



May 18, 2023

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

Dear Dr. Ferraren:

My warmest greetings!

Our office is in urgent need of two (2) pcs. Microsoft Office 2021 Professional Plus Perpetual License for office use. The desktop personal computer used in our office had a one year MS Office License. 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

**INTERNAL AUDIT SERVICE**

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