



No. : _____ Series : _____

03 August 2020

MEMORANDUM

FOR : The Head of Procuring Entity, DOST-ASTI

FROM : The Chairperson, Bids and Awards Committee (BAC) - 1
The Head, BAC Secretariat

SUBJECT : **Request for Cancellation of Purchase Request and Contract Award**

This refers to Purchase Request (PR) No. ULAT-20-07-10037 dated 06 July 2020 for the six (6) months warehouse rental with a total Approved Budget for the Contract of One Hundred Eight Thousand Pesos Only (₱108,000.00) under the Understanding Lightning and Thunderstorms (ULAT) Project.

Please be informed that the request for cancellation is due to the following reasons:

1. The six (6) months lease duration for said contract was no longer feasible since the PR for the procurement project was only submitted to the BAC Secretariat on 14 July 2020 and awarded on 27 July 2020; and
2. The procurement project underwent Negotiated Procurement - Small Value Procurement instead of Negotiated Procurement - Lease of Real Property and Venue, as indicated in Supplemental Annual Procurement Plan No. 15.

Should this request be approved, documentary requirements shall be modified by the End-user Unit and procurement project shall undergo Negotiated Procurement - Lease of Real Property and Venue modality.

For your approval.

Thank you.

PEDRITO B. MANGAHAS
Chairperson, BAC-1

KATHERINE B. RAMOS
Head, BAC Secretariat

Approved/Disapproved:	Remarks
PETER ANTONIO B. BANZON <i>Officer-in-Charge, DOST-ASTI</i>	