



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

July 9, 2024

RENATO P. ACOSTA

Director IV

NATIONAL PRINTING OFFICE

EDSA corner NIA North Road, Diliman, Quezon City

NOTICE OF AWARD

Dear **Director Acosta**:

We are pleased to inform you that the MOA for the PRINTING AND DELIVERY OF LESSON EXEMPLARS AND WORKSHEETS FOR K147, QUARTER 1 FOR SY 2024-2025 of DepEd NCR in the total contract amount of **One Hundred Eight Million Eight Hundred Ninety-One Thousand Twenty-One Pesos and Twenty Centavos (Php108,891,021.20)**.

Kindly affix your signature on the space provided below to indicate your formal acceptance.

Very truly yours,

JOCELYN DR ANDAYA

Director IV

CONFORME:

Name & Signature:

Date:

RENATO P. ACOSTA

DIRECTOR IV

7-10-24



Address: 6 Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph

Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F-006	Rev	00
Effectivity	01.26.23	Page	1 of 2





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

July 10, 2024

RENATO P. ACOSTA

Director IV

NATIONAL PRINTING OFFICE

EDSA corner NIA North Road, Diliman, Quezon City

NOTICE TO PROCEED

Dear **Director Acosta**:

With the executed MOA on the PRINTING AND DELIVERY OF LESSON EXEMPLARS AND WORKSHEETS FOR K147, QUARTER 1 FOR SY 2024-2025 of DepEd NCR, you are advised to proceed upon receipt of this Notice, in accordance with the terms and conditions thereof.

Very truly yours,


JOCELYN DR ANDAYA

Director IV

CONFORME:

Name & Signature: _____

Date: _____


RENATO P. ACOSTA
DIRECTOR IV

7-10-24



Address: 6 Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph

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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Contract No. AMP CLMD-2024-007

MEMORANDUM OF AGREEMENT (MOA)
 PRINTING AND DELIVERY OF LESSON EXEMPLARS AND WORKSHEETS FOR
 K147, QUARTER 1 OF SCHOOL YEAR (SY) 2024-2025

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service is entered into by and between:

DEPARTMENT OF EDUCATION - NATIONAL CAPITAL REGION, with office address at Misamis St., Bago Bantay, Quezon City herein represented by **JOCELYN DR ANDAYA**, Director IV, and hereinafter referred to as the **PROCURING ENTITY**,

-and-

NATIONAL PRINTING OFFICE, a government agency duly established in accordance with the law with office address at EDSA corner NIA North Road, Diliman, Quezon City represented by **RENATO P. ACOSTA**, Director IV and hereinafter referred to as the **SERVICING AGENCY**,

collectively, the **"Parties"**.

WITNESSETH:

WHEREAS, the **PROCURING ENTITY** intends to procure Lesson Exemplars and Worksheets for K147, Quarter 1 of SY 2024-2025 with a total ABC of Php108,891,021.20;

WHEREAS, the source of funds shall be taken from SARO Nos. OSEC-NCR-24-4813, 4599, 4615, 4631 & 4795;

WHEREAS, the Curriculum and Learning Management Division (CLMD), the end-user unit, recommended to conduct the procurement of the above-mentioned Lesson Exemplars and Worksheets through an alternative mode of procurement known as Agency-to-Agency provided under (Section 53.5) of the 2016 Revised IRR of R.A. 9184, in order to streamline the procurement process due to time constraint for the distribution of the Lesson Exemplars and Worksheets for K147, Quarter 1 of SY 2024-2025 not later than July 26, 2024.

ENGIE BENEDICTO SAGUN
 ACTING CHIEF, PRCU

RENATO P. ACOSTA
 DIRECTOR IV



Address: 6 Misamis St., Bago Bantay, Quezon City 1105
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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Contract No. AMP CLMD-2024-007

WHEREAS, based on the recommendation of the end-user unit, DepEd-NCR Bids and Awards Committee (BAC) issued Request for Quotation to NPO, a Recognized Government Printers (RGP) that is capable in performing the printing services required for the project since it has a recently awarded contracts with the **PROCURING ENTITY** on SLMs and NLC Materials;

WHEREAS, after careful review and evaluation of the quotations submitted by National Printing Office (NPO) with recently awarded contract entered with them by the **PROCURING ENTITY**, the BAC found NPO capable RGP to perform the required printing and delivery services, with the advantageous term to the **PROCURING ENTITY**;

WHEREAS, the **SERVICING AGENCY** or **NPO** submitted an Offer to print and delivery the Lesson Exemplars and Worksheets in the total amount of One Hundred Eight Million Eight Hundred Ninety-One Thousand Twenty-One Pesos and Twenty Centavos (Php108,891,021.20) and a Certification which states the following:

1. that NPO, as an RGP, has the mandate to undertake the printing of the NLC teaching and learning resources;
2. that NPO owns or has access to the necessary tools and equipment to exercise and fulfill its mandate;
3. that NPO has the absorptive capacity to undertake the aforementioned printing and delivery requirement of the **PROCURING ENTITY**;
4. that NPO shall not engage the services of sub-contractors;

WHEREAS, based on the assessment and recommendation of the end-user unit, the BAC, through BAC Resolution No. 91, s. 2024 dated July 8, 2024, recommended to the Regional Director as the Head of the Procuring Entity (HOPE) that the Contract for the project "PRINTING AND DELIVERY OF LESSON EXEMPLARS AND WORKSHEETS FOR K147, QUARTER 1 OF SY 2024-2025" in the amount of Php108,891,021.20 be awarded to NPO through Agency-to-Agency Agreement pursuant to Section 53.5 of the 2016 Revised IRR of RA 9184.

WHEREAS, the aforesaid recommendation of the BAC was subsequently approved by the Regional Director of DepEd NCR as the HOPE;

NOW, THEREFORE, in consideration of the foregoing premises and of the mutual covenants and undertaking set forth, the parties have agreed, as follows:

ARTICLE 1. The following documents shall form and be read and construed as part of this Memorandum of Agreement (MOA)

ENGR. BENJAMIN SAGUN
ACTING CHIEF, PPCD

REYNALDO P. ACOSTA
DIRECTOR IV



Address: 6 Misamis St., Bago Bantay, Quezon City 1105
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Contract No. AMP CLMD-2024-007

- Annex A- Technical Specification
- B- Submitted Offer to Print
- C- Submitted Certification
- D- Notice of Award
- E- Distribution List

ARTICLE 2. DELIVERY PERIOD. The delivery period is **fifteen (15) days** upon receipt of the Notice to Proceed.

ARTICLE 3. WARRANTIES. The **SERVICING AGENCY** warrants the following:

- i. that NPO, as an RGP, has the mandate to undertake the printing of the NLC teaching and learning resources;
- ii. that NPO owns or has access to the necessary tools and equipment to exercise and fulfill its mandate;
- iii. that NPO has the absorptive capacity to undertake the aforementioned printing and delivery requirement of the **PROCURING ENTITY**;
- iv. that NPO shall not engage the services of sub-contractors;

ARTICLE 4. CONTRACT PRICE. The contract price is **One Hundred Eight Million Eight Hundred Ninety-One Thousand Twenty-One Pesos and Twenty Centavos (Php108,891,021.20)**. The **Procuring Entity** shall pay the full payment of the contract price after complete delivery of the NLC teaching and learning resources per distribution list (Annex E) and upon submission of billing statement and other necessary documents, subject to the usual accounting and auditing rules and regulations;

ARTICLE 5. LIQUIDATED DAMAGES. In case of delay in the performance of its obligation, the **SERVICING AGENCY** shall be liable to pay the Procuring Entity liquidated damages at the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual complete delivery or performance pursuant to GPPB resolution No. 02-2020. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the Procuring Entity shall rescind this Contract, without prejudice to other courses of action and remedies open to it.

ARTICLE 6. TAXES. Taxes shall be for the account of the **SERVICING AGENCY** and deemed to have been included in the bid proposal. No request for revision of prices and claims by the **SERVICING AGENCY** that such taxes or duties were not included in the bid price for any reason whatsoever shall be entertained.

ENGR. GEMBIT J. SAGUN
 ACTING CHIEF, P/CO

RENATO P. ACOSTA
 DIRECTOR IV



Address: 6 Misamis St., Bago Bantay, Quezon City 1105

Email address: ncr@depd.gov.ph

Website: depdnrcr.com.ph

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Contract No. AMP CLMD-2024-007

ARTICLE 7. ADDITIONAL PROVISIONS. The **SERVICING AGENCY** warrants that it has not given nor promised to give any money, gift or favor to any officials or employees of the **PROCURING ENTITY** to secure this MOA and any violation of this warranty shall be sufficient ground for the revocation or cancellation of this MOA.

7.1. Any litigation arising from this Contract shall be filed in the courts of Quezon City.

IN WITNESS WHEREOF, both parties have hereunto set their hand this 9th day of July 2024 at Quezon City, Philippines.

By:

DEPARTMENT OF EDUCATION – NCR
 (PROCURING ENTITY)

NATIONAL PRINTING OFFICE
 (SERVICING AGENCY)

JOCELYN DR ANDAYA
 Director IV

RENATO R. ACOSTA
 Director IV

Signed in the Presence of

CRISTITO A. ECO
 Assistant Regional Director

ENGR. NEIL L. MACARAEG
 Superintendent

ENGR. BENEZET J. SAGUN
 ACTING CHIEF, PPCO



Address: 6 Misamis St., Bago Bantay, Quezon City 1105

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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Contract No. AMP CLMD-2024-007

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
 Quezon City, Metro Manila) s.c.

QUEZON CITY

BEFORE ME, JOE MELO a Notary Public for and in _____ this
 _____, personally appeared the following:

JOCELYN DR ANDAYA and RENATO P. ACOSTA

known to me to be the same persons who executed the foregoing instrument consisting of five pages including this page, and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and the place first above written.

Doc. No. 782
 Page No. 76
 Book No. 11
 Series of 2m4

[Signature]
 Atty. DONATO C. MANGUIAT
 Notary Public
 Commission No. NP-080 (Expires Dec. 31, 2025)
 IRP No. 172423, Quezon City, QC
 PLE No. 172423, Quezon City, QC
 MPEB Compliance No. 172423-001
 Issued on May 31, 2022, Valid Until April 30, 2025



Address: 6 Misamis St., Bago Bantay, Quezon City 1105
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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Annex B

Minimum Technical Specifications for the Production of Kindergarten LEs and WSs

Quarter 1 (combined LE and WS)

For In-House Printing	
Number of pages	172 pages
Size	8.27" x 11.69" (A4)
Paper Orientation	Landscape
	One-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Stapled (triple) Saddle Stitch Padded Ring-bind

For Outsourced Printing	
Number of pages	172 pages, 86 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Landscape
	Two-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Perfect Binding

**Minimum Technical Specifications for the Production of Grade 1 Mathematics
LEs and WSs (9 weeks/quarter)**

Quarters 1-4

For In-House Printing	
Number of pages	Lesson Exemplar - 144 pages, 144 sheets Activity Sheets - 144 pages, 144 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar - Landscape Activity Sheet - Portrait
	One-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Stapled (triple) Saddle Stitch Padded Ring-bind

For Outsourced Printing	
Number of pages	Lesson Exemplar - 144 pages, 72 sheets Activity Sheets - 144 pages, 72 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar - Landscape Activity Sheet - Portrait
	Two-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover (board)
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Perfect Binding

Notes:

- Grade 1 Mathematics Lesson Exemplars and Worksheets are non-consumable.
- Separate printing should be done for Lesson Exemplars and Worksheets due to the design of the material.
- In accessing the Ready-to-Print (RTP) files, two sets of files shall be made available: RTP file for in-house printing, and RTP file for outsourced printing.

Minimum Technical Specifications for the Production of **Grade 4 Music and Arts**
LEs and WSs (9 weeks/quarter)

Quarter 1

For In-House Printing	
Number of pages	Lesson Exemplar - 144 pages, 144 sheets Activity Sheets - 144 pages, 144 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar - Landscape Activity Sheet - Portrait
	One-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Stapled (triple) Saddle Stitch Padded Ring-bind

For Outsourced Printing	
Number of pages	Lesson Exemplar - 144 pages, 72 sheets Activity Sheets - 144 pages, 72 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar - Landscape Activity Sheet - Portrait
	Two-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover (board)
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Perfect Binding

Notes:

1. Grade 4 Music and Arts Lesson Exemplars and Worksheets are non-consumable.
2. Separate printing should be done for Lesson Exemplars and Worksheets due to the design of the material.
3. In accessing the Ready-to-Print (RTP) files, two sets of files shall be made available: RTP file for in-house printing, and RTP file for outsourced printing.

**Minimum Technical Specifications for the Production of Grade 7 LEs and WSs
(9 weeks/quarter)**

For In-House Printing	
Number of pages	Lesson Exemplar - 144 pages, 144 sheets Activity Sheets - 144 pages, 144 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar - Landscape Activity Sheet - Portrait
	One-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Stapled (triple) Saddle Stitch Padded Ring-bind

For Outsourced Printing	
Number of pages	Lesson Exemplar - 144 pages, 72 sheets Activity Sheets - 144 pages, 72 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar - Landscape Activity Sheet - Portrait
	Two-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover (board)
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Perfect Binding

Notes:

- Grade 7 Lesson Exemplars and Worksheets are non-consumable.
- Separate printing should be done for Lesson Exemplars and Worksheets due to the design of the material.
- In accessing the Ready-to-Print (RTP) files, two sets of files shall be made available: RTP file for in-house printing, and RTP file for outsourced printing.

DepEd NACR
DISTRIBUTION LIST

Proposed Computation on the Provision of Worksheets for Kinder, Grades 1, 4 and 7 SY 2024-2025

QTY ORDERED		86360			202,948			213,482			104,042		
SDO	Kinder Enrollment	% Share	SDO SHARE	Grade 1	% Share	SDO SHARE	Grade 4	% Share	SDO SHARE	Grade 7	% Share	SDO SHARE	
Caloocan City	22,974	14%	11,862	25,682	14%	28,501	22,501	13%	28,280	20,154	13%	13,659	
City of San Juan	1,075	1%	555	1,062	1%	1,179	985	1%	1,238	821	1%	556	
Las Piñas City	7,793	5%	4,024	8,533	5%	9,470	7,775	5%	9,772	7,226	5%	4,897	
Makati City	2,537	2%	1,310	2,726	1%	3,025	2,722	2%	3,421	2,315	2%	1,569	
Malabon City	6,434	4%	3,322	7,090	4%	7,868	6,352	4%	7,983	4,951	3%	3,355	
Mandaluyong City	3,996	2%	2,063	4,225	2%	4,689	4,137	2%	5,199	3,917	3%	2,655	
Manila	21,569	13%	11,137	24,583	13%	27,282	22,342	13%	28,080	19,940	13%	13,514	
Marikina City	5,634	3%	2,909	6,078	3%	6,745	6,243	4%	7,846	6,124	4%	4,150	
Muntinlupa City	6,927	4%	3,577	7,395	4%	8,207	6,585	4%	8,276	6,249	4%	4,235	
Navotas	3,883	2%	2,005	4,371	2%	4,851	3,995	2%	5,021	3,189	2%	2,161	
Paranaque City	7,892	5%	4,075	8,179	4%	9,077	7,773	5%	9,769	7,470	5%	5,063	
Pasay City	4,896	3%	2,528	5,339	3%	5,925	4,881	3%	6,134	4,350	3%	2,948	
Pasig City	9,931	6%	5,128	10,813	6%	12,000	10,609	6%	13,334	11,203	7%	7,593	
Quezon City	34,585	21%	17,857	38,013	21%	42,186	35,488	21%	44,602	31,873	21%	21,601	
Taguig City and Pateros	16,573	10%	8,557	17,805	10%	19,760	16,827	10%	21,148	13,388	9%	9,073	
Valenzuela City	10,561	6%	5,453	10,979	6%	12,184	10,645	6%	13,379	10,346	7%	7,012	
Grand Total	167,260	100%	86,360	182,873	100%	202,948	169,860	100%	213,482	153,516	100%	104,042	

Note - Enrollment for Kinder, G1, G4, & G7 was based on LIS as of January 31, 2024 (SY 2023-2024)



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OFFICE
NATIONAL PRINTING OFFICE



EDSA corner NIA North Road, Diliman, Quezon City records@npo.gov.ph facebook.com/OfficialNPO

NPO-PPCD-QUOT-447-24

04 July 2024

MR. CRISTITO A. ECO
Assistant Regional Director
BAC Chairperson
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
6 Misamis St., Bago Bantay, Quezon City 1105

Dear Sir:

Greetings!

The National Printing Office (NPO) is pleased to submit the production cost estimate for your printing requirements under Letter Request for Quotation, dated July 03, 2024 for Printing and Delivery of Lesson Exemplars and Worksheets for Kinder, Grade 1, Grade 4, and Grade 7. Please see below:

Grade Level	Item Description	Total No. of Pages	Unit Cost	Total Budget
QUARTER 1 Kinder, Grade 1, 4 and 7	Paper Size: 8.25" x 10.75" Paper Type: Cover – Self-Cover (Kinder, G1,G4,G7) Inside Pages – Uncoated Book Paper 60 gsm Color: Cover – 1 Color (Black) Inside Pages – 1 Color (Black) Binding: Saddle Stitched Note: Delivery on or before July 26, 2024 (16 School Divisions)	167,524,648	P0.65/ page	P108,891,021.20
TOTAL				P108,891,021.20

One NPO, Our NPO, Yes we can PO!!!

Office of the Director (02) 8925-2187 / 8925-2189 Administrative Division (02) 8925-2182 Production Planning and Control Division (02) 8925-2186 / 09178055616
Sales and Marketing Division CP No. 09178050356 / (02) 8925-2197 / (02)8925-2190 Official Gazette Publication CP No. 09178284842



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NPO-PPCD-OTC-CERT-183-24


CERTIFICATION

This is to CERTIFY that the National Printing Office (NPO), a recognized government printer of the Republic of the Philippines, is mandated to provide printing services to government agencies and instrumentalities. These services include the printing, binding, and distribution of government Standard and Accountable Forms, Official Ballots, public documents such as the Official Gazette, General Appropriations Act, Philippine Reports, and development information materials of the Philippine Information Agency, Presidential Communications Office, and the Office of the President.

It is further CERTIFIED that NPO owns and has access to the necessary tools and equipment required and has the absorptive capacity to undertake the printing job and will not enter into any sub-contracting activities pertaining to the printing project below:

**Printing and Delivery of Lesson Exemplars and Worksheets for Kinder, Grade 1, Grade 4,
and Grade 7, Quarter 1 for S.Y. 2024-2025**

Issued this 4th day of July 2024, upon the request of the **Department of Education - National Capital Region, Bago Bantay, Quezon City** for whatever legal purpose it may serve.


RENATO P. ACOSTA
Director IV

One NPO, Our NPO, Yes we caN PO!!!

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RENATO P. ACOSTA
Director IV

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