



WORK ORDER

Work Order No.: 14-2021
Date : June 16, 2021
PR No. : 2021-03-0096

ZASHEN FASHIONS
1961 España Blvd., Sampaloc, Manila
Telephone No. (02) 8741-6864

Gentlemen:

In accordance with existing regulations you are hereby authorized to undertake the work indicated below:


Item No.	Qty.	Unit	Description of Work	Unit Price	TOTAL
	120	pcs	V-Neck T-Shirt (Women's Month) -various sizes (to be provided) -full color print (sublimation) front and back -design provided by STII	220.00	26,400.00
	120	pcs	Customized Women's Month Face Mask -3 ply, neoprene with inside pocket -2 sides full color sublimation -design provided by STII	110.00	13,200.00
Charge to: Regular Fund					Php 39,600.00 THIRTY-NINE THOUSAND SIX HUNDRED PESOS ONLY

In case of failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one percent for every day of delay shall be imposed.

Funds Available 82-101-2021-06-0330
Fund ₱ 39,600
Function/Project 617


MA. AURORA F. L. DAYANGCO
Accountant III

Recommending Approval:


NORLY B. VILLAR
CRPD Chief

APPROVED:


RICHARD P. BURGOS
Director

Work Order Received :

By: _____

Date: _____

IMPORTANT CONDITION

1. Contractor should see that the work is satisfactorily completed in according with specifications and within the period of time stipulated.
2. Works performed hereon are subject to inspection and acceptance by the SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE and/or State Auditor their authorized representatives.
3. Upon contractor's failure to perform and or finish the work, when due, the SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE shall impose the following penalties: (1) to deduct for each day of delay, after the period stipulated. A liquidated damage in the amount of 1/10 of 1% per day if the total value of the contract, or if the contract has been partially performed within the stipulated time the total value of the unperformed portion thereof. The SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE may deduct the value of the penalty imposed from any money due, or which may become due, the contractor, or to recover from the contractor's bond filed under this contract, if there is any.
4. All correspondence relative to this Order shall be in duplicate and must give the order and requisition serial numbers.
5. Supplies, Sketches, Blueprints, Etc. All samples, sketches, blueprints, etc. forwarded with this order must be returned when bills are submitted.
6. Copies of invoices must be furnished to the SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE immediately after the acceptance.
7. If contractor cannot perform the Order, he must inform the STII in writing before the date due with the original Work Order attached.
8. In the case the original copy of the Work Order is lost; STII should be furnished with an affidavit of Loss duly notarized and with documentary stamp.
9. In claiming the payments for the job performed, please bring the following requirements:
 - () Original copy of the Job/Work Order signed by an authorized person or by the owner itself
 - () Letter of Authorization to withdraw the check from STII Cashier
 - () Official receipt of the job performed
 - () Taxpayer's Certificate, notarized with documentary stamp
 - () Xerox copy of VAT registration certificate

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Note: This is an important paper, and will cause great inconvenience if lost.