

02 August 2023

**DIR. LORELY E. CLAUDIO, CESO IV**  
Regional Executive Director

**ENGR. CYNDEL D. OLAGUERA-CALAYO**  
*OIC-Chief, Procurement Section Administrative Division*

Dear Dir. Claudio/Engr. Calayo:

I am writing with regards to the Purchase Order No. R4-2021-12-081-RO received on Jan 4, 2022 with delivered items on March 18, 2022.

To cite the history of transaction with Macrologic Diversified Technologies, Inc. (MDTI) represented by Account Manager, Cristina Denauto:

- 1) Jan 4, 2022 - Purchase Order no. R4-2021-12-081-RO was received, signed and sent back to DENR Mimaropa in the amount of Php 231,420.00 (See Annex A – Proof of email and photo of PO# R4-2021-12-081-RO) After receipt, the PO is processed and sent to Suppliers. Other items are on order basis at this time due to the pandemic situation affecting the product availability specifically for the IT industry.
- 2) Jan 13, 2022 – Since the budget was for the year 2021, the Finance of DENR approved it thru continuing fund for 2022. Justification made because the items were order basis from the principal brand (See Annex B).
- 3) Feb 09, 2022 - Text conversation of cancellation without specification as we are processing and awaiting delivery of 2 Purchase Orders at this time.  
March 22, 2022 - Clarification text to Ms Len of DENR as to what they are cancelling because the P231,420.00 PO is awaiting for a revised Purchase Order. (See Annex C)
- 4) March 22 - Delivery Receipt No. 26795 dated March 18, 2022 was received by Mr. Raphael de Guzman for the items that have arrived (See Annex D).
- 5) May 13, 2022 - Email was sent to DENR Mimaropa that the PO cannot be cancelled since it has been placed (See Annex D) already to our Distributor / Manufacturer.
- 6) May 13, 2022 - DENR Mimaropa's response to the email and that they would assist MDTI to issue a different Purchase Order but no guarantee that all items would be included (See Annex E).
- 7) May 24, 2022 – A follow up email have been sent for the revised Purchase Order as emailed May 13, 2022. (See Annex F)
- 8) May 27, 2022 - An email was received from DENR Mimaropa that they are just coordinating the brand of anti virus to the end user. (See Annex G)
- 9) June 08, 2022 - An email was received from DENR Mimaropa confirming the items that would be included in the revised Purchase Order. (See Annex H and Annex I)
- 10) June 14, 2022 – Email was sent to DENR Mimaropa to confirm if a quotation is needed, yet, there was no response. (See Annex J)
- 11) April 25, 2023 - Late notice that the PO have been cancelled (See Annex K)
- 12) April 25, 2023 – Letter for consideration have been sent after the late notification of cancelled Purchase Order. (See Annex L & Annex M)

With the foregoing series of events, since the items have been delivered, we were in good faith that the revised Purchase Order would be issued for us to properly bill your good office with the corresponding amount. We value our partnership, and we believe that our appeal that you to take favorable actions towards us for the items that were already delivered would be given an immediate attention.

Furthermore, rest assured that our company would render the best of products and services as we move forward in our future dealings. We hope that this order cancellation issue would be settled amicably soon.

Thank you and more power.

Sincerely,



Cristina "Kit" C. Denauto  
Account Manager



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**Noted by:**

Dennis A. Manlapig  
Sales Manager



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