

TECHNICAL SPECIFICATIONS

Supply and Delivery of Customized Pen as token for GSIS Employees with 15 years of service

Prepared by:

ROBEL V. RUBIO
Member Secretariat

Reviewed by:

YVETTE C. ABAYA
Head Secretariat

Approved by:

SEVERINA L. RESURRECCION
Vice Chairperson
GSIS Special Events Committee

MARGIE A. JORILLO
Member

MA. MELISSA R. ESPANO
Member

PAUL G. DELA CUADRA
Member

MA. CORAZON G. MAGDURULAN
Member

MA. CECILIA V. SUMISIM
Member

MA. CECILIA A. QUEBIC
Member

TECHNICAL SPECIFICATIONS

1. Project Title

Supply and Delivery of Customized Pen as token for GSIS Employees with 15 years of service to the Materials Management Department (MMD), Government Service Insurance System (GSIS) Central Office, Financial Center, Pasay City

2. Total Budget

The total budget for the project amounts to **Php79,500.00**. Said budget is included in the Corporate Budget for CY 2020.

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

The GSIS Special Events Committee included in its CY 2020 requirements, among others, the supply and delivery of Customized Pen as token to fifty three (53) Employees who have rendered 15 years of loyal service to the system.

4. Scope of the project

The project includes the supply and delivery of Customized Pen to be procured through Small Value Procurement.

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

Total Quantity	Unit of Measure	Material Description
53	PC	<p style="text-align: center;">Pen</p> <ul style="list-style-type: none">• Chrome Ballpoint Pen• Color: Silver• Lifetime Mechanical Warranty• Names of service awardees, GSIS Logo and years of service must be engraved in the body of the pen

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

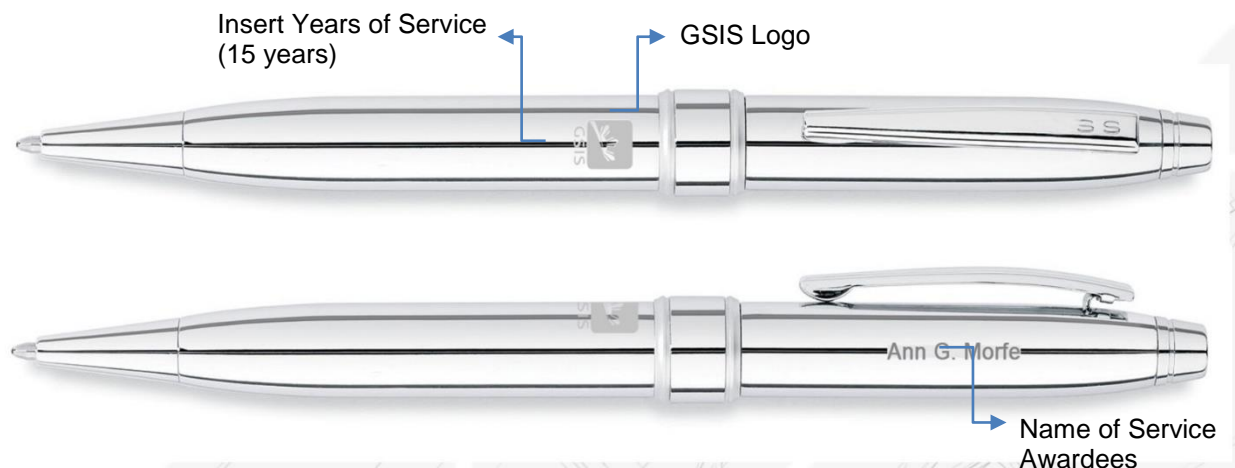
The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.

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.

In case there will be defects on the product, incorrect print/color/sizes/etc., the GSIS Special Events Committee shall have the right, power and privilege to cancel the order without need of judicial action and the supplier hereby agrees to abide by the decision of the GSIS.

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

Refer to the preferred Design:



The names of individual service awardees, years of service and GSIS logo must be properly engraved and the information indicated therein are accurate and readable.

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

Upon submission of the bid proposal, the supplier must be able to produce sample of the pen for evaluation of the GSIS Special Events Committee. The pen will be returned immediately after.

The list of the 15-year service awardees will be given to the winning supplier.

The supplier must be able to present the prototype sample (with the name of the service awardee, years of service and GSIS engraving) two (2) working days after receipt of the Purchase Order and Notice of Award.

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 ten (10) calendar days after approval of prototype sample.

13. Terms of Payment

- a. Payment shall be after the complete delivery and acceptance of the project 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.

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, the supplier shall be liable for damages for the delay and shall pay GSIS liquidated damages 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 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.

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

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) / Purchased 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) 976-4900 local 4971** and **Materials Management Department (MMD) at (02) 976-4900 local 3608.**