

TECHNICAL SPECIFICATIONS

Electronic Automatic Digital Control Dry Cabinet Storage

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TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

Electronic Automatic Digital Control Dry Cabinet Storage

II. TOTAL BUDGET

The total approved budget amounts to **Twenty Five Thousand Eighty (PhP 25,080.00) Pesos ONLY**. Said budget is included in the approved budget for CY 2020.

III. 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 equipments such as Camera, Lens, Communication Set, Digital Pen and **Electronic Digital Storage** must be procured.

IV. SCOPE OF THE PROJECT

The project covers the procurement up to installation of one unit of Electronic Automatic Digital Control Dry Cabinet Storage.

V. DETAILED SPECIFICATIONS OF THE ITEMS, MATERIALS, EQUIPMENTS/HARDWARE/SOFTWARE, ACCESSORIES AND/OR SERVICES TO BE PROCURED

Total Quantity	Unit of Measure	Material Description
1	unit	<p>Electronic Automatic Digital Control Dry Cabinet Storage</p> <ul style="list-style-type: none">• Provides best storage capacity: 125 to 150 liters• With humidity range of 25% to 60% RH to prevent aging, molding, rusting and damage to the goods/equipments to be stored herein• Glass Doors• Pullable Trays• Low power consumption.• Power input: 220 volts• Lockable with keys• With Hygrometer• With magnetic door seal• Cabinet is coated with paint to prevent rusting

VI. MANPOWER REQUIREMENTS

The supplier must assign a Point Person who will handle/facilitate the request for the supply and delivery of the good. Contact details of this Point Person must be given to CCO Focal Person and GAD Committee Secretariat upon commencement of the project.

VII. SUPPORT SERVICES 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.

VIII. WARRANTY AND AFTER SALES REQUIREMENTS

The winning vendor must provide a product warranty of **ATLEAST SIX (6) MONTHS** on the unit to be delivered. Warranty will commence upon acceptance of delivery in the GSIS Home Office. Replacement of defective unit during the warranty period will commence in the GSIS Central Office.

The Supplier warrants that the unit supplied under the Contract is 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 the unit 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.

IX. CLEAR STATEMENT OF THE REQUIRED STANDARDS OF WORKMANSHIP, MATERIALS AND PERFORMANCE OF THE GOODS AND SERVICES TO BE PROCURED

“Not applicable in this project”

X. 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”

XI. DRAWING/PLANS AND OTHER NECESSARY INFORMATION

“Not applicable in this project”

XII. SCHEDULE AND PLACE OF DELIVERY

The winning supplier must supply and deliver the required unit to the **GSIS Central Office, Pasay City, thirty (30) days after receipt of Purchase Order.**

Delivery shall only be during Mondays to Thursdays, from 04:00 PM only. No delivery shall be made during Fridays:

XIII. TERMS OF PAYMENT

- a. Payment shall be made fifteen (15) working days upon completion of each delivery schedule and upon submission of the following 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.

XIV. RESPONSIBILITIES OF THE END-USER DURING PROJECT IMPLEMENTATION

The CCO and GAD Committee shall perform its duties and responsibilities stated in this Technical Specifications.

XV. PENALTY FOR DELAY

When the winning bidder fails to satisfactorily deliver good 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

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.

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.

IMPORTANT REMINDER

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

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.**