



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
East Avenue, Diliman, Quezon City  
Tel. no. (632) 8709-7198 Loc. 5505 & 5507

**NOTICE OF AWARD**

07 November 2023

**YOUNG'S PAPER SALES, INC.**  
8 Phoenix Road, Meycauayan Industrial  
Subd., Meycauayan, Bulacan

**Attention: MS. JANINE YOUNG**  
Authorized Representative

Dear Ms. Young:

Please be informed that the project: **5,000 Reams – Paper, Multi-Purpose, Legal Size, 70gsm.** through Negotiated Procurement under Shopping, is awarded to you, at a contract price equivalent to **₱774,500.00.**

In view of this, kindly coordinate with the Procurement and Planning Management Department at the 2nd Floor, SSS Main Building, with e-mail address [ppmd@sss.gov.ph](mailto:ppmd@sss.gov.ph) and contact number 8709-7198 local 5507, for the Job Order/Purchase Order/contract signing.

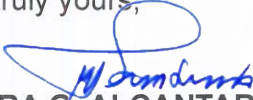
Kindly see Annex "A" for the submission of various requirements relative to contract preparation.

The performance of the obligations under the awarded project will commence from the date of receipt of the NTP/Purchase Order/Job Order/contract. The winning supplier shall be subjected to performance evaluation every contract year, and after the completion of the contract.

Please acknowledge receipt of this NOA within three (3) calendar days to avoid cancellation of the award.

Thank you.

Very truly yours,

  
**ELVIRA G. ALCANTARA-RESARE**  
Executive Vice President  
Corporate Service Sector

I acknowledge receipt of this Notice on  
Printed Name of the Representative  
Designation of the Representative  
Signature of the Representative

**NOVEMBER 8, 2023**

**JANINE YOUNG**

**VICE PRESIDENT**



**ANNEX "A"**  
**REQUIREMENTS FOR THE CONTRACT**

You are required to submit the following:

1. If applicable, performance security within ten (10) calendar days from the receipt of this notice, which shall be valid within the contract period, equivalent to % of Contract Price as follows:
  - 5% in Cash, Cashier's/Manager's Check, Bank Guarantee/Draft, or
  - 30% Surety bond callable upon demand issued by a Surety or Insurance company duly certified by the Insurance Commission. The Performance Bond must state that it will be valid from the date of receipt of the Notice to Proceed (NTP)/Purchase Order/Job Order up to the final acceptance by the SSS of the project which shall likewise be updated in case of approved extension of contract.
  
2. For old suppliers, update if any, of bank account information to which payments will be credited using the Land Bank of the Philippines' (LBP) Bank Transfer facility. Also, submit, if applicable, a photocopy/scanned copy of any of the following to ascertain the correctness of bank account information:
  - ATM Card (with Account Number) or Bank Account Passbook
  - Bank Statement or Bank Certificate
  - Deposit Slip/Saving Account Number Card

Should you prefer other banks, a bank transfer fee will be charged against the supplier's account.

3. For new suppliers, a photocopy/scanned copy of the latest BIR Certificate of Registration (Form 2303) for General Accounting Department's inclusion of new winning bidder's tax information to the Financial Accounting System. Existing suppliers shall submit the latest BIR Form 2303 in case of updates and changes in the form's business and tax information.