



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

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|--|-------------------------------------|
| Supplier: Tiger Consulting and Software Development, Inc. | R.S No. 015-21 |
| Address: Unit 17Q, Burgundy Corporate Tower, 252 Sen. Gil Puyat Avenue, Makati City | Date: March 16, 2021 |
| | Mode of Procurement: AMP-SVP |
| | Department: EO |
| | Section: IT |

Sir/Madam:

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

Contract Period: Three (3) years and its effectivity is upon completion of the installation & configuration of the anti-virus license for fifteen (15) calendar days after the receipt of Notice to Proceed.
 Terms of Payment: Payment shall be made in full delivery, installation & configuration of the anti-virus license subject to 10% retention money, please refer to the Terms of Reference.

| Unit | Description | Unit Cost | Total Cost |
|---|--|-------------|-------------------|
| 1 LOT | Anti-Virus - 3 year Subscription and maintenance of Anti-Virus license for 140 users | ₱ 74,561.20 | ₱74,561.20 |
| (Total Amount in Words) SEVENTY FOUR THOUSAND FIVE HUNDRED SIXTY ONE AND 20/100 PESOS ONLY | | | ₱74,561.20 |

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, 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:

Christine Vidad

CHRISTINE VIDAD

(Signature over Printed Name of Supplier)

17 MAY 2021

Date

Funds Available: *RM - Computer Software and Hardware*

Susan M. Galang
Cost Control & Budget Officer

₱ 74,561.20

P. R. No: **EO-IT-2020-12-007**

Amount: **₱ 82,800.00**