



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. 16-2016
 Date : 8 June 2016
 PR No. : 16-04-0128

BOOK OF ACTS TRADING
120 San Juan Evangelista St.,
Payatas A, Quezon City
Tel. No. 796-4494

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.	3,000	Pcs.	Supply and delivery of STARBOOKS promotional materials: Customized rubberized keychain • 3cm x 7cm	Php 15.00	Php 45,000.00
2.	200	Pcs.	Powerbank (5600 to 6000MaH) with STARBOOKS logo print	420.00	84,000.00
3.	150	Pcs.	T-shirt, collared, customized • with embroidered print (front & back)	390.00	58,500.00
					=====
					Php 187,500.00
					vvvvvvvvvvvvvvvv
					ONE HUNDRED
					EIGHTY-SEVEN
					THOUSAND
					FIVE HUNDRED
					PESOS ONLY.
					=====
Charge to STARBOOKS Fund.					

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 ₱ 187,500
 Fund 02-101-2016-06-0190
 Function/Project STARBOOKS

Recommending Approval: _____

ARLENE E. CENTENO
 FAD Chief

MARILOU C. LEELIAN
 Accountant III

APPROVED :
RICHARD P. BURGOS
 Director

Work Order Received :
 By: _____

Date: _____

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.

15 JUN 2016