

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

07 December 2022

**DEARJOHN SERVICES, INC.**

Unit G, Dearjohn 2 Building  
 27 President Avenue  
 BF Homes, Paranaque City

**Attention: MS. BERNADETTE P. GARIN**  
 Chief Financial Officer

Dear Ms. Garin,

Notice is hereby given to your company that the award of the project: Three-Year Janitorial Services Contract for Main Office, Bagbag, POEA, NCR Operations Group, Visayas West 1 and 2 Divisions, and NCR Properties [Lot 3 – NCR West and South Divisions], 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 Office of Vice President Luzviminda J. Limcauco, NCR West Division, GF, Padilla Building, 232 Juan Luna Street, Binondo, Manila with telephone no. 83959897 and email address [limcaucoli@sss.gov.ph](mailto:limcaucoli@sss.gov.ph); and Office of Acting Head Grace B. Francisco, NCR South Division, 2F SSS Makati Building, 6782 Ayala Avenue, corner Rufino St., Makati City with telephone no. 85533432, email address [franciscocb@sss.gov.ph](mailto:franciscocb@sss.gov.ph), for the implementation of the project.

Further, be reminded of the following:

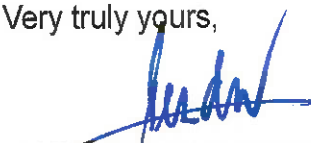
1. Delay in the performance of obligation – Liquidated damages equivalent to 1/10 (0.001) of 1% of the unperformed portion of the contract or up to a maximum of 10% of the contract price shall be charged for every day of delay.
2. Variation, amendment and suspension of contract (see Annexes “D” and “E” 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 Vice President Luzviminda J. Limcauco and Acting Head Grace B. Francisco, 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 DECEMBER 13, 2022  
Printed Name of the Representative BERNADETTE P. GARIN  
Designation of the Representative Chief Financial officer  
Signature of Authorized Representative B. Garin