



REQUEST FOR SERVICES

(NON-PERSONAL SERVICES)

Supplier: **Astaphil, Inc.**
 Address: 1150 Pres. Quirino Ave. Ext., Brgy. 827,
 Zone 89, Paco, Manila

R.S No. **034-19**
 Date: **June 18, 2019**
 Mode of Procurement: **AMP-SVP**
 Department: **TSD**
 Section: **EECSD**

Sir/Madam:

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

Completion of Work: Within thirty (30) working days upon receipt of the Notice to Proceed.
 Terms of Payment: Within two (2) weeks after full completion & final acceptance by the TSD-EECSD

Unit	Description	Unit Cost	Total Cost
I LOT	Preventive Maintenance of Substation Equipment	₱193,476.00	₱193,476.00
(Total Amount in Words) ONE HUNDRED NINETY THREE THOUSAND FOUR HUNDRED SEVENTY SIX PESOS ONLY			₱193,476.00

Very truly yours,

Wilson B. Delos Reyes
 Director, TSD

It is understood that furnishing of necessary repair parts or other supplies as included in the services to be performed. Replaced worn out parts shall be returned to the PICC.

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 unfulfilled 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 repair order for each day of delay, as liquidated damages, collectible by the PICC from any amount due us.

Conforme:
Ricardo V. Arpa
 (Signature over Printed Name of Supplier)
 6/21/2019
 Date

Funds Available: *RM Electrical Services* **₱193,476**

Susan M. Galang
 Cost Control & Budget Officer

P. R. No: TSD-2019-01-012
 Amount: ₱211,750.00

E 6/21/19