

# UNI-REAL TRADING CORPORATION

December 08, 2025

**DRA. PROSE IVY G. YEPES**

University President

**VISAYAS STATE UNIVERSITY - MAIN CAMPUS**

Baybay, Leyte

Thru: **ATTY. RYSAN C. GUINOCOR**

BAC Chairperson

Re: **REQUEST TO WAIVE DELIVERY**

Mam/Sir,

We would like to request the waving of our delivery for the following items:

**VSU PO No. VSU-GOODS-25-38-336-A (GF)**

Item No. 132 - 1 unit Heavy Duty Concrete Grinder Machine **offer: AGP SM7**

Item No. 149 - 1 unit Automatic Level with Tripod - **offer: Laserline laser level with tripod**

**VSU PO No. VSU-GOODS-25-28-282 (STF)**

Item No. 149 - 1 unit Medium Size Chainsaw (20") **offer: FUJI PLUS FPCS-50E**

We are humbly requesting the waiving of the delivery of these items due to stock unavailability and uncertainty in replenishment from our principal. We have exhausted all means sourcing other suppliers for this but to no avail. We have offered replacements but the end users were not satisfied. Thus, we have no other choice but to ask for the waiving of this delivery.

It is not our intention to delay this project. Hoping for your kind consideration.

Sincerely,



**FRANCIS JUDE A. PAUSANOS**

Account Officer