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

CMD FILE COPY

BAGONG PILIPINAS

NOTICE TO PROCEED

04 NOV 2025

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 titled **Building Management System** has been approved. Accordingly, your company may now commence performing your obligations upon acknowledgment of this Notice to Proceed (NTP), or after the lapse of seven (7) calendar days if the acknowledged NTP will not be returned to the **Contract Management Department (CMD)** from the date of its release. You are hereby reminded of your responsibility to comply with all terms and conditions stipulated in the Contract and its annexed documents.

Accordingly, kindly coordinate with **Department Manager III Gilbert N. Magalit, Engineering and Facilities Management Department,** SSS Main Office, East Avenue, Diliman, Quezon City, with telephone no. 8709-7198 loc. 3343 and email address magalitgn@sss.gov.ph for the implementation of the project.

Further, please be reminded of the following:

1. In case of breach of contract or delay in the performance of your contractual obligation/s, your company shall pay liquidated damages equivalent to one-tenth (1/10) of one percent (1%), or 0.001 of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the SSS may rescind the same, without prejudice to other courses of action and remedies open to it;

2. Under no circumstances shall your company start any variation, amendment or suspension of the implementation of the contract without prior approval from the SSS. Kindly coordinate with the SSS first by sending a request letter through the above-mentioned EFMD Department Manager;

3. Your company must post a warranty security after the issuance of Certificate of Final Acceptance pursuant to Implementing Rules and Regulations of the Procurement Law, as reflected in the Special Conditions of the Contract in the Bidding Documents, or as stated in the Request for Quotation [the obligation for the warranty shall be covered by either retention money in the amount equivalent to five percent (5%) of every progress payment, or a special bank guarantee equivalent to five percent (5%) of the total contract price], if

applicable. The warranty security shall be denominated in Philippine Pesos, remain effective for one (1) year from the date of issuance of the Certificate of Final Acceptance by the SSS, and returned only after the lapse of the said one (1) year period; and

4. Please be informed that your performance on the deliverables under the contract will be subject to assessment using the Supplier's Performance Assessment Criteria and Rating Scale (see **Annex A**).

Please acknowledge receipt and acceptance of this Notice by duly accomplishing and signing the portions below.

Thank you.

Very truly yours,

EARTH BURGOS
Vice President
Procurement Management Division

I acknowledge receipt of this Notice on Nov. 5, 2025
Printed Name Elmer E. Balderas
Signature _____

If by authorized representative:

I acknowledge receipt of this Notice on _____
Printed Name _____
Designation _____
Signature _____
Document designating authority _____

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