



**REQUEST FOR SERVICES  
(NON-PERSONAL SERVICES)**

Supplier: <b>Lyric Piano &amp; Organ Corporation</b>	R.S No. <b>012-11</b>
Address: <b>184 Dr. Alejos St. La Loma, Quezon City</b>	Date: <b>April 15, 2019</b>
	Mode of Procurement: <b>AMP-SVE</b>
	Department: <b>Administrative Dept. - FPD</b>

**Gentlemen:**  
Please furnish this office the following articles subject to the terms and conditions contained herein:

**Contract Period:** The service will end a year from the date of receipt of Notice to Proceed.  
**Payment terms:** Within two (2) weeks after each rendered or after final acceptance of the FPD's authorized representative.

Unit	Description	Unit Cost	Total Cost
1 LOT	Supply of services for the moving and tuning of the 2 units Upright Pianos and 1 Unit Baby Grand Piano	₱94,000.00	₱94,000.00

(Total Amount: in Words) **NINETY FOUR THOUSAND PESOS ONLY** ₱94,000.00

Very truly yours,  
  
**Maria Teresita C. Salcedo**  
Director, Admin. Department

This Request for Services together with all its terms and conditions, as embodied in the bid documents for the public bidding/Request for Quotation of this project, is hereby accepted by us with the warranty that we have not given nor do we intend to give any amount of money or gifts in any form whatsoever to any official or employee of the PICC for the purpose of securing this order or having the payment hereof expedited. We hereby declare it to be known to and accepted by us that any violation of this warranty shall constitute sufficient ground for the PICC to revoke this award and cause us to execute from any further dealings with the PICC.

We further declare it to be known to and accepted by us that our failure to render services within the period specified herein shall give the PICC the right to cancel the Request for Services or make an open market furnishing of necessary services specified above for which we agree to reimburse the PICC for all payments made by it in excess of the price quoted herein for the said unfilled job.

We agree that in the case of delay in the required services, the PICC may at its option impose penalty in an amount equivalent to 1/10th of 1 percent of the total amount of this report order for each day of delay, as liquidated damages, collected by the PICC from any amount due us.

Confirms:   
**GEMMA C. MANIBON**  
(Signature over Printed Name of Supplier)

Date: **4-25-2019**

Funds Available: <b>Repairs and Maintenance - Office Equipment ₱94,000</b>	F. R. No: <b>FPD-2019-02-014</b>
 <b>Susan M. Galang</b> Cost Control & Budget Officer	Amount: <b>₱94,000.00</b>

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