



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

## NOTICE TO PROCEED

14 December 2022

### **SOCOTEC CERTIFICATION PHILIPPINES, INC.**

2F JD Tower, Commerce Avenue  
Madrigal Business Park  
Ayala Alabang, Muntinlupa

**Attention: MR. GILMORE A. RIVERA**  
Operations Director

Dear Mr. Rivera:

Notice is hereby given to your company that the award of the project: Procurement of Consulting Services Hiring of ISO 9001:2015 Certification Body for Unemployment Benefit Process QMS, 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 Helen L. Navarro, of the Quality Management Department, SSS Main Office, East Avenue, Diliman, Quezon City with telephone no. 8709-7198 loc. 5372 and email address [navarrohl@sss.gov.ph](mailto:navarrohl@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 Helen L. Navarro 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 15 Dec 2022  
Printed Name of the Representative Gilmore Rivera  
Designation of the Representative Operations Director  
Signature of Authorized Representative 