



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 09/04/2017)

**WORK ORDER**

Work Order No.: 09-2021

Date : May 31, 2021

PR No. : 2021-03-0102

**AVECILLA TRADING**  
 Blk.25 Lt.19, St. Jude, Bacoor, Cavite  
 Telephone No. (02) 788-5617

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  |
|----------|------|-------|--|------------|--|
|          | 300  | packs | <b>Customized COVID-19 Safety Kits</b><br>Font/Graphics: Embroidered STARBOOKS text logo in pouch kit (large size)<br>Contents of Pouch:<br>1. Customized Fabric Mask (Heat-Press Printed)<br>Inner layer fabric cotton<br>Middle layer polypropylene<br>Outer layer polyester<br>2. Alcohol Spray Bottle<br>100ml with holder hook keychain<br>Reusable and portable<br>3. Four (4) Boxes Anti-Bacterial Soap<br>4. Non-touch Door Opener/Closer Portable Stick | 428.00     | 128,400.00   |
|          | 300  | pcs   | <b>STARBOOKS Collar Shirt</b><br>Fabric 100% cotton<br>Color Gray<br>Sizes: 2XS to 3XL<br>Collar: Garterized<br>Hem: garterized<br>Font/Graphics: Embroidered, Full-color front and back<br><br>Delivery Term: 15 Working Days after approval of actual samples<br>Payment Term: 15 Working Days after receipt of IAR and SI<br><br>Charge to: Regular Fund  | 388.00     | 116,400.00   |
|          |      |       |  |            | PHP 244,800.00<br>TWO HUNDRED FORTY-FOUR THOUSAND EIGHT 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.

Funds Available 09-2021-03-0102  
 Fund P. 244,800  
 Function/Project Starbooks

**MA. AURORA FE. DAYANGCO**  
 Accountant III

Recommending Approval:

**ALAN C. TAULE**  
 IRAD Chief

APPROVED :

**RICHARD P. BURGOS**  
 Director

Work Order Received :  
 By: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.