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

**03 December 2024**

**TOYOTA FAIRVIEW, INC.**
Neopolitan Business Park
Belfast corner Mindanao Avenue Extension
Fairview, Quezon City

**Attention:** **MR. ALDRICH KANE C. LI**
President

Dear Mr. Li:

Notice is hereby given to your company that the award of the project: **Service Vehicles [Lot 3: Passenger Vans Visayas Divisions & Mindanao Divisions/Branches (12 Units)] (Re-Advertisement),** 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 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 12/11/2024
Printed Name of the Representative ALDRICH LI
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 |