



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*Website
<http://www.sss.gov.ph>

NOTICE TO PROCEED

01 March 2024

PETRON CORPORATION
 SMC Head Office Complex
 No. 40 San Miguel Avenue
 Mandaluyong City

Attention: **MS. MAGNOLIA CECILIA D. UY**
 Vice President for Retail Sales

Dear Ms. Uy:

Notice is hereby given to your company that the award of the project: **Fleet Card Program for Fuels for the Main Office Service Vehicles (4th Advertisement)**, having been approved, your company may now commence performing its obligation effective upon acknowledgement of this Notice to Proceed (NTP) or after the lapse of 7 calendar days if the acknowledged NTP will not be returned to the Contract Management Department from its release. You are responsible for the compliance of the terms and conditions under the Contract and its attached documents.

Accordingly, kindly coordinate with Concurrent Acting Head Junjie M. Labangco, Office Services Department, SSS Main Office, East Avenue, Diliman, Quezon City with telephone no. 8709-7198 loc. 6011 and email address labangcojm@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 Concurrent Acting Head Junjie M. Labangco, 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, if applicable.

Please be informed that your performance on the deliverables under the contract will be subject to evaluation annually.

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

Thank you.

Very truly yours,


DORENDA M. DASMARIÑAS
Vice President
Procurement Management Division

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

3-14-24
Alvin Christopher J. Secina Magnona Cecilia D. Uy


