



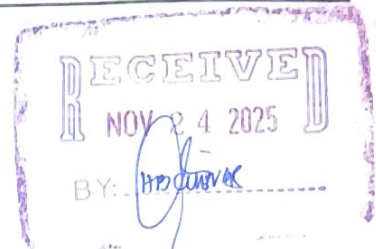
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Zone 5, San Joaquin, Palo, Leyte

November 24, 2025

PROSE IVY G. YEPES

President

Visayas State University – Main Campus  
VSU Main, Visca, Baybay City, Leyte



Subject: Request to Waive the Delivery of Items under the Project *Supply and Delivery of IT Equipment, Supplies / VSU-GOODS-25-26*

Respected Madame,

Greetings of peace!

We are writing to humbly and respectfully request the **waiver of delivery** for the following items under the Project *Supply and Delivery of IT Equipment, Supplies / VSU-GOODS-25-26*, along with their corresponding purchase orders:

- **AOB No. 44** – A3 Colour Laser Printer, Epson Workforce AL-C9500DN, with P.O. No. VSU-GOODS-25-26-196(STF) – *STF-2025-01-00021*
- **AOB No. 82** – UPS, APC BX110LI-MS, with P.O. No. VSU-GOODS-25-26-197(TF) – *TF-2024-03-222*
- **AOB No. 111** – Multimedia Speaker 2.0, 6W, USB Powered, LOGITECH Z120, with P.O. No. VSU-GOODS-25-26-194(STF) – *STF-2024-10-01997*

We sincerely apologize for the need to make this request and for any inconvenience it may cause. After thorough coordination with our suppliers, it has been formally confirmed that the originally specified brands and models have reached **End of Life (EOL)** status and are **no longer available** in the market. In an effort to ensure compliance with project requirements, we previously submitted proposed counteroffers for approval; however, the suggested alternatives were not approved.

In view of these circumstances, and with full respect for procurement and delivery guidelines, we earnestly appeal for your kind understanding and favorable consideration in **waiving the delivery** of the aforementioned items. Please be assured that this request is being made only after exhausting all viable options to source the required models.

We would also like to emphasize that several other items under this project have already been successfully delivered, and we remain committed to fulfilling all remaining deliverables that are feasible and compliant with the approved specifications.

Should you require any additional documentation, clarification, or supporting information, we are more than willing to provide them immediately.

We deeply appreciate your patience, understanding, and continued support. Thank you very much for your kind consideration of this request.

Sincerely,

**PATRICK DON RAUMEL P. CAYACO Ph.D. TM (CAR)**

Chief Executive & Technology Officer/Proprietor  
FREQUIT Solutions