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Republic of the Philippines
SOCIAL SECURITY SYSTEM
East Ave., Diliman, Quezon City
Tel. Number (632) 8709-7198
E-mail: *usssaptayo@sss.gov.ph* • Website: *http://www.sss.gov.ph*

NOTICE TO PROCEED

16 October 2024

INNOVALITE INC.
Innovalite Building
1F Jenny's Avenue corner Pearl Street
Greenland Subdivision, Rosario, Pasig City

Attention: **MR. ELMER E. BALDERAS**
President and CEO

Dear Mr. Balderas:

Notice is hereby given to your company that the award of the project: **Electrical and Mechanical Works at the Relocation Site of Iloilo-Molo Branch [Lot 2: Supply, Delivery and Installation of Air-Conditioning System for the Relocation Site of Iloilo-Molo Branch],** having been approved, your company may commence performing its obligation effective upon receipt of acknowledgement of this Notice to Proced (NTP) or after the lapse of 7 calendar days if the acknowledged NTP will not be returned to the Contract Management Department from its release. You are responsible for the compliance of the terms and conditions under the Contract and its attached documents.

Accordingly, kindly coordinate with Department Manager III Teddy N. Carreon, Branch Support Services Department, SSS Main Office, East Avenue, Diliman, Quezon City with telephone no. 8709-7198 loc. 3380 and email address carreontn@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 III Teddy N. Carreon 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 assessment[1].

Kindly acknowledge receipt and acceptance of this notice by filling out the portion below of this document.

Thank you.

Very truly yours,

DORENDA M. DASMARIÑAS
Senior Vice President and
Concurrent Acting Head
Procurement Management Division

I acknowledge receipt of this Notice on 10-31-24
Printed Name of the Representative Elmer E. Balderas
Designation of the Representative President
Signature of Authorized Representative

[1] Supplier's Performance Assessment Criteria and Rating Scale – Annex A

ANNEX A

SUPPLIER'S PERFORMANCE ASSESSMENT CRITERIA AND RATING SCALE

A. ASSESSMENT CRITERIA

The suppliers shall be assessed using the following criteria:

1. Compliance with Project Requirements/Specifications

Numerical Rating	Description of Rating
5	Compliant
4	With issues/deficiencies/discrepancies but rectified/addressed within 5 calendar days
3	With issues/deficiencies/discrepancies but rectified/addressed within 6-10 calendar days
2	With issues/deficiencies/discrepancies but rectified/addressed within 11-15 calendar days
1	With issues/deficiencies/discrepancies but rectified/addressed beyond 15 calendar days

2. Timeliness of Delivery

Numerical Rating	Description of Rating
5	100% delivered/accomplished 10 calendar days before the due date
4	100% delivered/accomplished 5 calendar days before the due date
3	100% delivered/accomplished on the due date
2	100% delivered/accomplished but with delay up to 10 calendar days after the due date
1	100% delivered/accomplished but with delay beyond 10 calendar days after the due date or incomplete delivery

For delivery terms with specified/scheduled events (i.e. meals for meetings/programs, sound and light systems for programs, and print advertising space for publication):

Numerical Rating	Description of Rating
5	delivered/rendered just-in-time
1	delivered/rendered behind time

3. Resolution of Concerns/Issues

Numerical Rating	Description of Rating
5	Within 12 hours upon communication
4	Within 24 hours upon communication
3	Within 48 hours upon communication
2	Within 72 hours upon communication
1	Beyond 72 hours upon communication

B. RATING SCALE

To determine the overall numerical ratings, below are the weight allocations and adjectival ratings corresponding to each criteria.

1. Weight Allocation

Criteria	Weight Allocation
Compliance with project requirements/specifications	0.50
Timeliness of delivery	0.40
Resolution of concerns/issues	0.10
Total	**1.00**

2. Adjectival Rating

Weighted Score (Numerical rating)	Range for Numerical Rating	Adjectival Rating
5	5	Outstanding
4	4-4.99	Very Satisfactory
3	3-3.99	Satisfactory
2	2-2.99	Unsatisfactory
1	1-1.99	Poor