



**REPUBLIC OF THE PHILIPPINES  
SOCIAL SECURITY SYSTEM**

Office Address: SSS BLDG.EASTAVE.DILIMAN PINYAHAN, QC NCR 2ND DISTRICT

Tel No: 920-6401 loc 5504 TO 07

**Branch:** Main Office

**Phone:** 920-6401

**E-mail:**

**Vendor:** YOUNG'S PAPER SALES INC.

**PO/JO/LO No.:** 3000022137

**Address:** 8 PHOENIX RD MEYCAUAYAN IND

**Date:** May 31, 2021

IBA MEYCAUAYAN BULACAN 3020

**Order Type:** PO

**APP:** 2021 APP 3U March

Gentlemen:

Please deliver to our property custodian at the Social Security System the following items:

NO.	PR No.	MAT NO.	DESCRIPTION	UoM	QTY	UNIT COST	AMOUNT
1		330	Folder - Legal size, 36mm thick (14pts)	PAC	475	249.00	118,275.00

**Total Amount** 118,275.00

For Office Services Department  
(SOC#2021-0037 dated 04/05/2021; 2021 APP 3rd Update for the Month of March)

Approved by DMIII Benjamin M. Dolindo Jr. on 05/14/2021, per recommendation of BAC II Res. No. 2021-II-023-2 dated 04/21/2021

Classification: SMI-Paper Products

Funds Available: P 118,275.00

Payment Terms: Government Terms (Payment is upon delivery of items/services and submission of billing documents)

Note: Subject to specific warranties appearing at the back thereof.

Delivery: Acceptance of deliveries shall be from Monday to Friday only excluding holiday at 8:00 am to 5:00 pm.

You are to make delivery within Fifteen (15) calendar days from receipt of this Purchase Order. Please submit your Original Delivery Receipt & Invoice, together with the original copy of this Purchase Order to OSD, SSS, Quezon City and Photocopy of Delivery Receipt & Sales Invoice to PPMD.

**Reviewed:**

VIOLETA V. JAVAR

Acting Head for PPMD

**Certified:**

BELINDA B. ELLA

Department Manager III-GAD

**Approved:**

DORENDA M. DASMARIÑAS

Vice President for PMD

**Conforme:**

LENCIO SANDOVAL

Name of Authorized Representative

Signature

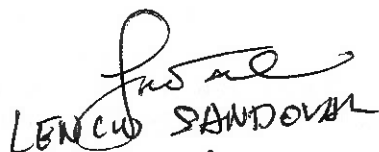
June 14, 2021

Date

**SUPPLIER WARRANTS THE FOLLOWING:**

- 1.) All goods to be delivered are in accordance with the unit / quantity / samples / specifications / printing layouts of the System.
- 2.) Materials to be furnished shall be fresh stock / brand new / standard factory products of reputable manufacturers.
- 3.) All charges or fees for the test and analysis service on delivery samples shall be paid by the System, provided, however, that if, after the test, the delivery is rejected, the fees for the test shall be for the account of the Supplier.
- 4.) Supplier guarantees their supplies / materials / equipment / printed form against all latent / inherent defects in materials and workmanship for a period of one year from the date of purchase. Replacement of supplies / materials / forms with latent defects and of equipment with defective parts shall be made without charge within twenty-four (24) hours from receipt of request.
- 5.) Supplier warrants the availability of spare parts and service facilities during the lifetime of the equipment and shall answer the call and provide the service within twenty-four (24) hours upon call of the System.
- 6.) Delivery of good ordered shall be made within the period indicated in the Purchase Order / Job Order / Letter Order. No other delivery date shall be allowed. For late delivery, a penalty of 1/10 of 1% of the total amount of the late delivered items shall be imposed for every day of delay.
- 7.) For canvass / Bid with an ABC of P100,000.00 (Office Order 2013-014-B) and above (except for Direct Contracting, Repeat Order, Lease of Venue and Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services), the winning bidder is required to post a Performance Bond within ten (10) calendar days from the receipt of notice but in no case later that the signing of the contract/PO/JO by both parties, which shall be valid within the contract period, equivalent to % of contract price as follows:
  - 5% Cash (Goods & Consulting Services) and 10% Cash (Infrastructure), Cashier's / Manager's Check, Bank Guarantee or Irrevocable Letter of Credit issued by a Universal or Commercial Bank, or
  - 30% Surety Bond callable upon demand issued by a surety or insurance company and duly certified by the Insurance Commission, of the contract price.
- 8.) For Direct Contracting and Repeat Order, the winning bidder is required to post a warranty security for a minimum period of three (3) months, in case of Expendable Supplies, or a minimum period of one (1) year, in case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an 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 with validity period starting from the date of acceptance/delivery.
- 9.) In case of rejected deliveries, Supplier agrees to withdraw the articles from SSS bodega or premises within five (5) days from receipt of "Notice of Rejected Goods". Failure to withdraw the articles on time shall entitle the System to impose a storage fee of 5% of the value of the rejected goods per month and / or if unclaimed for a period of one year, dispose the goods in the most advantageous manner to defray storage cost.
- 10.) In case of delinquency, Supplier agrees that payment under this Purchase Order / Job Order / Letter Order shall be applied to delinquent contribution / penalty / loan, subject to adjustments later on, if necessary.
- 11.) Any violation of the above warrants will give rise to legal action by the Social Security System.

CONFORME:

  
LENCU SANDOVAL  
6/14/2024