

TECHNICAL SPECIFICATIONS

HYGIENE/WOMEN'S KIT FOR TAAL VOLCANO ERUPTION EVACUEES

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TECHNICAL SPECIFICATIONS

1. Project Title

Hygiene/Women's kit for the Taal Volcano eruption evacuees

2. Total Budget

The total budget for the project amounts to Two Hundred Thousand Pesos (Php 200,000.00) for the 200 packs of hygiene/women's kit.

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

The GAD Committee intends to take part and intervene for the benefit and welfare of evacuees in the form of hygiene/women's kit.

4. Scope of the project

The project includes distribution of hygiene/women's kit to women evacuees affected by the Taal Volcano eruption.

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

The hygiene/women's kit should contain the following:

24 L Pail with cover	Bath soap	Laundry soap	Panties	Dipper
Brassiere	Nail cutter	Face towel	Bath towel	Comb
Slippers	Toothpaste	Toothbrush	Malong	Solar lamp with charger
Chamber pot with cover	12 sachet shampoo	Alcohol	Tissue roll	Sanitary napkins

6. Manpower requirements

The supplier must assign a Point Person who will handle/facilitate the requests and must be available upon commencement of the event.

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

"Not applicable in this project"

9. Clear statement of the required standards of workmanship, materials and performance of the goods and services to be procured

- a. All items should be brand new and never been used or opened; and
- b. At least one (1) week supply of consumable items (e.g. soaps, toothpaste, shampoo, alcohol, tissue roll and sanitary napkins).

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

Any brands applicable.

11. Drawings/Plans and other necessary information

“Not applicable in this project”

12. Schedule and place of delivery

All items will be packed and put together inside the pail upon delivery at the GSIS Head Office, Pasay on or before 28 February 2020.

13. Terms of Payment

- a. GSIS will be billed under the Send Bill arrangement. Full payment will be made upon completion of the service and will be settled through a Corporate Check payable to the Name of the Service Provider upon submission of complete and appropriate billing documents in the GSIS Central Office.
- 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

Ensure that all items are included in the kit unless adjusted upon approval of the GAD Executive Committee Chairperson and be delivered on the date indicated above.

15. 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]

^[1] Refer to Section 3.1 & 3.2 *Liquidated Damages of RIRR – Annex D*

GSIS need not prove that it has incurred actual damages to be entitled to liquidate 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.**