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*

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NOTICE TO PROCEED

JAN 8 2025

HARRISON PROFILES INTERNATIONAL, INC.
Upper Penthouse, Cacho-Gonzalez Building
101 Aguirre Street, Legaspi Village
Makati City

Attention: **MR. CHRISTIAN M. QUIRINO**
Managing Director

Dear Mr. Quirino:

Notice is hereby given to your company that the award of the project: **Service Provider for the Leadership Assessment Test,** having been approved, your company may now commence performing its obligation effective upon 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 Richard C. Aresta, Performance Management and Employee Relations Department, SSS Main Office, East Avenue, Diliman, Quezon City with telephone no. 8709-7198 loc. 3590 and email address arestarc@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 Richard C. Aresta 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,

LILIBETH E. CORTEZ
Acting Head
Procurement Management Division

I acknowledge receipt of this Notice on JAN 10, 2025
Printed Name of the Representative CHRISTIAN M. QUICHO
Designation of the Representative MANAGING DIRECTOR
Signature of Authorized Representative

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