



REPUBLIC OF THE PHILIPPINES  
SOCIAL SECURITY SYSTEM  
East Avenue, Diliman, Quezon City  
Tel. Nos. (632) 8709-7198\*(632)8920-6446  
E-mail: [bac@sss.gov.ph](mailto:bac@sss.gov.ph)\*Website <http://www.sss.gov.ph>

## NOTICE TO PROCEED

10 June 2022

**INTERNATIONAL ELEVATOR & EQUIPMENT, INC. (IEEI)**  
Km. 23 West Service Road  
South Superhighway, Cupang, 1771  
Muntinlupa City, Philippines

Dear Mr. Sagay:

Notice is hereby given to your company that the award of the project: **Supply of Labor and Materials for the Replacement of Compensating Sheave Bearing of Elevator Car #2 (Mitsubishi Elevators at SSS Main Building)**, under Direct Contracting, 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 Department Manager Gilbert N. Magalit, of Engineer and Facilities Management Department (EFMD), with telephone no. 8-709-7198 local 5532 and email address [magalitgn@sss.gov.ph](mailto:magalitgn@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 DM Gilbert Magalit 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 13 JUNE 2022  
Printed Name of the Representative GARY TABU  
Designation of the Representative ASSISTANT MANAGER  
Signature of Authorized Representative 