



Republic of the Philippines  
 SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE  
 STII Building, DOST Complex, Bicutan, Taguig City  
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FR-FAD-PS No. 015  
 (rev.00 10/7/2015)

**WORK ORDER**

Work Order No. 54-2017 ✓  
 Date : 07 August 2017 ✓  
 PR No. : 17-07-0032

**GORILLA TRADING**  
 No. 52 Sgt. Esquerro Avenue  
 Brgy. South Triangle, Quezon City  
 Tel. No. 294-5886

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 | Copies | <p><b><u>PRINTING OF S&amp;T POST – 2<sup>nd</sup> QUARTER</u></b></p> <p><b><u>Specifications:</u></b></p> <p>Size : 8.5" x 11"<br/>                     Color : Full color<br/>                     Paper Stock:<br/>                     Cover : Matte 120<br/>                     Inside : C2S 80<br/> <b><u>Additional pull-out page (8.5" x 11") : C2S 160</u></b><br/>                     No. of pages : 72 pages excluding cover<br/>                     PLUS 4 pull-out pages with perforation<br/>                     Process : Offset printing<br/>                     Binding : Perfect binding<br/>                     Other : Computer –to-Plate (CTP) output, with color separation and colored laser print proof/camera ready, file in CD (Adobe in Design and pdf format)<br/>                     : Proof copy to be provided to user the next day after submission of camera ready file</p> <p>Work completed within seven (7) calendar days after approval of final proof</p> <p>Charge to NSTW Fund.</p> | Php 52.00  | Php 260,000.00<br>vvvvvvvvvvvv<br>TWO HUNDRED<br>SIXTY<br>THOUSAND<br>PESOS |

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 ₱ 200,000  
 Fund 02-001-717-08-076  
 Function/Project \_\_\_\_\_

Recommending Approval:  
  
**ARISTOTLE P. CARANDANG, PhD.**  
 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.