

REQUEST FOR SERVICES (NON-PERSONAL SERVICES)

Supplier: Floro International Corporation Address: 717-B ACG Building Barangay Wack Wack, Shaw Boulevard, Mandaluyong City	R.S No. 013-19 Date: April 15, 2019 Mode of Procurement: AMP-Shopping Department: ADM
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Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

Unit	Description	Unit Cost	Total Cost
1 LOT	Annual Support and Maintenance of Document Management System with Scanning Services for (Office of the General Manager, Office of the Deputy General Manager and Office of the Corporate Secretary) -	P276,000.00	P276,000.00
(Total Amount in Words) TWO HUNDRED SEVENTY-SIX THOUSAND PESOS ONLY			P276,000.00

Very truly yours,


Roberto A. Garcia
 Deputy General Manager

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, collected by the PICC from any amount due us.


Conforme 
RICHARD A. FLORO
 (Signature over Printed Name of Supplier)

April 29, 2019

Date

Funds Available:

Repairs and Maintenance - office Equipment - P276,000-


Susan M. Galang
 Cost Control & Budget Officer

P. R. No: IT-2019-01-003

Amount: P300,000.00