



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

13 September 2021

PHILIPPINE POSTAL CORP.
(PHILPOST)
Manila Central Post Office Bldg.
Magallanes Drive
Liwasang Bonifacio, Ermita
Manila

Attention: **JOEL L. ZAMUDIO**
Officer-In-Charge

Dear Mr. Zamudio:

Notice is hereby given to your company that the award of the project: **Procurement of Data Capture Services for One (1) Year**, 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, Jose Antonio L. Salazar of ID Card Production Department, SSS Main Office, East Avenue, Diliman, Quezon City with telephone no. 8709-7198 loc. 5711 or 5712 and email address salazarjl@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 Mr. Salazar 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 09/16/2021
Printed Name of the Representative FERNANDO ANERSON R. HILVANO
Designation of the Representative COS - Financial Analyst
Signature of Authorized Representative 