



Republic of the Philippines
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
 STII Building, DOST Complex, Bicutan, Taguig City
 Telephone No. 837-2071 local 214

WORK ORDER

Work Order No. 03-2023
 Date : 17 February 2023
 PR No. : 2023-01-0040

LJB PRINTING SERVICES
39-B Mapagmahal Street
Brgy. Pinyahan, Diliman, Quezon City
Tel. No. 426-0495

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	300	Copy	<p>Printing of 2022 DOST-STII Annual Report</p> <p><i>Specifications:</i></p> <ul style="list-style-type: none"> No of pages: 92 (+/-) including cover Size: 8.5" x 11" (17" x 11") spread) Stocks: Cover – C2S 200 lbs. Inside - C2S 100lbs With spot UV on all text, logo, and dominant design elements on cover and back cover including with QR code on cover Cover : Full color Inside : Full Color Process: CTP, offset printing Binding: Perfect binding Others: initial proof must be submitted two (2) days after pick-up of camera-ready file. <p>Delivery terms: work completed within 15 working days upon final proof.</p> <p>Charged to Regular Fund.</p>	370.00	<p>Php111,000.00 vvvvvvvvvvvv ONE HUNDRED ELEVEN THOUSAND PESOS ONLY</p> <p>01 MAR 2023</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 02-10101 - 2023 - 02-0092
 Fund ₱ 111,000-00
 Function/Project General Fund

MA. AURORA F. L. DAYANGCO
 Accountant III

Recommending Approval:
RODOLFO P. DE GUZMAN
 OIC, CRPD

APPROVED :
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.