



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**

East Ave., Diliman, Quezon City  
Tel. Nos. (632) 920-6401 • (632) 920-6446  
E-mail: member\_relations@sss.gov.ph • Web site: <http://www.sss.gov.ph>

## NOTICE TO PROCEED

January 31, 2022

**APO PRODUCTION UNIT, INC.**  
2<sup>nd</sup> Floor PIA Building  
Visayas Avenue  
Quezon City

Dear Sir/Madam:

Notice is hereby given to your company that the award of the project: **Procurement of 156,185 pieces Pension Check with Voucher**, having been approved, your company may now commence performing its obligation effective upon receipt of this notice. You are responsible for the compliance of the terms and conditions under the Contract and its attached documents.

Accordingly, kindly coordinate with Acting Head Wendelino V. Comboy, Jr. of Office Services Department (OSD), with telephone no. 8709-7198 loc. 5494 and email address [comboywv@sss.gov.ph](mailto:comboywv@sss.gov.ph), for the implementation of the project.

Further, be reminded of the following:

1. Delay in the performance of obligation – Liquidated damages equivalent to 1/10 (0.001) of 1% of the unperformed portion of the contract or up to a maximum of 10% of the contract price shall be charged for every day of delay.
2. Variation, amendment and suspension of contract (see Annexes “D” and “E” of the Implementing Rules and Regulations of RA 9184, for reference) – Do not start variation, amendment or suspend implementation of the contract without prior approval from the SSS. Send a letter request to SSS through Mr. Comboy for variation, amendment or suspension of contract, whichever is applicable.

Please acknowledge receipt and acceptance of this notice by signing both copies of this notice.

Thank you.

Very truly yours,

**DORENDA M. DASMARIÑAS**  
VP Procurement Management  
Division and Concurrent  
Acting Head BAC Secretariat

020322

I acknowledge receipt of this Notice on  
Printed Name of the Representative \_\_\_\_\_  
Designation of the Representative \_\_\_\_\_  
Signature of Authorized Representative \_\_\_\_\_

Dominic F. Talon  
Sales & Marketing Manager