



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

October 18, 2021

### DVK PHILIPPINES ENTERPRISES

11 Capt. M. Tanyag Street,  
Ligid-Tipas, Taguig City  
1638 Metro Manila

**Attention: Mr. Dennis Christopher S. Dee**  
Proprietor

Dear Mr. Dee:

Notice is hereby given to your company that the award of the project: Procurement of Various Office Equipment for CY 2021 (Lot 3 – Stapler), 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 Acting Head, Wendelino V. Comboy, Jr., of the Office Services Department, SSS Main Office, East Avenue, Diliman, Quezon City with telephone no. 87097198 loc. 5497 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 Acting Head 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**  
Vice President  
Procurement Management Division

I acknowledge receipt of this Notice on Oct, 20, 2021  
Printed Name of the Representative DICO VINAC  
Designation of the Representative LIAISON OFFICER  
Signature of Authorized Representative [Handwritten Signature]