



March 28, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru:

DR. DANIEL LESLIE S. TAN

VP for Administration and Finance

Visayas State University

Visca, Baybay City, Leyte

Dear Sir,

Good day.

In accordance to good laboratory practice and to OP Memorandum No. 460 s.2022 we are requesting for a third party calibration and maintenance for our instruments. It is also one of the requirements for the ISO -9001:2015 evaluation. The following instruments are required for annual calibration and maintenance with the corresponding amounts to be paid for the services.

Instruments	Quantity	Third Party Calibration	Price per Unit	Total Price
Analytical Balances	3 units	DOST-Region 8	1,920.00	5,760.00
UV-Vis Spectrophotometer	1 unit	Shimadzu Phil.	96,000.00	96,000.00
FTIR	1 set	ITS-Science Phil.	63,000.00	63,000.00
AAS	1 set	Shimadzu Phil.	113,000.00	113,000.00
UPLC	1 set	Shimadzu Phil.	203,000.00	203,000.00
N-Analyzer	1 set	Molave	216,370.00	216,370.00
		Total		697,130.00

In line with this the department humbly request your good office for the said amount.

Thank you very much

Truly yours,


NOREVE JEAN M. AGAD, RChT

Chemical Technician

Noted:


ELIZABETH S. QUEVEDO, RCh, PhD

Head, DoPAC

MA. THERESA P. LORETO, PhD

Dean, CAS