



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

Supplier: DARGO DESIGN COMPONENT BUILDERS CORPORATION  
Address: #44 Langka St., Elmars Village, Cupang, Antipolo City

R.S. 013 - 20  
Date: November 24, 2020  
Mode of Procurement: Bidding  
Department: ADM  
Section: FPD

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

Unit	Description	Unit Cost	Total Cost
1 Lot	Supply of Labor and Materials for the Refurbishing of twenty-one (21) pieces Senior Executive Chairs	P1,908.00	P40,068.00

Very truly yours,

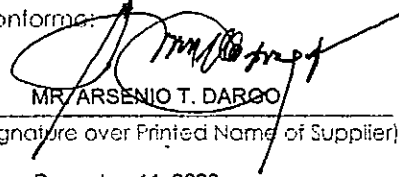
**ROBERTO A. GARCIA**  
Deputy General Manager

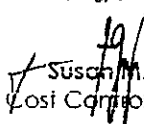
It is understood that furnishing of necessary repair, parts or other supplies as included in the services to be performed. Replaced worn out parts shall be returned to the PICC.

This Request for Services together with all its terms and conditions 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 violations of this warranty shall constitute sufficient ground for the PICC to revoke this order and cause us to exclude 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 on or effects/delivery of the article (s) covered by this order within the period specified herein shall give the PICC the right to cancel this order 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 unit price quoted herein for the said unfulfilled job.

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

Conforms:   
**MR. ARSENIO T. DARGO**  
(Signature over Printed Name of Supplier)  
December 11, 2020  
Date

Funds Available *RM Office Furniture and Equipment* P 40,068.-  
  
Susan M. Galang  
Cost Control & Budget Officer

P.R. No. ADM-FPD-2020-02-015  
Amount: P59,920.00