

April 1, 1996

MEMORANDUM NO. 48
Series of 1996

T O: Prof. Rotacio Gravoso —

R E: Purchase of 10 units Study table with Built-in Cabinet (Narra Plywood) for the Graduate Dormitory

A report was submitted to this office that the above furnitures which you canvassed personally after securing the authority from the Chief, SPMD showed the following:

1. The purchase was overpriced by ₱1,625.00 per unit or a total overprice of ₱16,250.00.

The Physical Plant Office made a bill of materials/cost estimates after seeing the delivered cabinets and found out that each unit cost only ₱3,200.00 inclusive of profit and taxes.

Based on recanvass, another furniture manufactured in Baybay quoted only ₱3,100.00 per unit.

2. There was no reasonable price competition because you did not get the price quotation of other furniture manufacturers within Baybay. Instead you secured the price quotation of a manufacturer in Abuyog and a supplier who specializes on vehicle upholstery.

In view of this, the voucher payable to the supplier was forwarded to this office by the Administrative Officer without any action.

You are therefore required to submit a written explanation on the above findings the soonest time possible.

cc: SPMD — *Pr. Gravoso 4/1/96*
OAA — *4/2/96*
Graduate School

[Signature]
SAMUEL S. GO
President

Received by: *[Signature]*
Ruth
4-3-96
1:00 pm.