Republic of the Philippines
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City
Tel. no. (632) 8709-7198 Loc. 3400 to 11

NOTICE OF AWARD

OCT 08 2024

BUSINESS MACHINES CORPORATION
Carson Bldg., 1888 Orense St. Guadalupe Nueveo,
Makati City

Attention: **MYLENE PALALAY**
Authorized Representative

Dear Ms. Palalay:

Please be informed that the project:**7 Items – Various Printer Toners and Drums** through Negotiated Procurement under Small Value Procurement, is awarded to you, at a contract price equivalent to **₱171,680.00**.

In view of the foregoing, you are required to submit performance security within ten (10) calendar days from the receipt of this notice, which shall be valid within the contract period, equivalent to % of contract price as follows:

- 5% in Cash, Cashier's/Manager's Check, Bank Guarantee/Draft, or
- 30% Surety bond callable upon demand issued by a Surety or Insurance company duly certified by the Insurance Commission. The Performance Bond must state that it will be valid from the date of receipt of the Notice to Proceed (NTP)/Purchase Order/Job Order up to the final acceptance by the SSS of the project which shall likewise be updated in case of approved extension of contract.

Kindly coordinate with the Procurement Planning and Management Department at the 2nd Floor, SSS Main Building, with e-mail address ppmd@sss.gov.ph and contact number 8709-7198 local 3402 or 3407, for the posting of performance.

Also, please see Annex "A" for the submission of various requirements relative to contract preparation.

The performance of the obligations under the awarded project will commence from the date of receipt of the NTP/Purchase Order/Job Order/contract. The winning supplier shall be subjected to performance evaluation every contract year, and after the completion of the contract.

Please acknowledge receipt of this NOA within three (3) calendar days to avoid cancellation of the award.

Thank you.

Very truly yours,

MARISSA C. MAPALO
Department Manager III
Member Education Department

I acknowledge receipt of this Notice on October 8, 2024

Printed Name of the Representative Mylene Palalay

Designation of the Representative Government Sales Supervisor

Signature of the Representative

ANNEX "A"
REQUIREMENTS FOR THE CONTRACT

You are required to submit the following:

1. For old suppliers, update if any, of bank account information to which payments will be credited using the Land Bank of the Philippines' (LBP) Bank Transfer facility. Also, submit, if applicable, a photocopy/scanned copy of any of the following to ascertain the correctness of bank account information:

    - ATM Card (with Account Number) or Bank Account Passbook
    - Bank Statement or Bank Certificate
    - Deposit Slip/Saving Account Number Card

    Should you prefer other banks, a bank transfer fee will be charged against the supplier's account.

2. For new suppliers, a photocopy/scanned copy of the latest BIR Certificate of Registration (Form 2303) for General Accounting Department's inclusion of new winning bidder's tax information to the Financial Accounting System. Existing suppliers shall submit the latest BIR Form 2303 in case of updates and changes in the form's business and tax information.