



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. 19-2017  
 Date : 04 May 2017  
 PR No. : 17-02-0069

**EXCELPRESS INCORPORATED**  
 5 T. Bugallon Street  
 Marikina Hts., Marikina City  
 Telefax No. 997-5397 / 475-0189

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.	5000	Pcs.	Printing of DOSTv Brochure  Specifications: • A4 (trifold) • Full color • Stock – C2S #100 • UV lamination • CTP Process  Charge to DOSTv Fund.	Php 2.10	Php 10,500.00 vvvvvvvvvvvvvv TEN THOUSAND FIVE HUNDRED 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 ₱ 10,500  
 Fund 02-601-2017-05-0114  
 Function/Project DOSTV-TRC

Recommending Approval:

ARLENE E. CENTENO  
 FAD 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.