



Republic of the Philippines
SOCIAL SECURITY SYSTEM

East Ave., Diliman, Quezon City
Tel. Nos. (632) 920-6401 • (632) 920-6446
E-mail: member_relations@sss.gov.ph • Web site: <http://www.sss.gov.ph>

NOTICE TO PROCEED

27 August 2021

**INSTITUTE FOR SOLIDARITY
IN ASIA (ISA), INC.**

14th Floor, Trident Tower
312 Sen. Gil J. Puyat Avenue
Makati City

Attention: **CHRISTIAN PETER EMMANUEL P. ZAENS**
Executive Director/COO

Dear Mr. Zaens:

Notice is hereby given to your company that the award of the project: **Facilitation Service for Philippine Governance System (PGS) Implementation and Conferment**, 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 Colette H. Cordial of Corporate Planning & Policy Department, SSS Main Office, East Avenue, Diliman, Quezon City with email address at cordialch@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. Cordial 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 AUGUST 27, 2021
Printed Name of the Representative LEONARDO JOSE M. BERBA
Designation of the Representative CHIEF EXECUTIVE OFFICER
Signature of Authorized Representative 