

APPROVAL PAGE

SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS PARTS FOR OPLER ADHESIVE BINDING MACHINE OP-55B II

Technical Specifications

Research, Innovation and Strategic Advisory
Corporate Communications Office
Creative Strategies Department

Prepared by:

SHALENA S. SANGALANG
Staff Assistant, Creative Strategies Department

Reviewed by:

ELMIRAH L. SALANGA
Officer II, Creative Strategies Department

Approved by:

MARIA ROSANNA A. SANCHEZ
Manager, Creative Strategies Department

TECHNICAL SPECIFICATIONS

1. Project Title

Supply, Delivery and Installation of Various Parts for Opler Adhesive Binding Machine OP-55B II

2. Total Budget

The total budget for the project amounts to Php88,000.00. 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 Opler Adhesive Binding Machine OP-55B II is a post-printing mechanism, which does perfect binding and creasing on bound collaterals such as Art Catalogue, Vendor's Handbook, and various modules. After its check-up last year, the replacement of various spare parts was recommended.

4. Scope of the Project

- a. Supply, delivery and installation of various spare parts for Opler Adhesive Binding Machine OP-55B II
- b. Bids should include cost of labor and materials

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

The provider should be able to supply, deliver and install the following spare parts for Opler Adhesive Machine OP-55B II:

QUANTITY	DESCRIPTION
1pc	Opler Timing Clamping Pressure Duration
2pcs	Opler 55BII Bearing (Gluing Pot)
1pc	Sensor (Book Cover)
1pc	OP 55BII One Way Sprcket Shaft
1pc	Opler Clamp Motor
1pc	OP 55BII Creasing Roller Control Knob
1pc	Opler Book Clamping Table
1pc	OP-55B-II Thermal Couple
1pc	Opler Main Power Switch
1pc	Opler Main Motor

6. **Manpower Requirements**

- a. The winning bidder shall provide a point person, who shall coordinate with the End-User Unit (EUU) as to concerns with the Supplier's technical personnel and other matters as regards this project. The EUU shall be informed of the name and contact details of the above-mentioned point person upon commencement of the project.
- b. The winning bidder must have locally-available, certified, qualified and experienced personnel to provide technical support during service and warranty period.

7. **Support Services Requirements**

The Supplier, 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**

- a. The Supplier shall provide 6-month hardware, software and service warranties and is required to render back jobs within ten (10) calendar days from report.
- b. The Supplier warrants that the goods supplied under the project 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 end-user provides otherwise.

The Supplier further warrants that all goods supplied under this project 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.

- c. The Supplier represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of the Technical Specifications, and agrees and warrants that it shall faithfully observe and comply therewith.
- d. The Supplier shall be responsible for any damages or loss the GSIS may suffer due to negligence of its employees in handling the subject equipment and accessories.
- e. The Supplier warrants that it has the necessary permit to operate and perform its undertakings under the Technical Specifications and obligates itself to comply with all rules and regulations, which are or may be issued by competent authorities.

- f. The Supplier shall be responsible for all damages to the GSIS, third parties, national and local governments for the non-observance of such laws, ordinances, rules and regulations.

9. **Clear Statement of the Required Standards of Workmanship, Materials and Performance of the Goods and Services to be Procured**

The Supplier, together with the EEU, shall conduct test-run after the installation of the replaced parts to ensure that all parts are properly installed, and that the equipment is running smoothly.

10. **Brand and Specifications of the Existing Equipment**

Opler Adhesive Binding Machine OP-55B II

11. **Drawings/Plans and other Necessary Information**

Not applicable.

12. **Schedule and Place of Delivery**

- a. The winning bidder shall supply, deliver and install the spare parts within 15 workdays from receipt of Notice of Award.
- b. The delivery and installation of the parts shall be made only from Mondays to Thursdays, 9:00 o'clock in the morning until 4:00 o'clock in the afternoon. No delivery nor installation shall be made on Fridays.
- c. Please coordinate with Creative Strategies Department, Corporate Communications Office thru the Materials Management Department, GSIS Building, Financial Center, Pasay City.

13. **Terms of Payment**

- a. Payment shall be processed after complete supply, delivery and installation of the required parts as listed in the detailed specifications, upon issuance by the EEU of a certification of service completion and submission by the Supplier of the necessary documents for payment processing, such as but not limited to, service report, delivery receipt, sales invoice, billing statement, warranty certificate (if applicable), and other documents as required in this Technical Specifications.
- b. 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, as well as relevant COA requirements and auditing rules and regulations.

- c. When the winning bidder fails to satisfactorily deliver and install the items under this Project within the specified 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.

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.

14. Responsibilities of the End-user Unit during Project Implementation

- a. The End-User Unit shall provide a point person, who shall be responsible in coordinating with the Supplier as regards the latter's technical personnel and other matters related to this project. The EEU shall inform the Supplier of the name and contact details of the said point person upon commencement of the project.
- b. The EEU, together with the Supplier, shall conduct test-run after the installation of the replaced parts to ensure that all parts are properly installed, and that the equipment is running smoothly.
- c. The GSIS reserves the right to not issue a certification of project completion if required parts are not completely supplied, delivered and properly installed, and/or defective parts were not replaced.

15. 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 states that "[T]he GPBB 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) / Purchase Order (PO) / Contract.

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.

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.**