

October 1, 2025



Electrocomputer Data Systems

**PROSE IVY G. YEPES**

President

Visayas State University

VISCA, Baybay City, Leyte

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BY: .....

**Subject:** Request to Waive Purchase Order for Phased-Out Unit Models

Dear Ma'am,

Good day.

This is in reference to the project with **P.O. Nos.: VSU-GOODS-24-04-46(GCF-CO), - VSU-GOODS-24-04-48 (STF-CO)**, for the procurement on IT supplies particularly on Item #1 and Item #3:

- **2 units Laptop, 15.6", Full HD, Intel iCore i7, HP PAV 15-ED3026TX** - GF - 2023-08-01802
- **1 unit Laptop, 14" (i7), HP PAV 15-ED3026TX** - STF - 2023-08-01722

As earlier communicated, the specified unit models **HP PAV 15-ED3026TX** are already phased out and no longer available in the market. We have previously submitted a counter-offer of equivalent specifications for your kind consideration, however, we understand that it was not approved by your good office.

In view of this, we respectfully request for the waiver of the said items under the Purchase Order, as we are unable to deliver the exact models required. This will enable both parties to avoid unnecessary delays, penalties, or inconveniences.

We sincerely apologize for any inconvenience this may have caused and remain committed to supporting your future procurement requirements to the best of our capacity.

Thank you very much for your kind understanding and consideration.

Respectfully yours,

**EDDIE S. UY**

Manager



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