



**PROJECT:** Procurement of Development, Printing, and Delivery of Textbooks and Teacher's Manuals and Provision of Electronic Textbooks and Teacher's Manual's for Grades 4, 7 and Senior High School (SHS) (Rebid of 42 Lots)  
**CONTRACT NO.:** 2024-BLR2(003)-BIII-CB011c-C250

**CONTRACT**

**THIS CONTRACT** is made and entered into this JUL 18 2024 day of \_\_\_\_\_ 2024 by and between the **DEPARTMENT OF EDUCATION**, located at DepEd Complex, Meralco Avenue, Pasig City, represented herein by its Undersecretary and Chief of Staff, **ATTY. MICHAEL WESLEY T. POA**, as per Department Order (DO) No. 001, s. 2023, dated 09 January 2023, and Office Order OO-OSEC-2023-267, dated 17 October 2023 (hereinafter referred to as "**DEPED**"); and **HAUS OF SERAH PRINTING AND TRADING CORPORATION**, represented herein by its Corporate Secretary, **ERMA S. PONCE DE LEON**, with office address at 23 River End St. Vista Verde Country Homes Brgy. Muntindilaw, Antipolo City (hereinafter referred to as "**HAUS OF SERAH**"), as per Omnibus Sworn Statement dated June 21, 2024 (hereto attached as Annex "A").

**DEPED and HAUS OF SERAH are collectively called PARTIES.**

**WHEREAS, DEPED** invited bids for the Procurement of Development, Printing, and Delivery of Textbooks and Teacher's Manuals and Provision of Electronic Textbooks and Teacher's Manual's for Grades 4, 7 and Senior High School (SHS) (Rebid of 42 Lots) consisting of forty-two (42) lots, and received bids from the prospective bidders for **Lot No. 132**; **DEPED** opened, read, and evaluated the bid and declared **HAUS OF SERAH** as having the 2<sup>nd</sup> Lowest Calculated Bid for Lot No. 132; after evaluation, **DEPED** post-qualified and declared the bid of **HAUS OF SERAH** as the Lowest Calculated Responsive Bid for Lot No. 132 in the sum of **PHILIPPINE PESOS THIRTY-TWO MILLION, SEVEN HUNDRED NINETY-SIX THOUSAND AND SEVENTY-EIGHT and 46/100 (PhP32,796,078.46) ONLY**, (hereinafter called the "Contract Price"), detailed as follows:

Lot No.	Description	Quantity (Copies)	Amount (In Php)
132	<b>REGION 4A &amp; 4B</b>		32,796,078.46
	SHS Statistics and Probability TXs	262,823	
	SHS Statistics and Probability TMs	1,869	

**NOW THIS CONTRACT WITNESSETH AS FOLLOWS:**

- In this Contract, words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.

*Christina Pasqua*  
 Witness

*Erma Ponce de Leon*  
 HAUS OF SERAH

*Dir. Ariz D. Cawilan*  
 DEPED's Witness

*Atty. Michael Wesley T. Poa*  
 DEPED



  
Christian Parcell  
Witness

  
Epura Gomez de Leon  
HAUS OF SERAH

  
DIR. ARIZ D. CAWILAN  
DEPED's Witness

  
ATTY. MICHAEL WESLEY T. POA  
DEPED

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Contract, *viz*:
  - a. Resolution to Award No. 2024-BLR2(003)-Bill-CB-011c dated July 15, 2024;
  - b. Philippine Bidding Documents;
    - i. General and Special Conditions of the Contract, with the Annexes;
    - ii. Schedule of Requirements;
    - iii. Technical Specifications; and
    - iv. Bid Bulletin No. 1 dated June 14, 2024.
  - c. **HAUS OF SERAH's** bid, including the eligibility requirements, technical and financial proposals, and all other documents or statements submitted;
  - d. Performance Security;
  - e. Notice of Award (NOA) of Contract and **HAUS OF SERAH's** conforme thereto; and
  - f. Other contract documents required by existing laws and/or DepEd in the Bidding Documents. **HAUS OF SERAH** agrees that additional contract documents of information prescribed by the Government Procurement Policy Board (GPPB) that are subsequently required for submission after the contract execution such as, but not limited to, Notice to Proceed, Variation Order, and Warranty Security, shall form part of the Contract.
3. **HAUS OF SERAH** shall post a Performance Security within 10 calendar days from receipt of the NOA in the form and amount prescribed therein. The Performance Security shall be posted in favor of **DEPED**, and shall be forfeited in the event that it is established that **HAUS OF SERAH** is in default of any of its obligations under this Contract. **HAUS OF SERAH** shall be responsible for the extension of its performance security and/or undertake to renew its Performance Security whenever necessary, and without the need for prior notice of instruction from **DEPED**, to ensure that it is in force and effect for the whole duration of the Contract and until a Certificate of Final Acceptance is duly issued.
4. The goods referred to in this Contract shall be delivered by **HAUS OF SERAH** within **One Hundred Forty (140) calendar days** from the receipt of the Notice to Proceed (NTP) to the designated District Offices and Secondary Schools as stipulated in the Allocation list. **HAUS OF SERAH** shall ensure that the goods will be delivered in accordance with the Schedule of Requirements, which is hereto attached as Annex "B" and made an integral part thereof. The delivery terms of this Contract shall be Duties Delivered Paid (DDP) in accordance with INCOTERMS.

Violation of this provision, based on documents and reports submitted and validated by the **DEPED** authorized receiving personnel is a cause for the termination of the Contract and shall be subject to liquidated damages pursuant to Item 16 of this Contract.
5. **DEPED** shall have the right to visit and inspect **HAUS OF SERAH's** premises covered by the Contract at any time or stage of the contract



implementation to monitor and assess **HAUS OF SERAH's** capacity to discharge its contractual obligations.

6. **DEPED** shall have the right to inspect and test or cause the testing of the goods covered by the Contract, at any time or stage of contract implementation. Prior to and for purposes of inspection, **HAUS OF SERAH** shall ensure convenient access to the goods for inspection. **HAUS OF SERAH** shall assign personnel to undertake the handling, unpacking, assembly, commissioning, disassembly, repacking, resealing, and sorting of the goods prior to, during, and after inspection.
7. The goods shall be inspected by the designated Inspectorate Team prior to delivery or Pre-delivery Inspection (PDI) in accordance with the provisions of the Special Conditions of the Contract, the Schedule of Requirements, or otherwise indicated in other parts of the Bidding Documents. The PDI shall be made upon notice to the DepEd of the readiness of the goods for inspection.

Inspection by sampling shall be conducted by the designated Inspectorate Team during the scheduled PDI.

**HAUS OF SERAH** shall coordinate with **DEPED**, through the Procurement Management Service- Contract Management Division (ProcMS-CMD), on the conduct of PDI. Any request for PDI shall be done in writing and contain the following information:

- a. Project Title and Contract Number;
- b. Specific goods for inspection;
- c. Quantity of goods for inspection;
- d. Venue/Address of inspection site; and
- e. Proposed schedule of inspection which must be at least 10 calendar days from the submission of the written request.

The request for inspection must be submitted to **DEPED** through ProcMS-CMD or by email at [procms.cmd@depd.gov.ph](mailto:procms.cmd@depd.gov.ph).

Pre-Implementation Conference shall be conducted prior to the inspection of goods by DepEd-Bureau of Learning Resources, as may be applicable.

8. The goods must conform to and comply with the standards mentioned in Section VI. Schedule of Requirements of the Bidding Documents, and must be in accordance with the final technical specifications as approved by the Bids and Awards Committee, or as amended by subsequently issued Bid Bulletin, if any, based on the samples submitted by **HAUS OF SERAH** and reflected in the post-qualification report, which is hereto attached as Annex "C" and made an integral part hereof.
9. Goods with defects or non-compliant with the required technical specifications upon delivery shall be rejected, orally or in writing, by **DEPED** and replaced by **HAUS OF SERAH** in accordance with the warranty provisions in the bidding documents. The replacement of the goods shall be subject to re-inspection.
10. In case **HAUS OF SERAH** encounters condition(s) impeding timely delivery of the goods, **HAUS OF SERAH** shall promptly notify **DEPED** in writing within five (5) calendar days from notice of such condition(s). Any request

  
Christian Pasena  
Witness

  
Ernest Ponce de Leon  
HAUS OF SERAH

  
DIR. ARJE D. CAWILAN  
DEPED's Witness

  
ATTY. MICHAEL WESLEY T. POA  
DEPED



for work suspension and/or contract period extension by **HAUS OF SERAH** shall be promptly done in writing as soon as circumstances for such request have become apparent. **HAUS OF SERAH** must provide sufficient proof to support any request for work suspension and/or contract period extension.

11. The Contract Price shall be paid to **HAUS OF SERAH** in accordance with the following disbursement procedures:

- a. **HAUS OF SERAH** may submit a request for payment based on the following:
- i. Supplier's invoice showing goods' description, actual quantity of goods delivered based on the schedule of delivery and other relevant terms and conditions of the contract, unit price, and total amount;
  - ii. Duly signed Delivery Receipt/s;
  - iii. Duly signed Inspection and Acceptance Report/s (IAR/s), including certification by **HAUS OF SERAH** duly signed and dated by the authorized representative of **DEPED** indicating that the goods have been delivered in accordance with the Contract; and
  - iv. Warranty Certificate.
  - v. Sales invoice;
  - vi. Bank Certificate with a valid account number for LDDAP; and
  - vii. Request for payment.

Other documents in support of a request for payment may be required by **DEPED** pursuant to existing disbursement, accounting, and auditing rules and procedures.

- b. Payment shall be made to **HAUS OF SERAH** within Sixty (60) days from submission of the documents specified in SCC Clause 2.2 and other documents as may be prescribed by **DEPED** in the following manner:
- i. The first progress payment shall be paid upon delivery and acceptance of at least twenty percent (20%) of the quantity of Goods subject to the total contracted quantity of goods;
  - ii. The second progress payment shall be paid upon delivery and acceptance of at least another thirty percent (30%) of the total contracted quantity of goods;
  - iii. The third progress payment shall be paid upon delivery and acceptance of at least another twenty-five percent (25%) of the total contracted quantity of goods; and
  - iv. The fourth final payment shall be paid upon full delivery and acceptance of all the remaining quantity of goods.

**HAUS OF SERAH** must submit the above-mentioned documents to End-user Unit (Bureau of Learning Resources- Learning Resources Production Division).

  
Christian Arcos  
Witness

  
Ena M. De Vera  
HAUS OF SERAH

  
DIR. ARIZ D. CAWILAN  
DEPED's Witness

  
ATTY. MICHAEL WESLEY T. POA  
DEPED



  
CHRISTIAN PASCUA  
Witness

  
ENAY J. MICA  
HAUS OF SERAH

  
DIR. ARIZ D. CAWILAN  
DEPED's Witness

  
ATTY. MICHAEL WESLEY T. POA  
DEPED

12. **DEPED** accepts no liability for the damage of goods during transit. Risk and title to the goods will not be deemed to have passed to **DEPED** until its receipt and final acceptance at the final destination, through its Authorized Receiving Personnel. In the event there is a need to reprint additional copies of TXs and TMs within the five-year period, **HAUS OF SERAH** shall make the same available to **DEPED** through Repeat Order, Direct Contracting, and/or other means as may be applicable in accordance with Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

Provision of the Electronic TXs and TMs shall commence on the issuance of ready-to-print TXs and TMs. Electronic TXs and TMs submitted should be the copy of the finalized TXs and TMs that are for printing and delivery subject for inspection before uploading to the authorized **DEPED** LMS/storage.

**HAUS OF SERAH** shall bear cost of transportation, insurance and other services required to convey the Goods to the delivery sites. The quantities are listed in the delivery schedule and the allocation list. (Attached Annex "B").

13. Payment shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to one percent (1%) of the payment or a Special Bank Guarantee in an amount equal to one percent (1%) of the Contract Price required under Section 62.1 of RA 9184 and its revised IRR.
- a. A three-month warranty for the delivered goods shall be applied. The said warranty period shall reckon from the date of the issuance of the Certificate of Final Acceptance by **DEPED** that the goods have been duly inspected and accepted.
  - b. **HAUS OF SERAH** shall replace all rejected goods within Fifteen (15) calendar days from receipt of the Notice of Rejection, in accordance with SCC Clause No. 1.

In case **HAUS OF SERAH** opts for retention money, the amount shall be released at the expiration of the warranty period or the remaining amount in case it has been utilized pursuant to the warranty provision unless, during the remainder of the warranty period, the retention money is substituted with a special bank guarantee.

The following shall be required for the release of the retention money:

- 1. Request for Payment for the release of the retention money;
- 2. Certificate of No Claims against the Warranty;
- 3. Billing statement;
- 4. Certificate of Final Acceptance;
- 5. Bank Certificate with a valid account number for LDDAP;  
and
- 6. Other documentary requirements as may be required under existing accounting and auditing rules and regulations and other issuances.

14. Ownership, title, rights, and interest with respect to the contents of the textbooks and teacher's manuals, including all resources, records, or



materials used or obtained in the course of this Contract shall vest exclusively with **DEPED. HAUS OF SERAH** hereby irrevocably waives any claim thereto. **HAUS OF SERAH** shall not, in any manner or for any purpose, use the contents of the textbooks and teacher's manuals beyond what is expressly allowed for the purpose of accomplishing the terms under this Contract unless express permission of **DEPED** in writing is obtained.

  
Christiana  
Witness

15. Each party in the performance of their respective duties and responsibilities under this Contract and in the implementation thereof shall adhere to Republic Act (RA) No. 10173, otherwise known as the, "Data Privacy Act of 2012" and its Implementing Rules and Regulations and applicable National Privacy Commission issuances. Any gathered data and information should be protected and respected during the term and even after the termination of this Contract. The processing of any gathered data and information should be in compliance with the confidentiality and privacy requirements under the said law and applicable regulations.

  
EMMA PERLE DE LEON  
HAUS OF SERAH

16. **HAUS OF SERAH** shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered and accepted by **DEPED**. **DEPED** shall deduct the liquidated damages from any money due or which may become due to **HAUS OF SERAH** or collect from any of the securities or warranties posted by **HAUS OF SERAH** whichever is convenient to **DEPED**. Once the accumulated amount of liquidated damages reaches 10% of the Contract Price, **DEPED** may rescind or terminate the Contract, without prejudice to other courses of action and remedies available under the circumstances.

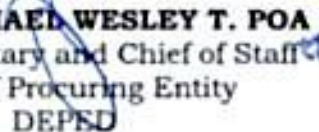
  
DIR. ARIF D. CAWILAN  
DEPED's Witness

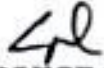
17. The **PARTIES** shall make every effort to resolve amicably and by mutual consultation any and all disputes or differences arising between the **PARTIES** in connection with the implementation of the Contract. Should such dispute not be resolved amicably, it shall be submitted to Early Neutral Evaluation pursuant to Republic Act No. 9285 or the "Alternative Dispute Resolution Act of 2004", and its Implementing Rules and Regulations.

  
ATTY. MICHAEL WESLEY T. POA  
DEPED


**IN WITNESS WHEREOF**, the **PARTIES** hereto have caused this Contract to be executed in accordance with governing laws on the day and year first above written.

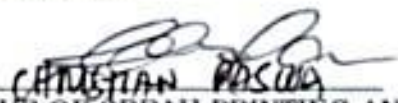
*SIGNED, SEALED AND DELIVERED BY:*

  
**ATTY. MICHAEL WESLEY T. POA**  
Undersecretary and Chief of Staff  
Head of Procuring Entity  
DEPED

  
**ERMA S. PONCE DE LEON**  
Corporate Secretary  
HAUS OF SERAH PRINTING AND  
TRADING CORPORATION

*SIGNED IN THE PRESENCE OF:*

  
**DIR. ARIZ D. CAWILAN**  
DEPED's Witness

  
**CHRISTIAN PASOLA**  
HAUS OF SERAH PRINTING AND  
TRADING CORPORATION's Witness

*CERTIFIED FUNDS AVAILABLE:* ₱32,796,878.46

  
**MA. RHONNA L. CATALAN**  
Chief Accountant



REPUBLIC OF THE PHILIPPINES)  
PASIG CITY, METRO MANILA) S.S

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public in and for PASIG CITY, Philippines,  
this        day of        2024 personally appeared:  
**JUL 18 2024**

**NAME**

**GOVERNMENT ISSUED ID**  
*(Number, Issued On, Issued By)*


**ATTY. MICHAEL WESLEY T. POA**  
Undersecretary and Chief of Staff  
Head of Procuring Entity  
DEPED

Known to me and to me known to be the same person who executed the foregoing instrument and acknowledged to me that the same is the free and voluntary act and deed of the entity which he/she respectively represents.

The foregoing instrument is a **CONTRACT** consisting of nine (9) pages (including this page), on which this acknowledgment is written and signed by the party hereto.

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

NOTARY PUBLIC

  
Christopher C. Sandico  
Commission No. 29 (2023-2024)  
Notary Public for Pasig, Pateros and San Juan  
Until December 31, 2024  
27 Duhat St. Valle Verde 1, Brgy. Ugong Pasig City  
Roll No. 50321  
PTR No. 8141299; 1-21-2022; Pasig City  
IBP No. 5326 (lifetime) Rizal

Doc. No. 236;  
Page No. 49;  
Book No. V;  
Series of 2024.



REPUBLIC OF THE PHILIPPINES)  
PASIG CITY, METRO MANILA) S.S

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public in and for PASIG CITY, Philippines,  
this JUL 18 day of 2024 personally appeared:

**NAME**  
**ERMA S. PONCE DE LEON**  
Corporate Secretary  
HAUS OF SERAH PRINTING AND  
TRADING CORPORATION

**GOVERNMENT ISSUED ID**  
*(Number, Issued On, Issued By)*  
PS416276C, 03 OCT 2023, DPA NCR  
NORTHWEST


Known to me and to me known to be the same person who executed the foregoing instrument and acknowledged to me that the same is the free and voluntary act and deed of the entity which he/she respectively represents.

The foregoing instrument is a CONTRACT consisting of nine (9) pages (including this page), on which this acknowledgment is written and signed by the party hereto.

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

**NOTARY PUBLIC**

Doc. No. 276 ;  
Page No. 49 ;  
Book No. ✓ ;  
Series of 2024.

  
Christopher C. Sandico  
Commission No. 29 (2023-2024)  
Notary Public for Pasig, Pateros and San Juan  
Until December 31, 2024  
27 Duhat St. Valle Verde 1, Brgy. Ugong Pasig City  
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