



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. 26-2016
 Date : July 15, 2016
 PR No. : 16-06-0256

INNOVE 8 MARKETING
Unit 314, GMG Bldg.,
Quirino Avenue Ext.
Paco, Manila
Tel # 714-6051

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. | 2000 | Pcs. | Promotional pen with print Print : 1) Science and Technology Information Institute 2) Information Resources and Analysis Division Product # BP6682 Colors (as per sample) • 800 pcs. Blue • 500 pcs. Black • 400 pcs. Orange • 300 pcs. Green Delivery terms: 7 WD after approval of sample. Charge to IRAD Fund. | Php 15.00 | Php 30,000.00 vvvvvvvvvvvvvv THIRTY 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 ₱ 30,000
 Fund 02-17-2016-09-0597
 Function/Project A.II.a.01

Recommending Approval:

ALAN C. TAULE
 IRAD Chief

MARILOU C. LEELIAN
 Accountant III

APPROVED :

RICHARD P. BURGOS
 Director

Work Order Received :
 By: _____

Date: _____

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.