

TECHNICAL SPECIFICATIONS

Supply and Delivery of Plaques for the GSIS Service Awardees

Prepared by:

JOHN ARCHIBAL L. GONZALES
Member Secretariat

Reviewed by:

YVETTE C. ABAYA
Head Secretariat

Approved by:

SEVERINA L. RESURRECCION
Vice Chairperson

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 Plaques for the GSIS Service Awardees.

2. Total Budget

The total budget for the project amounts to **Php307,200.00**. 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, among others, the Supply and Delivery of Plaques for the GSIS Service Awardees in its requirements for CY 2020.

4. Scope of the project

The project includes the supply and delivery of plaques for the GSIS service awardees for the 2020 Service Excellence Awards Night that will 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
1	lot	<p>Plaque for Service Awardees</p> <ul style="list-style-type: none">• 383 pieces• Crystal Glass Plaque• With digitally etched text and logo• Thickness: Minimum of 1 ¼ inches• Height: Minimum of 7 ¾ inches

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 print requirements in the design of the 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

Etched text includes the following:

1. Name of Awardee
2. Number of years of service rendered by the awardee
3. 83rd GSIS Anniversary Logo
4. GSIS Corporate Logo
5. GSIS PGM Name with signature
6. Date awarded: May 2020

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

- a. Upon submission of the bid proposal, the supplier must be able to present a sample of the crystal glass to be used as plaque. The crystal glass plaque will be returned immediately to the supplier after evaluation of the committee.
- b. Breakdown of Awardees:
 - 10 Years – 109 pieces
 - 15 Years – 53 pieces
 - 20 Years – 91 pieces
 - 25 Years – 7 pieces
 - 30 Years – 57 pieces
 - 35 Years – 65 pieces
 - 40 Years – 1 piece

- c. The winning supplier shall submit a prototype of the plaques for the Special Events Committee's approval prior to mass production within two (2) working days after receipt of the Purchase Order and the Notice of Award.

12. Schedule and place of delivery

Delivery date is within fifteen (15) calendar days after the prototype of the plaques has been approved in writing or as agreed by both parties. The GSIS reserves the right to reject the items upon delivery if they do not conform to the submitted sample.

Place of Delivery: MMD Warehouse Level 1, GSIS Central Office, Pasay City

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 Special Events Committee shall provide the winning bidder the list of service awardees (listed per milestone years of service) within three (3) working days, after the receipt of the Purchase Order and the Notice of Award.

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.**