Republic of the Philippin
SOCIAL SECURITY SYSTEM
East Avenue, Diliman Quezon City * Trunkline Number: (+632) 8709 7198
Email: usssaptayo@sss.gov.ph * Website: www.sss.gov.ph
BAGONG PILIPINAS

# NOTICE TO PROCEED

JUL 15 2025

MS. ANGELYN L. DELOS SANTOS
Authorized Representative
BITSOFTECHNOLOGY CO.
89-B Narra St, Brgy. Amihan,
Project 3, Quezon City

Dear Ms. Delos Santos,

Mabuting araw!

Notice is hereby given to your company that the award of the project: Bulk Purchase of Supplies & Materials for CY 2025, Lot 3 – Supplies-Others having been approved, your company may now commence performing its obligation effective within Thirty (30) Calendar Days upon receipt of this Notice & signed Purchase Order. You are responsible for the compliance of the terms and conditions under the Contract and its attached documents.

Accordingly, kindly coordinate with the Department Manager III, Teddy N. Carreon, Office Services Department, SSS Main Office, East Avenue, Diliman, Quezon City with 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 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 Mr. 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 evaluation.

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

Thank you.

Respectfully yours,

LILIBETH E. CORTEZ
Acting Head, Procurement Management Division

I acknowledge receipt of this Notice on 07/16/2025
Printed Name of the Representative ANGELYN C. DELOS SANTOS
Designation of the Representative BUSINESS DEVELOPMENT MANAGER
Signature of Authorized Representative