



Republic of the Philippines
SOCIAL SECURITY SYSTEM

East Ave., Diliman, Quezon City
Tel. Nos. (632) 920-6401 • (632) 920-6445
E-mail: member_relations@sss.gov.ph • Web site: <http://www.sss.gov.ph>

NOTICE TO PROCEED

DEC 15 2021

MICRODATA SYSTEMS AND MANAGEMENT, INC.

199 Crystal Building, CM Recto
Corner A. Mabini St., Addition Hills
San Juan City

Attention: **ADELINE JO L. ANG-TE**
Authorized Representative

Dear Ms. Ang-Te:

Notice is hereby given to your company that the award of the project: **One (1) Year Renewal of Preventive Maintenance Service (PMS) Contracts for Existing Microfilm MS6000 MKII Equipment**, 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 Anna Michelle G. Tejedor of Records Archiving & Servicing Department (RASD), SSS Main Office, East Avenue, Diliman, Quezon City with telephone no. 8709-7198 local 5557 and email address tejedorag@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 Ms. Tejedor 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

I acknowledge receipt of this Notice on DEC 20, 2021
Printed Name of the Representative ADELHE JO L. ANG-TE
Designation of the Representative PRESIDENT
Signature of Authorized Representative _____

