



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 10/7/2015)

WORK ORDER

Work Order No. 47-2016
 Date : September 15, 2016
 PR No. : 16-08-0379

VJ GRAPHIC ARTS, INC.
1400 Quezon Avenue
Quezon City
Tel. No. 372-0886

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.	4000	Pcs.	Printing of IRAD Brochure <ul style="list-style-type: none"> • Paper size : 8.5" x 13" • Full color • 2 side print • C2S 100# • Loose • Computer-to-plate, offset printing • UV lamination, 2 sides • Others: digital file supplied by STII with 1 set of full color proofs, with 2 folds, 3 panels Delivery terms: 5-7 working days after approval of proofs Charge to Regular Fund.	Php 5.75	Php 23,000.00 vvvvvvvvvvvvvv TWENTY-THREE THOUSAND 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.

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Funds Available ₱ 23,000
 Fund 02-101-2016-09-0377
 Function/Project A-4.9.03

Recommending Approval:

MARICOU C. LEELIAN
 Accountant III

ALAN C. PAULE 9/16/16
 IRAD Chief

APPROVED :
RICHARD P. BURGOS
 Director

Work Order Received :
 By: _____ Date: _____

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.