



July 5, 2024

Engr. Marlon G. Burlas
Director for Physical Plant Office
Visca, Baybay City, Leyte

Dear **Engr. Burlas**:


I would like to request if your office has the following electrical materials for our use in the laboratory. These materials will be used to install our newly purchased oven and new electrical outlets for the existing two ovens, as the outlets are already old and might create short circuits in the future. This safety measure complies with the criteria of ISO 9001:2015.

I am hoping for your kind consideration of this request.

List of Item	Quantity	Estimated Cost
Panel Board Single Phase	1	3,595.00
60 Amperes Center Main Bolt-on Type	1	495.00
Branches		
20 Amperes	3	1395.00
30 Amperes	3	1395.00
Outlet 2 Gang Universal with Ground	4	900.00
Surface Type Outlet Utility	4	180.00
#14 mm ² Thin Wire	60 meters	7,200.00
PVC Pipe ½ Heavy Duty	40 Length	3,800.00
PVC Cup ½ Heavy Duty	1 Pack	300.00
Electrical Tape	2 Roll	130.00
Royal Chord #12 (2c)	2 Meters	240.00
Male Plug Heavy Duty 15 – 20A	1 Piece	65.00
TOTAL		19,695.00

Thank you very much.

Sincerely,


LUZ G. ASIO
Head, DA

Approved by:

MARLON G. BURLAS
Head, Motorpool and Electrical Services