

TECHNICAL SPECIFICATIONS

1. Project Title

Procurement of Medals, Frames for the Certificates and Trophies for the various GSIS Art Competition

2. Total Budget

The total budget for the project amounts to **Php63,300.00** Said budget was included in the Corporate Budget for CY 2020.

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

The medals and frames are given to artists during the GSIS Art Competition as recognition for their achievements and being one of the honorable mentions and winners in the contest.

4. Scope of the project

Supply and delivery of 10 trophies for the major winners, 15 medals for honorable mentions and 75 frames for the certificates of major winners, honorable mentions and finalists.

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

Qty	Unit of Measure	Item/Equipment	Detailed Specifications
10	pcs	Trophies for the major winners of the competition	<ul style="list-style-type: none"> ○ Made of glass with base ○ With engraved and design ○ Size: 9.5 inches – ht x 4 inches – width ○ Base: 1 in. - ht x 5.5 inches - width
15 10 <i>f</i>	Pcs.	Medals for the honorable mentions	<ul style="list-style-type: none"> ○ name of the artist, category, and year of the competition must be engraved in the medal ○ color: gold with option of bright or antique finish ○ others: with small velvet gift bag for every medal
80	pcs	Frames	

			Frame Size: 9.5 inches x 14 inches
			Note: Design Sample: to be provided by CSA PRFD

6. Manpower requirements

The supplier must assign a dedicated Point Person who will handle/facilitate the requests for the supply and delivery of the goods/items/equipment. Contact details of this Point Person must be given to the Corporate Social Advocacies Public Relations Facilities Department (CSA PRFD) upon commencement of the project.

7. Support service requirements

- a. The service provider through the dedicated Point Person must accomplished the GSIS Supplier Registration Information Sheet (SRIS) and submit the documentary requirements for vendor registration.
- b. The service provider must be able to present a sample of the trophy, medal, frame and velvet gift bag to the end user.

8. Warranty and after-sales service requirements

The Supplier warrants that the Goods/Items/Equipment/services 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/Services 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.

The Supplier warrants merchantability of product and warranty against hidden defects.

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

The Supplier must deliver the goods/items/equipment/services in accordance to the specifications stated herein and must be free from any factory defect.

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 to Corporate Social Advocacies – Public Relations Facilities Department Level 2- GSIS Central Office, Pasay City on or before May 25, 2020 or within fifteen (15) working days after receipt of Notice of Award from the GSIS.

13. Terms of Payment

Payment shall be made 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*).

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

The Inspections and Performance Tests will be done by the CSA PRFD group. The GSIS reserves the right to reject the items/services upon delivery if they do not conform to the approved submitted samples and/or any of the above stated 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.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.

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

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.

CONFIRMED FOR PURCHASE:

RAYMUNJO ANDRES V. PALAD
Officer IV – CSA PRFD

MARGIE A. JORILLO
Vice-President
Corporate Communications Office

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.**