



Republic of the Philippines
 SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
 STII Building, DOST Complex, Bicutan, Taguig City
 Telephone No. 837-2191 to 95; Fax No. 837-7521

FR-FAD-PS No. 015
 (rev.00 09/04/2017)

WORK ORDER

Work Order No.: 24-2021
 Date : September 27, 2021
 PR No. : 2021-09-0277

TRIPPLESPH CORPORATION
 #1265 Elyon Academia Learning Institute, Mak-Ban Rd., San Felix,
 Sto. Tomas, Batangas
 Mobile No.: 09215086584

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
	1	Lot	<p>Repackaging of Precalculus Video Lessons for Deaf and Hearing-Impaired Learners of STARBOOKS</p> <p><i>The Service Provider Shall:</i></p> <p>I. Repackage the Precalculus video lessons with the following specifications:</p> <p>a. 60 Precalculus video lessons</p> <p>b. Average running time: 11 minutes</p> <p>c. Total running time of the 60 videos: 12hours</p> <p>II. Provide a full production service to integrate a professional Filipino Sign Language (FSL) interpreter in the 60 video lessons.</p> <p>III. Ensure to maintain the original visual contents including the audio of the materials and integrate the FSL interpreter in a strategic place that will not cover any visual presentation.</p> <p>IV. Ensure to maintain the original display resolution, format and quality of the original 60 Precalculus Video.</p> <p>V. Ensure that the interpretation meets the Standards for Filipino Sign Language Interpreting.</p> <p>VI. The final video lessons must be saved in mp4 format.</p> <p>VII. Provide DOST-STII with external hardisk containing the repackaged video lessons</p> <p><i>Other Requirements:</i></p> <p>-Observe the use on non-sexist/gender-sensitive language in all official documents, scripts, and communications under this project.</p> <p>-Use eco-friendly materials and must employ eco-friendly measures during production period.</p> <p><i>DOST-STII Shall:</i></p> <p>-Provide the 60 Precalculus video lessons for repackaging; and</p> <p>-Pay the service provider in full (one-time payment) after the completion and acceptance of all the required deliverables of the project.</p> <p><i>Delivery Term: On or before December 15, 2021</i></p>	480,000.00	480,000.00
					<p>Php480,000.00</p> <p>XXXXXXXXXXXXXXXXXX</p> <p>FOUR HUNDRED</p> <p>EIGHTY THOUSAND</p> <p>PESOS ONLY</p>

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 ₱ 02-101-2021-09-0569
 Fund 480,000
 Function/Project GAA-Starbooks

[Signature]
 MA. AURORA FE L. DAYANGCO
 Accountant III

Recommending Approval:
[Signature]
 ALAN C. TAULE
 IRAD Chief

APPROVED :
[Signature]
 RICHARD P. BURGOS
 Director

Work Order Received :

By: _____

Date: _____

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.

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.