

TECHNICAL SPECIFICATIONS

CATERING SERVICE/MEALS PROVIDER FOR THE TRAINING AND RE-TRAINING OF MMIS USERS IN THE CENTRAL AND BRANCH OFFICES

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TECHNICAL SPECIFICATIONS

I. Project Title

Catering Service/Meals provider for the Training and Re-Training of MMIS Users in the Central and Branch Offices.

II. Total Budget

The total ABC for the procurement of a Catering Service/Meals Provider is EIGHTY FIVE THOUSAND PESOS ONLY (Php85,000.00) and will be inclusive of all applicable taxes. A Certificate of Tax Deducted will be provided by the GSIS.

III. Project Background

The Training and Re-Training of MMIS Users in the Central and Branch Offices will have a significant impact on the preparation of the CY2021 budget.

IV. Scope of Services

The project includes the provision of catering service that will be procured through Small Value Procurement.

V. 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 04 March 2020	Assisted buffet breakfast with at least two (2) viands, plain or garlic rice, and drinking water	20
	Assisted 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	20
	Assisted buffet pm snack with 2 viands , juice/iced tea/soda and drinking water	20
Day 2 05 March 2020	Assisted buffet breakfast with at least two (2) viands, plain or garlic rice, and drinking water	20
	Assisted 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	20
	Assisted buffet pm snack with 2 viands, juice/iced tea/soda and drinking water	20
Day 3 10 March 2020	Buffet breakfast with at least two (2) viands, plain or garlic rice, and drinking water	130
	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	130
	Assisted buffet pm snack with 2 viands, juice/iced tea/soda and drinking water	130

Flowing brewed coffee must be supplied by the winning bidder during the entire duration of the training.

The venue of the project is at GSIS Central Office, Financial Center, Pasay City.

1. The Meals Provider must be approximately 3-5 km distance away from GSIS, Pasay. The said venue should be accessible (e.g. maximum 30-minute travel time with very light vehicular traffic).

VI. 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 training.

VII. Support service requirements

Not applicable for this project.

VIII. Warranty and after-sales service requirements

Not applicable for this project.

IX. Required standards

Set-up of buffet, tables and chairs at least 1 hour prior the start of each meal.

X. Brand and specifications of the existing items

Not applicable in this project

XI. Drawings/Plans and other necessary information

Not applicable in this project

XII. Schedule and place of delivery

The winning service provider must supply and deliver the services needed to GSIS Central Office, Financial Center, Pasay City on 04-05 and 10 March 2020.

XIII. 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

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

Ensure that the requirements/specifications are properly followed by the Meals Provider.

XV. Penalty for Delay

Not applicable in this project

XVI. 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.