

REPUBLIC OF THE PHILIPPINES  
SOCIAL SECURITY SYSTEM  
East Avenue, Diliman, Quezon City  
Tel. Nos. (632)8709-7198  
E-mail: [bac@sss.gov.ph](mailto:bac@sss.gov.ph)\*Website <http://www.sss.gov.ph>

## NOTICE TO PROCEED

FEBRUARY 02, 2024

**INSTITUTE OF SOLIDARITY IN ASIA**  
14<sup>th</sup> Floor Trident Tower,  
312 Sen. Gil Puyat Avenue,  
Makati City

Attention: **MR. CHRISTIAN PETER EMMANUEL P. ZAENS**  
Executive Director

Dear Mr. Zaens:

Notice is hereby given to your company that the award of the project: **Procurement of Consultancy Firm for the conduct of Planning Workshop** having been approved, your company may now commence performing its obligation effective on the day of conduct and upon acknowledgement of this notice and Job Order. You are responsible for the compliance of the terms and conditions under the Contract and its attached documents.

Accordingly, kindly coordinate with Department Manager III, Collete H. Cordial, Corporate Policy and Planning Department, SSS Main Office, East Avenue, Diliman, Quezon City with email address [cordialch@sss.gov.ph](mailto: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 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.

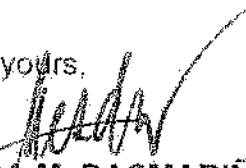
3. Posting of Warranty Security after the issuance of Certificate of Final Acceptance pursuant to Sec. 62 of the 2016 Implementing Rules and Regulations of RA No. 9184, and/or the Special Conditions of the Contract in the Bidding Documents or in the Request for Quotation in the form of either retention money in the amount equivalent to 5% of every progress payment or a special bank guarantee equivalent to 5% of the total contract price, if applicable.

Please be informed that your performance on the deliverables under the contract will be subject to evaluation.

Kindly acknowledge receipt and acceptance of this notice by filling out the portion below of this document.

Thank you.

Very truly yours,

  
**DORENDA M. DASMARINAS**  
Vice President  
Procurement Management Division

I acknowledge receipt of this Notice on February 2, 2024  
Printed Name of the Representative Evaristo Francisco Jr.  
Designation of the Representative CEO  
Signature of Authorized Representative 