



March 9, 2023

**Dr. Edgardo E. Tulin**  
President, VSU  
Visca, Baybay City, Leyte

Thru: **Dr. Dilberto Ferraren**  
Chairman, Bids and Awards Committee

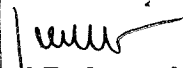
Dear Dr. Tulin,

We would like to request that the procurement of laboratory fixtures charges to the savings of our DA-BAR funded projects (101T 20201050-10.112) will be done through Negotiated Procurement – Small Value Procurement (NP-SVP), with the following reasons:

- 1) The project was only extended until June 30, 2023 hence the money should be utilized before the end of the said date;
- 2) The savings only amounted to Php329k which is below the allowed amount for non-negotiated procurement; and
- 3) The requested laboratory fixtures has to be imported as per information from our possible supplier in Cebu.

Thank you and looking forward for your positive support to this request.

Very truly yours,

  
**Romel B. Armecin**  
Project In-charge

Recommending Approval:

**Dilberto Ferraren**  
Chairman, Bids and Awards  
Committee

Approved:

**Edgardo E. Tulin**  
President