



## MEMORANDUM OF AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This **AGREEMENT** entered into this \_\_\_\_\_ day of 19 NOV 2021, by and between:

**NATIONAL PRINTING OFFICE**, a government instrumentality created and existing by virtue of Executive Order No. 285, with principal office address at EDSA corner NIA North Road, Diliman, Quezon City, as represented by its Director IV **FRANCISCO V. VALES, JR.**, hereinafter referred to as the **NPO**;

-and-

**DEPARTMENT OF LABOR AND EMPLOYMENT**, a government agency created under Executive Order 292 (Administrative Code of 1987) with principal office address at DOLE Main Building, corner Muralla and General Luna Streets, Intramuros, Manila, represented herein by Undersecretary **RENATO L. EBARLE**, hereinafter referred to as the **DOLE**;

### WITNESSETH:

**WHEREAS**, the Labor Code of the Philippines provides that it is the policy of the State to regulate the employment of aliens, including the establishment of a registration and work permit system;

**WHEREAS**, Sec. 17, Chapter 4, Title VII, Book IV of Executive Order No. 292 (1987) Administrative Code of 1987, Department of Labor and Employment (DOLE) is mandated to establish and maintain a registration and work permit system to regulate aliens through the issuance of Alien Employment Permit (AEP);

**WHEREAS**, according to General Accounting Manual (GAM) Vol. III of Commission on Audit (COA) Circular No. 2015-007 dated October 22, 2015, AEP in the form of card is an accountable form;

**WHEREAS**, pursuant to Section 23 of the General Provisions of Republic Act No. 11260, the General Appropriations Act of FY 2021, all agencies shall engage the services of Recognized Government Printers (RGPs) such as the National Printing Office (NPO) for the printing of accountable forms, high quality or high volume requirements;

**WHEREAS**, the DOLE engages the NPO in the procurement and supply of AEP cards, and the latter agrees to print and deliver the same for the year 2021;

**WHEREAS**, the procurement of the AEP card is compliant with the Implementing Rules and Regulations of Republic Act (RA) 9184 or the Government Procurement Reform Act;

**NOW THEREFORE**, for and in consideration of the foregoing, the parties hereto agree to perform and abide by the following terms and conditions, to wit:

FRANCISCO V. VALES, JR.  
Director IV  
NATIONAL PRINTING OFFICE  
EDSA CORNER NIA NORTH ROAD, DILIMAN, QUEZON CITY

CHERYL F. BABAGO, RN, MPA  
Chief, PPCD

## I. COVERAGE:

This agreement covers the printing and delivery of AEP cards by NPO to DOLE Regional Offices through Administrative Service.

## II. CONSIDERATION:

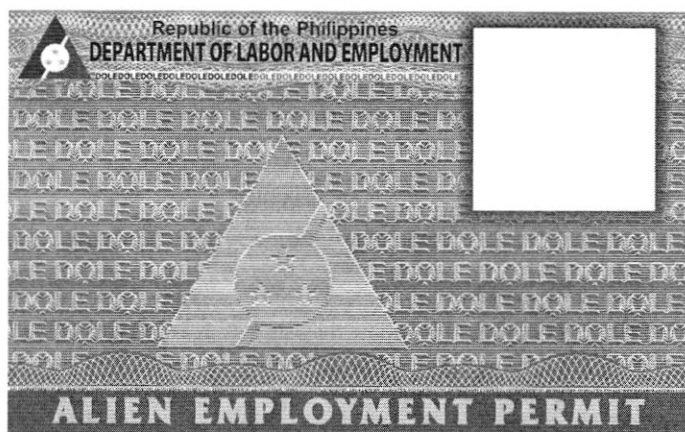
1. That for FY 2021, Sixty Thousand (60,000) pieces of AEP Plastic Cards shall be printed and delivered by the NPO to the DOLE- Administrative Service in coordination with the Bureau of Local Employment; and
2. That the DOLE agrees to pay the NPO all billed charges, sales invoice, billing statements or statements of account, the total amount of One Million Five Hundred Thousand Pesos (Php 1,500,000.00).

## III. DELIVERABLES AND SPECIFICATIONS

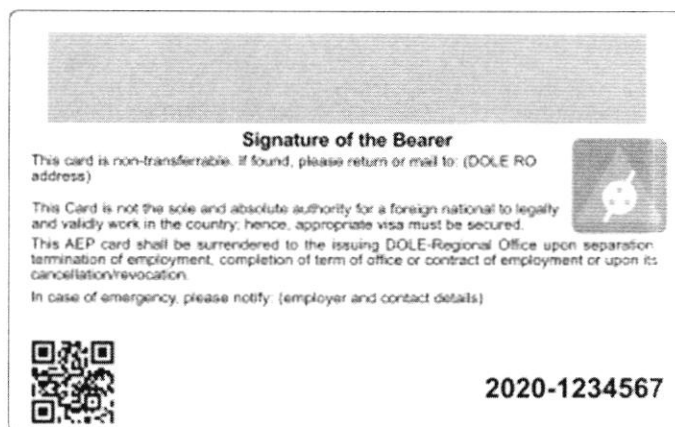
NPO agrees to print and deliver the abovementioned AEP Plastic Cards with the following specification, design and features:

<b>Size and Prints</b>	55mm X 85mm; four color front with 1 plain color backside
<b>Materials</b>	PVC
<b>Numbering</b>	With serial number on the lower right backside with accompanying QR barcode
<b>Security Feature</b>	Front: U.V. print bearing DOLE logo with intricate line design; Back: with hologram & QR barcode

### FRONT PANEL DESIGN



### BACK PANEL DESIGN



## IV. UNDERTAKINGS OF THE PARTIES

### A. NPO

1. To print and deliver Sixty Thousand (60,000) pieces of AEP Plastic Card amounting to P 1,500,000.00 for the year 2021 or 30 working days upon receipt of approved Job Order;

FRANCISCO V. VALES, JR.  
Director IV

CHERYL F. BABAGO, RN, MPA  
Chief, PPCD