

TECHNICAL SPECIFICATIONS

PROCUREMENT OF KITS FOR THE EXECUTIVE PLANNING CONFERENCE FOR CY 2021

Prepared by:

CECILIA T. TABAN-UD
Officer I
Strategic Planning and Control Department

Reviewed by:

(APPROVED)
MA. CECILIA V. SUMISIM
Officer I
Strategic Planning and Control Department

Approved by:

(APPROVED)
ANGELITO F. ODA, JR.
Officer II
Strategic Planning and Control Department

TECHNICAL SPECIFICATIONS

1. Project Title

Procurement of Kits for the Executive Planning Conference for CY 2021 in October 2020.

2. Total Budget

The total budget for the project amounts to Seventy-two Thousand Pesos (Php72,000.00).

3. Brief discussion why the services to be procured is necessary

The Government Service Insurance System (GSIS) will hold its Executive Planning Conference (EPC) for CY 2021 in October 2020 for GSIS Executives to conduct strategic planning.

4. Scope of the project

The project includes the supply and delivery of kits 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

5.1. Conference Jacket. PPE designed jacket with two logos (one logo each side) in the upper chest*

Quantity	60
Material	Microfiber, water repellant
Design	PPE designed
Color	1 solid color (Teal Green)
Details (please see attachment for the design)	<u>FRONT</u> Option for 1 to 2 patches in the upper chest a. Conference logo b. GSIS logo on the right side <u>BACK</u> Main conference banner Provide options for: a. Sublimated print logo b. Silkscreen
Size Range	XS to 5XL
Size Tolerance	±1/2 inch

Shrinkage Tolerance	±5% on length and width
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5.2. Face mask. Mask will cover the nose, mouth and secure under the chin.

Quantity	60
Material	Washable and breathable fabric in two layers. Same fabric with PPE Jacket for outer layer Tightly woven cotton for inner layer
Color	Black
Details (please see attachment for the design)	Mask with event logo on one side. Wired that will shape the nose bone.

5.3. Face shield. Shield should protect the eyes and face against contact with bodily fluids and optically clear.

Quantity	60
Materials	Shield - Clear PET or PETG and fog resistant
Design	Face shield visor type

6. Manpower requirements

Not applicable for this project.

7. Support service requirements

Not applicable for this project.

8. Warranty requirements on items, materials, equipment/hardware/software and accessories included in the project

The Supplier warrants the kits supplied under the Contract are unused and 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 kits.

9. Required Standard

Not applicable for this project.

10. Brand and specifications of the existing items

Not applicable for this project.

11. Drawings/Plans and other necessary information

Refer to the attached designs for the project.

12. Schedule and place of delivery

The goods must be delivered within September 2020 or at least three (3) days before the event.

13. Terms of Payment

13.1. GSIS will be billed under the Send Bill arrangement. Full payment will be made upon completion of the service and will be settled through a Corporate Check payable to the Name of the Service Provider upon submission of complete and appropriate billing documents in the GSIS Central Office.

13.2. 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

Ensure that all jackets, face mask and shields sizes of GSIS Executives and other participants are properly coordinated with the supplier.

15. Penalty for Delay

In the event of, but not limited to, any acts of God, government acts under its police power, war, terrorist attack, fire, flood, explosion, civil commotion and any other cause or causes beyond reasonable control, no party shall be liable to the other party for any delay or non-performance of its obligation.

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.**