



May 9, 2023

DR. DILBERTO O. FERRAREN
Chairperson, Bids and Awards
VSU, Baybay City, Leyte

Dear Dr. Ferraren:

My warmest greetings!

Our office is in need of one piece external Hard drive for office use. There is urgency in the nature of this request to save our files from the old desktop computer being used in our office since 2015. I have attached a copy of the Purchase Request.

Hence, may I seek for your approval to purchase this item under the negotiated procurement for small value procurement (NPSVP) or in layman's term, outside the bidding process?

I am looking forward to your positive response on this matter

Yours respectfully,

MARIA TERESA A. CRUZ
Head

Approved/Disapproved

DILBERTO O. FERRAREN
Chairperson, Bids and Awards