



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.: 11-2021 ✓  
 Date : June 8, 2021  
 PR No. : 2021-03-0103

TRIPPLESPH CORPORATION  
 #1265 Elyon Academia Learning Institute, Mak-Ban Rd.,  
 San Felix, Sto. Tomas, Batangas  
 CP#: 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><b>Design and Production of STARBOOKS @10 Digital Magazine</b></p> <p><b>The Service Provider Shall:</b></p> <ul style="list-style-type: none"> <li>-Provide full production of STARBOOKS @10 Digital Magazine from concept content writing, layout and design, proofreading and editing, conversion to interactive file, and placement to the STARBOOKS online portal.</li> <li>-Develop the outline and storyboard, together with the DOST-STII</li> <li>-Design and create artworks from cover to cover, and</li> <li>-Create/convert the pages into a digital flipbook.</li> </ul> <p><b>Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. Provide a printable PDF file: maximum of 75 pages and 8.5 x 11 inches in size.</li> <li>2. Downloadable digital flipbook style magazine integrated in STARBOOKS online portal:               <ul style="list-style-type: none"> <li>-With interactive table of contents</li> <li>-With links, pictures, QR codes, and embedded videos</li> <li>-With sleek design and flipping page effect</li> <li>-With responsive viewer for any device screen size and browser version (desktop or mobile)</li> </ul> </li> </ol> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>-Provide point person for proper coordination and supervision of the project.</li> </ul>	375,000.00	375,000.00

\*\*\*page 1 of 2\*\*\*

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-ROA-06-006  
 Fund ₱ 375,000  
 Function/Project Starbooks

MA. AURORA F. DAYANGCO  
 Accountant III

Recommending Approval:

*Alan C. Taule*  
 ALAN C. TAULE  
 IRAD Chief

APPROVED:

*Richard P. Burgos*  
 RICHARD P. BURGOS  
 Director

Work Order Received :

By: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.





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			-The final and approved digital magazine (PDF and flipbook) including all the files and assets used shall be turned over to DOST-STII through a virtual drive. -Observe the use on non-sexist/gender-sensitive language in all official documents and communications under this project. -Use eco-friendly materials and must employ eco-friendly measures during production period.  <b>STII Shall:</b> -Provide point person for proper coordination and supervision of the project. -Provide high-resolution pictures, images, and logos in PDF or JPEG.  Delivery Term: 60 Calendar Days from receipt of NOA. Payment Term: 15 Working Days after receipt of IAR and S.I.  Charge to: Regular Fund		Php375,000.00 ~~~~~ THREE HUNDRED SEVENTY-FIVE THOUSAND PESOS ONLY

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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 12-101-2021-06-0306  
 Fund 375,000  
 Function/Project starbooks

**MA. AURORA E. L. DAYANGCO**  
 Accountant III

Recommending Approval:  
  
**ALAN C. TAULE**  
 IRAD Chief

APPROVED:  
  
**RICHARD P. BURGOS**  
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