



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

## NOTICE TO PROCEED

13 January 2023

**SUMMIT FURNISHINGS, INC.**  
2634 Rockefeller Street  
Barangay San Isidro, Makati City

**Attention: MS. MARITA V. UMIPIG**  
Key Account Manager

Dear Ms. Umipig:

Notice is hereby given to your company that the award of the project: **Modular Furniture of SSS Sorsogon Branch**, 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 Teddy N. Carreon, Branch Support Services Department, SSS Main Office, East Avenue, Diliman, Quezon City with telephone no. 87097198 loc. 6119 and email address [carreontn@sss.gov.ph](mailto:carreontn@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 Acting Head Teddy N. Carreon 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 in the form of either retention money in the amount equivalent to 5% of every progress payment or a special bank guarantee equivalent to 5% of the total contract price.

Please acknowledge receipt and acceptance of this notice by filling out the portion below of this document.

Thank you.

Very truly yours,

  
**EARTH BURGOS**  
Officer-In-Charge  
Procurement Management Division

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

Jan 14, 2023  
Marita V. Lugo  
Key account manager  
