



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. 15-2017
 Date : 14 March 2017
 PR No. : 17-02-0076

BEST SHOT PRINTING

109 Kamias Road, Quezon City
Tel. No. 435-0772 / 924-2548

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	Pcs.	<p>PRINTING OF STII 2016 PERFORMANCE REPORT</p> <p>No. of pages : 66 (+/-4) (including cover) Size : 8.5" x 11" (letter size) Stocks: Cover – C2S 220, Matte with spot UV, lamination and emboss Inside – C2S 100 Color : Cover : Full color Inside pages: Full color Process : Offset printing Binding method : perfect bind Others : Computer – to- Print (CTP) output with camera ready/laser print proof</p> <p>Note: laser print proof must be submitted 2 days after pick-up of CD file/material for printing</p> <p>Delivery terms: Work completed within seven (7) calendar days upon approval of laser print proof</p> <p>CHARGE TO REGULAR FUND.</p>	Php 325.00	<p>Php 97,500.00 vvvvvvvvvvvv NINETY-SEVEN THOUSAND FIVE HUNDRED 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 97,500
 Fund 02-101-2017-03-0242
 Function/Project _____

Recommending Approval:

ARISTOTLE P. CARANDANG, Ph.D.
 CRPD Chief

CECILLE ROSE B. RAMOS
 Accountant III

APPROVED :

RICHARD P. BURGOS
 Director

Work Order Received :

By: _____

Date: _____

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.