



March 31, 2022

EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru: Dilberto . Ferraren

VP for Planning, Resource Generation & Auxiliary Services &

Chair, Bids & Awards Committee

Visayas State University

Dear Sir,

This is to request for a change in the mode of procurement from public bidding to Negotiated Procurement - Small Value Procurement (NP-SVP) of the following items namely Dissolve Oxygen Electrode and Replacement Membrane caps for Dissolve Oxygen Meter. The mentioned items are part of the Multimeter Kit that had become worn out due to constant use in research experiments. The replacement of these items is urgently needed since it is the only available multiparameter instrument in the department that have been used by the BS Chemistry major students who are currently conducting their thesis experiments. Thus, the request for the immediate purchase.

The items which are included in our PPMP for the year 2022 had the following unit cost as indicated in our PR which is currently for signature.


Item	Qty.	Unit	Unit Cost	Total Cost
Dissolve Oxygen Electrode	1	unit	20,000	20,000.00
Replacement Membrane Caps for Dissolve Oxygen Meter	1	set	7,000	7,000.00
			TOTAL	27,000.00

Hoping for your immediate action on this request. Thank you very much.

Respectfully yours,


NOREVE JEAN M. AGAD
Chemical Technician

Noted:


ELIZABETH S. QUEVEDO
Head, DoPAC



Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

DILBERTO O. FERRAREN
VP for Planning, Resource Generation
& Auxiliary Services

Approved:

EDGARDO E. TULIN
President