

REPUBLIC OF THE PHILIPPINES  
SOCIAL SECURITY SYSTEM  
East Avenue, Diliman, Quezon City  
Tel. Nos. (632)8709-7198\*(632)8920-6446  
E-mail: [bac@sss.gov.ph](mailto:bac@sss.gov.ph)\*Website <http://www.sss.gov.ph>

## NOTICE TO PROCEED

April 5, 2022

**DESIGN EXCELLENCE HOME &  
OFFICE SYSTEM CO.**

1 Binmaka Street, corner Biak na Bato,  
Barangay Manresa, Quezon City

**Attention: Ms. Rebecca Tieng**  
Authorized Representative

Dear Ms. Tieng:

Notice is hereby given to your company that the award of the project: Modular Furniture for CCD, MAD and OVP-PASED, 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 the Department Manager III Gilbert N. Magalit, of the Engineering and Facilities Management Department, SSS Main Office, East Avenue, Diliman, Quezon City with telephone no. 87097198 loc. 5532 and email address [magalitgn@sss.gov.ph](mailto:magalitgn@sss.gov.ph), for the implementation of the project.

Further, be reminded of the following:

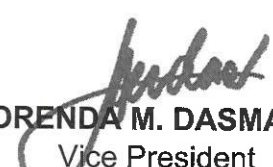
1. Delay in the performance of obligation – Liquidated damages equivalent to 1/10 (0.001) of 1% of the unperformed portion of the contract or up to a maximum of 10% of the contract price shall be charged for every day of delay.
2. Variation, amendment and suspension of contract (see Annexes “D” and “E” 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 Department Manager III Gilbert N. Magalit., for variation, amendment or suspension of contract, whichever is applicable.

3. Posting of Warranty Security after the issuance of Certificate of Final Acceptance pursuant to Sec. 62 of the 2016 Implementing Rules and Regulations of RA No. 9184, and/or the Special Conditions of the Contract in the Bidding Documents or in the Request for Quotation.
4. Warranty Period for the modular office systems and furniture shall be the following:
  - Modular Office Systems (workstations, panel, components, upholstery, worktop and other accessories, free-standing table, accessories and conference table) – 5 years.
  - Contract Furniture (back cabinet) – 5 years.
  - Steel Shelves, Cabinets and Drawers – 5 years
  - Seating Furniture (office chair, upholstery and parts) – 3 years.
5. The supplier warrants that the required furniture supplied, delivered and installed are new, unused and comply with the technical specifications provided. It also warrants that all supplied furniture shall have no cover damages due to accidental causes by the end user or by any natural causes/force majeure.
6. Should the Supplier opts to issue a warranty in the form of Special Bank Guarantee, said guarantee should be renewable annually or every two (2) years until the end of warranty period stated above.

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

Thank you.

Very truly yours,

  
DORENDA M. DASMARIÑAS  
Vice President  
Procurement Management Division

I acknowledge receipt of this Notice on April 12, 2022  
Printed Name of the Representative DORENE DY  
Designation of the Representative MANAGING DIRECTOR  
Signature of Authorized Representative 