

TECHNICAL SPECIFICATIONS

Supply and Delivery of Various Mailing Envelopes

Prepared by:

MICHELLE J. CAPATI - MACIAS
Staff Officer III
Materials Management Section

Reviewed by:

LUCILLE Q. CRUZAT
Officer I
Materials Management Department

Approved by:

YVETTE C. ABAYA
Officer IV
Materials Management Department

TECHNICAL SPECIFICATIONS

1. Project Title

Supply and Delivery of Various Mailing Envelopes

2. Total Budget

The total budget for the project amounts to **Php 249,602.00**. Said budget is included in the Corporate Budget for CY 2020.

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

GSIS Materials Management Department included, among others, the Supply and Delivery of Various Mailing Envelopes in its supplies requirements for CY 2020 to be used for day to day operation.

4. Scope of the project

The project includes the supply and delivery of Various Mailing Envelopes that will be procured through Shopping.

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

Total Quantity	Unit of Measure	Material Description (GSIS Reference Only)	Material Description
122	BOX	101071	Envelope mailing plain 90gsm (Note: 500pcs/box) (Note: for Central Office Only)
292	BOX	104073	ENVELOPE, mailing white w/ window, 90gsm, 500s as per sample (Note: for Central Office Only)

6. Manpower requirements

The supplier must assign a Point Person who will handle/facilitate the requests for the supply and delivery of the goods. Contact details of this Point Person must be given to the Materials Management Department (MMD) 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 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

“Not applicable in this project”

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 MMD Warehouse Level 1, GSIS Central Office, Pasay City within Fifteen (15) working days after receipt of the purchase order.

13. Terms of Payment

- a. Payment shall be made upon completion of delivery and upon submission of the supporting 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 MMD shall perform its duties and responsibilities stated in this Technical Specifications.

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.

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. Documentary Requirements

The supplier must comply with the DBM GPPB Non-Policy Matter No. 045-2017, if applicable.

“DBM GPPB Non-Policy Matter No. 045-2017, “The GPPB recently approved amendments (effective 5 December 2017) to the documentary requirements for Negotiated Procurement under the Small Value Procurement modality per Appendix A, Annex “H” of the 2016 Revised IRR. Thus, Income or Business Tax Returns shall be required for procurement projects with Approved Budget for the Contract (ABC) **above ₱ 500,000.00** and the Omnibus Sworn Statement shall be required only for procurement projects with **ABC above ₱50,000.00.**”

The above mentioned documentary requirement shall be submitted by the winning vendor before the issuance of the Notice of Award (NOA) / Purchase Order (PO) / Contract.

17. 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) 7976-4900 local 4971** and **Materials Management Department (MMD) at (02) 7976-4900 local 3608.**