the unit to be supplied under the project is new, unused, of the most recent or current model, and that it incorporates all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.

The Supplier further warrants that the unit supplied under this project 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 unit in the conditions prevailing in the country of final destination.

- c. The Supplier represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of the Technical Specifications, and agrees and warrants that it shall faithfully observe and comply therewith.
- e. The Supplier warrants that it has the necessary permit to operate and perform its undertakings under the Technical Specifications and obligates itself to comply with all rules and regulations which are or may be issued by competent authorities.
- f. The Supplier shall be responsible for all damages to the GSIS, third parties, national and local governments for the non-observance of such laws, ordinances, rules and regulations.

9. **Clear Statement of the Required Standards of Workmanship, Materials and Performance of the Goods and Services to be Procured**

The Supplier, together with the end-users (both CCO and GAD Committee Secretariat), shall conduct a test-run of the provided item to ensure its proper functioning and that it is in compliance with the required minimum technical specifications.

The item must be in accordance with the required technical specifications, with complete inclusions.

10. **Brand and Specifications of the Existing Equipment**

Not applicable.

11. **Drawings/Plans and other Necessary Information**

Not applicable.

12. **Schedule and Place of Delivery**

- a. The winning bidder shall supply and deliver the item within 30 calendar days from receipt of the Purchase Order.
- b. Delivery of the item shall be made only from Mondays to Thursdays, until 04:00PM only. No delivery shall be made on Fridays.
- c. Please coordinate with GAD Committee Secretariat thru the Materials Management Department, GSIS Building, Financial Center, Pasay City.

13. **Terms of Payment**

- a. Payment/s shall be processed after complete supply and delivery of the subject item, upon issuance by the end-user of a certification of completion, and submission by the Supplier of the necessary documents for payment processing, such as but not limited to, delivery receipt, sales invoice, billing statement, warranty certificate (if applicable), and other documents as required in this Technical Specifications.
- b. Payment shall be subject to taxes, auditing and accounting rules and regulations and existing rules and regulations of GSIS relative to payment of procurement contracts, as well as relevant COA requirements and auditing rules and regulations.
- c. When the winning bidder fails to satisfactorily deliver the goods under this project 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.

14. Responsibilities of the End-user Unit during Project Implementation

- a. CCO and GAD Committee Secretariat shall each provide a point person who shall be responsible in coordinating with the Supplier regarding concerns as to the supply and delivery, warranties of the subject item, and other matters related to this project. The end-users shall inform the Supplier of the name and contact details of the said point person upon commencement of the project.
- b. The end-users, together with the Supplier, shall test the item to ensure its proper functioning and that it is in compliance with the required minimum technical specifications.
- c. The GSIS reserves the right to not issue a certification of completion if the delivered item is not in accordance with the minimum specification and/or without complete inclusions, as required.

15. Data Privacy

- a. 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 GIS 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.