

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

August 11, 2022

**PRIME ESSENTIALS MANUFACTURING  
AND TRADING COMPANY**

144 Ipil St., Marikina Heights  
Marikina City

**Attention: Ms. Ruby Ann S. Mallari**  
Administrative Officer

Dear Ms. Mallari:

Notice is hereby given to your company that the award of the project: **Bulk Purchase of Medical Supplies – Disinfectant Concentrate (Lot 2)**, 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 Wendelino V. Comboy, Jr., of the Office Services Department, SSS Main Office, East Avenue, Diliman, Quezon City with telephone no. 87097198 loc. 5497 and email address [comboywv@sss.gov.ph](mailto:comboywv@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 Department Manager Comboy, 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.

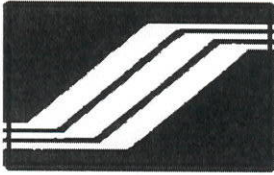
Thank you.

Very truly yours,

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

I acknowledge receipt of this Notice on  
Printed Name of the Representative  
Designation of the Representative  
Signature of Authorized Representative

Aug. 15, 2022  
Ruby Ann C. Mallari  
Administrative Officer  
[Signature]



REPUBLIC OF THE PHILIPPINES  
**SOCIAL SECURITY SYSTEM**  
East Avenue, Diliman, Quezon City  
Tel. Nos. (632) 8709-7198 local 6385/ 6386/5888/5889  
E-mail: [contractmanagement@sss.gov.ph](mailto:contractmanagement@sss.gov.ph)\* Website <http://www.sss.gov.ph>

## CONTRACT MANAGEMENT DEPARTMENT

11 August 2022

### PRIME ESSENTIALS MANUFACTURING AND TRADING COMPANY

144 Ipil St., Marikina Heights  
Marikina City

**Attention: Ms. Ruby Ann S. Mallari**  
Administrative Officer

Dear Ms. Mallari:

Please be informed that the Social Security System (SSS) implements the "NO GIFT POLICY" as prescribed by Republic Act No. 6713.

Hence, SSS does not solicit or accept gifts, favors, or anything of monetary value from any entity.

Should you receive any solicitation from anyone making representation from SSS, please notify the Head, Procurement Management Division at [dasmarinasdm@sss.gov.ph](mailto:dasmarinasdm@sss.gov.ph) or call at 8709-7198 extension 5544.

Thank you.

  
**EARTH BURGOS**  
Acting Head

I acknowledge receipt of this Notice on  
Printed Name of the Representative \_\_\_\_\_  
Designation of the Representative \_\_\_\_\_  
Signature of Authorized Representative \_\_\_\_\_

Aug - 15, 2022  
Ruby Ann S. Mallari  
Administrative Officer  
[Signature]