



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

DECEMBER 28, 2023

### **INNOVALITE, INC.**

Innovalite Bldg., 1/F Jenny's Avenue  
Cor. Pearl St., Greenland Subdivision  
Rosario, Pasig City

Attention: **MR. ELMER E. BALDERAS**  
Authorized Representative

Dear Mr. Balderas:

Notice is hereby given to your company that the award of the project: **Emergency Lights for Various Offices** having been approved; your company may now commence performing its obligation effective within forty-five (45) calendar days from receipt of this notice and Purchase Order. You are responsible for the compliance of the terms and conditions under the Contract and its attached documents.

Accordingly, kindly coordinate with Mr. Gilbert N. Magalit of Engineering and Facilities Management Department, SSS Main Office, East Avenue, Diliman, Quezon City with 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 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 Mr. Magalit 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

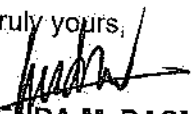
either retention money in the amount equivalent to 5% of every progress payment or a special bank guarantee equivalent to 5% of the total contract price, if applicable.

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. DASMARÍNAS**  
Vice President

Procurement Management Division *me*

I acknowledge receipt of this Notice on Dec. 29, 2013  
Printed Name of the Representative Cristina D. Castillo  
Designation of the Representative Bidding Supervisor  
Signature of Authorized Representative 