

TECHNICAL SPECIFICATIONS

Paper Shredders

Prepared by:

MATET B. APOSTOL
Staff Officer V
Building and Maintenance Department

Reviewed by:

LUCILLE O. CRUZAT
Officer I
Materials Management and Procurement
Division

EMILIANA P. TALAMAYAN
Acting Officer II
Building and Maintenance
Department

Approved by:

YVETTE C. ABAYA
Officer IV
Materials Management Department

DIVINA D. APOLINAR
Officer-In-Charge
Building and Maintenance
Department

TECHNICAL SPECIFICATIONS

1. Project Title

Supply and Delivery of **Paper Shredders** for CY 2020

2. Total Budget

The total budget for the project amounts to **Php143,220.00**. Said budget is included in the Corporate Budget for CY 2020.

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

These paper shredders will be used by the following:

- Human Resources Management Department – 1 unit
- Office of the Vice President, Human Resources Office – 1 unit
- Housing Accounts Reconciliation Department – 1 unit
- Medical and Wellness Services Department – 1 unit
- Office of the Senior Vice President, Insurance Group – 1 unit
- Reinsurance Department – 1 unit
- Claims Department – 1 unit

4. Scope of the project

The project includes the supply and delivery of Paper Shredders that will be procured through Small Value Procurement.

5. Detailed specifications of the items to be procured

Total Quantity	Unit of Measure	Material Description
7	units	<p>Paper Shredders</p> <ul style="list-style-type: none"> • 8-sheet micro-cut • Shreds credit cards, small paper clips and staples • 5.0 gallon pullout wastebasket • Automatic start/stop • Overload/overheat protection • LED status indicator lights

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.

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

“Not applicable in this project.”

10. Brand and specifications of the existing items, 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 supplier must supply and deliver the goods to the MMD Warehouse Level 1, GSIS Central Office, Pasay City within Fifteen (15) Calendar Days after the receipt of Notice to Proceed (NTP).

13. Terms of Payment

- a) Payment shall be made upon completion and acceptance of the goods 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

Applicable spot checking/test shall be conducted by representatives of the Building and Maintenance Department (BMD) upon advised by MMD. The GSIS reserves the right to reject the items 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.

16. Applicable Test

Applicable spot checking/test shall be conducted by representatives of the Building and Maintenance Department (BMD). The GSIS reserves the right to reject the items upon delivery if they do not conform to the approved submitted samples and/or any of the above stated specifications.

17. 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 P 500,000.00** and the Omnibus Sworn Statement shall be required only for procurement projects with ABC **above P50,000.00.**”

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

18. 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.**