



No. : \_\_\_\_\_ Series : \_\_\_\_\_

14 October 2020

**MEMORANDUM**

**FOR** : The Officer-In-Charge, Advanced Science and Technology Institute  
**FROM** : Chief Administrative Officer, Finance and Administrative Division  
**SUBJECT** : **Request for Cancellation of Procurement for 80 units Conference Chairs under Purchase Request (PR) No. GAA-20-09-10337**

This is to request for the cancellation of the subject PR consistent with Section 41: Reservation Clause of the Implementing Rules and Regulations of RA 9184 otherwise known as the Government Procurement Reform Act.

Said request seeks to improve the specifications in the Purchase Request after reviewing the quotations received during its first posting under Request for Quotation (RFQ) No. 20-10-3249 which ended last October 13, 2020. This improvement seeks to maximize the existing Approved Budget for the Contract (ABC) for the subject item and will redound to the benefit of the Institute, as it was observed that the prices offered for chairs have gone down.

For your approval.

**MAY C. CAYABAN**  
Chief Administrative Officer

Approved <input checked="" type="checkbox"/> Disapproved: <input type="checkbox"/>	Remarks
<p><b>JOANNA G. SYJUCO</b> Officer-In-Charge, DOST-ASTI</p>	