

TECHNICAL SPECIFICATIONS

1. Project Title

Meals to be served during the Managers' Conference of VisMin Group to be held for a duration of two (2) days on March 26 - 27, 2020 at GSIS Butuan Branch Office.

2. Total Budget

The total budget for the project amounts to **Php96,300.00** inclusive of all applicable taxes and service charge. Said budget was included in the Corporate Budget for CY 2020.

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

Every quarter, the Managers of VisMin Group convene for a conference to discuss matters of importance to ensure timely and responsive delivery of service to members, pensioners, and other stakeholders. The major topics to be tackled are:

- CY 2020 Office Performance Scorecard
- Report of the Result of CY 2019 Office Performance Scorecard
- GSIS Financial Assistance Loan II and GFAL Top Up Implementation – issues, targets and strategies;
- Latest Status Reports of Special Projects : e.g. Undistributed Accounts on Loans, Cleansing of Premium Receivables, Unreceipted Collections, etc.;
- New policies (PPGs, Office Orders) and System Enhancements
- Sharing of best practices and bench-marking on the accomplishment of branch offices (strategies on how to reduce default rate, how to meet TAT on SI Claims, Motor Vehicle and Non-Motor Vehicle claims processing, how to meet targets on IG renewal of policies, etc.)

4. Scope of the project

The project includes the provision for meals with drinks (breakfast, lunch, and dinner) sufficient for a maximum of **thirty five (35) participants** for the two-day conference.

The venue of the project is at GSIS Butuan Branch Office, Libertad, Butuan City, and will be procured through Small Value Procurement.

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

The supplier must deliver the following as per the schedule below:

Day	Meals	No. of Pax
Day 1 March 26	Buffet breakfast with at least two (2) viands, plain or garlic rice, and drinking water	35
	Buffet lunch with soup, vegetable dish, at least two (2) viands (meat and fish or seafood), rice, dessert, juice/iced tea/soda, and drinking water	35
	Buffet dinner with soup, vegetable dish, at least two (2) viands (meat and fish or seafood), rice, dessert, juice/iced tea/soda and drinking water	35
Day 2 March 27	Buffet breakfast with at least two (2) viands, plain or garlic rice, and drinking water	35
	Buffet lunch with soup, vegetable dish, at least two (2) viands (meat and fish or seafood), rice, dessert, juice/iced tea/soda and drinking water	35
	Buffet dinner with soup, vegetable dish, at least two (2) viands (meat and fish or seafood), rice, dessert, juice/iced tea/soda and drinking water	35

Free flowing brewed coffee must be supplied by the winning bidder during the entire duration of the conference.

The venue of the project is at GSIS Butuan Branch Office, Libertad, Butuan City.

6. Manpower requirements

The winning service provider must deploy sufficient number of staff /waiters for the set up and serving of meals during the whole duration of the conference.

7. Support service requirements

“Not applicable in this project”

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

The winning service provider must provide complete catering equipment, buffet table set up, and dinner wares.

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 service provider must supply and deliver the services needed to GSIS Butuan Branch Office, Libertad, Butuan City on March 26-27, 2020 after the receipt of Notice to Proceed (NTP) and approved Contract.

13. Terms of Payment

- a. Payment shall be made fifteen (15) working days and upon submission of the following documents for payment processing (*e.g., delivery receipt, sales invoice, original billing statement, warranty certificate (if applicable), and other documents 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

14. Responsibilities of the End-User Unit during project implementation

“Not applicable in this project”

15. Penalty for Delay

When the winning service provider 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.

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. Applicable Test

“Not applicable in this project”

17. Auditing Rules

All payments shall be subject to the usual accounting and auditing rules and regulations applicable to the GSIS.

18. 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 the 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.