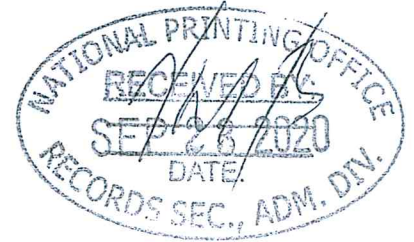


NOTICE TO PROCEED

03 July 2020

DIR. FRANCISCO V. VALES, JR
Authorized Representative
NATIONAL PRINTING OFFICE (NPO)
EDSA corner NIA North Road, Diliman
Quezon City
Landline: +63-2-8925-2190 / 8925-2197



Dear Dir. Vales:

Please be informed that you may now proceed for the contract entitled “Procurement of 15,000 pieces of Security Papers with Special Features” with Contract No. 20-06-0038 amounting to Three Hundred Forty-Five Thousand Pesos (PhP345,000.00), inclusive of all applicable taxes.

This Notice binds you to your Bid Price Proposal, Terms of Reference, and other terms and conditions stipulated in the Contract. The design, layout, test printing and production of SECURITY PAPERS with appropriate security features must be made **within 1 week** upon issuance of Notice to Proceed. The Partial delivery of the 50% of the total quantity shall commence upon receipt of the DSWD’s approval of the sample / test print or proof within **ten (10) working days** printing period or proof. The Final delivery of the 50% of the total quantity must be made within **twenty (20) working days** printing period.

Kindly affix your signature and the corresponding date in the space provided below.

Very truly yours,


CAMILO G. GUDMALIN
Undersecretary for Social Welfare and Development
(Head of the Procuring Entity/Authorized Representative)

CONFORME:


DIR. FRANCISCO V. VALES, JR
Authorized Representative
National Printing Office

Date accepted: 9-23-20

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENT:

This Memorandum of Agreement entered into by and between:

The **National Printing Office (NPO)**, with office address at EDSA corner NIA North Road, Diliman, Quezon City herein represented by **Mr. Francisco V. Vales, Jr., Director IV**, herein referred to as the “NPO”;

and

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**, with office address at IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City herein represented by **CAMILO G. GUDMALIN**, Undersecretary for Standards and Capacity Building Group herein referred to as the “DSWD”.

WITNESSETH:

WHEREAS, the DSWD is mandated by the government to regulate the operation of organizations engaged in social welfare and development activities to ensure that the welfare and the best interest of the vulnerable sectors of society are addressed and provided through setting of standards and policies in the operation of social welfare and development organizations as provided under Section 23 of Republic Act (R.A.) No. 4373;

WHEREAS, the DSWD through the Standards Bureau (SB) and the sixteen (16) Field Offices found the use of Security Paper as an efficient mechanism in protecting fraudulent use of falsified documents by unscrupulous individuals.

WHEREAS, the DSWD, needs the services of a Recognized Government Printer (RGP) for the *Procurement of 15,000 pieces Security Papers (SECPA)* with security features for Social Welfare and Development Agencies' (SWADAs) Registration, Licensing and Accreditation (RLA) certificate, Civil Society Organizations' (CSOs) Certificate of Accreditation and endorsement letters;

WHEREAS, the DSWD through its Bids and Awards Committee (BAC-) issued BAC Resolution No. 20-05-097 dated 20 May 2020 on the basis of documents presented including the Terms of Reference (**Annex A**), Quotation received from NPO (**Annex B**), The Minutes of Contract Negotiation Meeting (**Annex C**), and *Approved Layout (Annex D)*;

NOW, THEREFORE, for and in consideration of the foregoing, the **DSWD** and **NPO** agree as follows:

ARTICLE I – RESPONSIBILITIES OF NPO and DSWD:

A. Responsibilities of the **National Printing Office (NPO)**

Scope of Work:

The Service provider shall:

1. Provide technical assistance in the selection of security paper and security features appropriate to DSWD's requirements;
2. Design and layout;

3. Printing and Production; and
4. Delivery of SecPa to DSWD.

Service provider shall be able to deliver the following items/ scope according to agreed specification, layout, design volume and schedule.

Items/ Particulars	Technical Definitions/ Descriptions	Specifications
Security Paper	Special paper manufactured with printed pattern that will show evidence of document alteration by erasing or by chemical alteration.	Size: 8-1/4" x 11 3/4" (A4) Stocks: CBS195.5 gsm Binding: Loose (500/ream)
Security Features:		
1. Fiber Security o Invisible Fiber Security	Fibers and threads are invisible under normal viewing conditions but can be check for authenticity by viewing the document under ultra-violet (black) light. Visible colored (usually red and blue) fibers and threads are visible in the security paper.	Please see "Annex D"
2. Microtext	A security line is created with a small font that requires magnification to become legible. It is printing at a very fine line screen and resolution that provides text that is nearly visible and fills-in when photo copied or scanned.	Please see "Annex D"
3. Serial Number	Machine numbered	Commencing at Serial No. 175,001

Delivery Schedule:

Key Activities	Person/Office Responsible	Timeframe
1. Design, layout, test printing and production of Security papers with appropriate security features	Service Provider	Within 1 week from issuance of Notice to Proceed
2. Partial Delivery of the 50% of the total quantity	Service Provider	Shall commence upon receipt of the DSWD's approval of the sample / test print or proof. RGP will have ten (10) working days printing period or proof.
3. Final Delivery of the 50% of the total quantity	Service Provider	RGP will have 20 working days printing period.


 CHERYL F. BARREDO, RN, MPA
 Acting Chief/PCPD



B. RESPONSIBILITIES OF DSWD:

The DSWD shall:

1. Designate counterpart support team who will work closely with the Service Provider regarding technical and administrative requirements of the activity during the series of validation and presentation of the draft materials;
2. Finalize the activity based on the final output of the Service Provider; and
3. Pay the total service cost of THREE HUNDRED FORTY-FIVE THOUSAND Pesos (**PhP 345,000.00**) to the Service Provider based on the schedules agreed upon by Service Provider and DSWD.

ARTICLE II – PAYMENT

For and in consideration of the services rendered under this Agreement, **DSWD** shall pay **NPO** the total amount of THREE HUNDRED FORTY-FIVE THOUSAND Pesos (**PhP 345,000.00**) inclusive of all applicable taxes which will be paid within thirty (30) working days upon completion of all supporting documents.

ARTICLE II – GENERAL PROVISIONS

- A. Confidentiality.** The National Printing Office, during the term of this Agreement and within two (2) years after its expiration, shall not disclose any proprietary or confidential information relating to the Services, this Agreement or the DSWD's business or operations without prior written consent of the DSWD.
- B. Ownership of Material.** All documents and materials released by the DSWD to the National Printing Office for the purpose of undertaking the services contemplated under this Agreement shall be returned to the DSWD upon expiration of this Agreement.

Any output prepared by the National Printing Office and submitted to the DSWD under this Agreement are owned by the DSWD.

The designs and all information used under this Agreement shall remain the property of the DSWD and cannot be used or reproduced by the National Printing Office or any agency without written permission from the DSWD.

- C. Dispute Resolution and Venue of Action.** Both parties shall exert their best effort to amicably settle any dispute arising out of this Agreement. In case of disagreement, any issue arising out of this Agreement shall be referred for arbitration/adjudication to the appropriate Court within Quezon City.
- D. Amendments.** Any amendment to this Agreement shall be mutually agreed upon by both parties and shall be contained in a written instrument signed by the authorized representatives of the National Printing Office and the DSWD. Said instrument shall constitute an integral part of this Agreement.
- E. Termination Clause.** The National Printing Office or the DSWD may terminate this Agreement at any time by providing thirty (30) days written notice, without any further obligation or compensation, which may be based on mutual consent or violation or non-compliance with obligation of the parties.

Mrs
CHERYL F. ABLEDO, RN, MPA
Acting Chief PCCD



F. Separability Clause. If, for any reason or reasons, any part or provision of this Agreement shall be held invalid and declared null and void, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

G. Notices. Any and all notices required to be delivered by one party to another under or in connection with this Agreement shall be deemed sufficiently given if actually received or if sent by registered mail, return receipt requested, to the attention of the individual signing this Agreement or the party to which the notice is directed, at the addresses indicated below:

The Procuring Entity's address for Notices is:

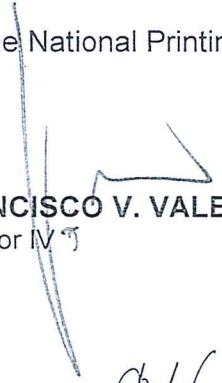
Atty. Germaine Trittle P. Leonin, Chief, PMS-Contract Management Division
Department of Social Welfare and Development
IBP Road, Constitution Hills, Quezon City, Tel. No.: (02) 931-8101-07 loc. 506

The Supplier's address for Notices is:

Mr. Francisco V. Vales, Jr.
Director IV, National Printing Office
EDSA corner NIA North Road, Diliman, Quezon City
Tel. No. (02) 925-2190 / 925-2197

IN WITNESS WHEREOF, both parties have hereunto set their hands on this ____ day of _____ 2020 at Quezon City, Philippines.

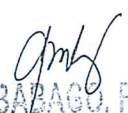
For the National Printing Office:



FRANCISCO V. VALES, JR
Director IV

For the DSWD:


CAMILO G. GUDMALIN
Undersecretary for SCBG

WITNESSES:


CHERYL F. BABAGO, RN, MPA
Acting Chief PPCD


CYNTHIA V. ILANO
Officer-in-Charge, DSWD-SB

Certified Funds Available:


JUBIE LEAH MAE S. COLES
Chief, Accounting Division

01- 20001 - OBL - 2020 - 07 - 000636

7/28/2020

\$ 345,000.

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) S.S.

BEFORE ME, a notary public for and in Quezon City personally appeared the following:

NAME	ID NUMBER	DATE/ PLACE ISSUED
FRANCISCO V. VALES, JR	CRD-006-2014-8978-5	
CAMILO G. GUDMALIN	DSWD ID NO. 77-1016	JUNE 18, 2018, Quezon City

known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed.

This instrument consists of five (5) pages including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL this SEP 14 2020 2020 at Quezon City, Philippines.

Cheryl F. Mabaco
CHERYL F. MABACO, RN, MPA
Acting Chief PPCD

Mari Mae M. Lee
ATTY. MARI MAE M. LEE
Notary Public in Quezon City
Roll No. of Attorney Nos 73510
IBP No. 12905789, 1/2/2020 QC
PTR No. 9298540, 1/2/2020, QC
Commission Expires on Dec. 31, 2020

Doc. No. : 407
Book No.: 41
Page No.: 3
Series of 2020.

[Handwritten mark]