

PHILIPPINE AMUSEMENT AND GAMING CORPORATION
PAGCOR House, 1330 Roxas Boulevard, Ermita, Metro Manila

PROCUREMENT & PROPERTY DEPARTMENT

MEMORANDUM

January 12, 2015

FOR : THE ASSISTANT VICE PRESIDENT
Procurement & Property Department

FROM : THE ASSISTANT MANAGER
PURCHASING UNIT, PPD

SUBJECT : CANCELLATION OF AWARD OF CONTRACT TO CITY
OFFICE EQUIPMENT INC. AND THE SUPPLY & DELIVERY
OF TWO (2) UNITS ELECTRIC CHECKWRITER UNDER ITB
NO. COR 14-00208

I. BACKGROUND

This refers to the Negotiated Procurement (Small Value) for the **Supply & Delivery of Two (2) Units Electric Checkwriter** under **ITB No. COR 14-00208**.

The budget for the project amounting to **Seventy Thousand Pesos (Php70,000.00), VAT Exclusive, Zero Rated Transaction**, was included in the updated/revised APP as of November 18, 2014 with Budget Authorization Number (BAN) 14111264.

The Requisition Voucher (RV) dated November 21, 2014 was received by the Purchasing Unit (PU) on December 11, 2014.

The Assistant Vice President (AVP) of the Procurement & Property Department (PPD) approved the award of contract to **City Office Equipment, Inc.** last January 6, 2015.

Last January 8, 2015, the RV was forwarded to the Accounting Department (AD) for confirmation of budget. On January 9, 2015, upon the endorsement of the AD, the Procurement & Property Department returned the RV to the end-user due to no budget allocation for 2015. As per communication with the end-user (FTD), they shall be cancelling the said request as advised by the SOG1 (Malabon).

II. RECOMMENDATION

In view of the foregoing, the Purchasing Unit respectfully recommends to the Assistant Vice-President of Procurement Department the **Cancellation** of the **Supply & Delivery of Two (2) Units Electric Checkwriter** under **ITB No. COR 14-00208** and the


termination of the **Award of Contract** in favor of **CITY OFFICE EQUIPMENT INC.**
with the total amount of **Seventy Thousand Pesos (Php70,000.00)**, VAT Exclusive,
Zero Rated Transaction.

Thank you.



MARJORIE F. SUAREZ

APPROVED BY:



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MA. REINA G. CARREON
Assistant Vice President, PPD

COR 14-00208