

13 August 2025

**Mr. MANUEL SUPAT, Jr.**

Corporate Sales Manager

**TSS Corporation**

No. 1 Harrison Road, Baguio City

**Dear Mr. Supat:**

We are pleased to inform you that JHMC is hereby awarding the contract TO **TSS CORPORATION** for the **PROCUREMENT OF VARIOUS ICT EQUIPMENT** for the total amount of **ONE MILLION SIX HUNDRED FORTY THOUSAND EIGHT HUNDRED SIXTY-FIVE PESOS (Php1,640,865.00)**, inclusive of all applicable taxes, to be completed within one (1) year upon the effectivity of the Notice to Proceed.

You are therefore required **within ten (10) calendar days** from receipt of this Notice to submit the following documents, which form part of the contract as per the IRR of RA12009:

1. **Performance Security (valid for 1 year)** in an amount equal to a percentage of the total contract price in accordance with The Implementing Rules and Regulations of Republic Act No. 12009, or The New Government Procurement Act, as provided for in Section 68.4 thereof:

*Section 68.4. The performance security shall be in the form chosen by the Procuring Entity and in the amount not less than the required percentage of the total contract price in accordance with the following schedule:*

<b>Form of Performance Security</b>	<b>Amount of Performance Security (Not less than the required percentage of the Total Contract Price)</b>
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or	

<b>Form of Performance Security</b>	<b>Amount of Performance Security (Not less than the required percentage of the Total Contract Price)</b>
Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

For further inquiries and/or concerns, please contact us through the General Services Division: 074-422-4360 or visit us at JHMC Office Complex, John Hay Special Economic Zone, Camp John Hay, Baguio City.

Kindly submit the above requirements within the given period to the **ASD-GSD Procurement Unit** located at the JHMC Office Complex, John Hay Special Economic Zone, Camp John Hay, Baguio City.

Please acknowledge receipt and acceptance of this Notice by signing the three (3) copies on the space provided below and returning the two (2) copies to JHMC.

Truly yours,

  
**MANJIT T. SINGH REANDI**  
President and Chief Executive Officer

I acknowledge receipt of this Notice on: 8/15/25  
Proprietor/ Authorized Representative of the Bidder: Manuel Supat Jr.  
Signature: 