



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

09 February 2023

SERVICEIT+ INC.
Unit 516 VGP Center
6772 Ayala Avenue, Makati City

Attention: MR. LEOGHENES TAMPOC
Business Development Manager

Dear Mr. Tampoc:

Notice is hereby given to your company that the award of the project: **Acquisition and Installation into Operational State of ICT Helpdesk & Asset Management System (Replacing the Old Service Desk-Landesk)**, 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 within this period. 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 Felipe R. Cabañero, Technical Support Department and Acting Head Benjamin V. Billedo, IT Resource Management Department, SSS Main Office, East Avenue, Diliman, Quezon City with telephone nos. 87097198 loc. 5704 or 5692 and email addresses cabanerofr@sss.gov.ph and billedobv@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 Felipe R. Cabañero and Acting Head Benjamin V. Billedo 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.

Please 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 FEB. 15, 2023
Printed Name of the Representative LEOCHENES TAMPOC
Designation of the Representative BDM
Signature of Authorized Representative 