



## MARKET SCOPING CHECKLIST

### 1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Admissions Office
Name & Designation of Representative	Lorna B. Abamo – Administrative Assistant III


### 2. PROJECT OVERVIEW

Project Name	Procurement and Delivery of 15-inch MacBook Air (M4) for Administrative and Technical Operations
Estimated Budget	90,000
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	09/2025-10/2025
Expected Date of Delivery (mm/yyyy)	12/2025

### 3. MARKET SCOPING ACTIVITY/IES CONDUCTED (Check all that apply)

This confirms that market scoping activities were conducted in accordance with Section 10 of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), and considered in the Project Procurement Management Plan, consistent with the Principle of Proportionality.

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input type="checkbox"/>	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	Highlights of consultations or meetings/ Proof of attendance/ Reports / Summaries/ Screenshots / Brochures / Publications/ Price quotations/ Canvass sheets/ Market Analysis Report or similar document/s
<input type="checkbox"/>	Participation in summits, fora, or conferences	Highlights of consultations or meetings/ Proof of Attendance/ Reports
<input type="checkbox"/>	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures / Publications, Market Analysis Report or similar document/ Online Product Reviews

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input checked="" type="checkbox"/>	Review of product brochures, marketing materials, or related materials – based on official Apple and Power Mac Center product website	
<input checked="" type="checkbox"/>	Price sourcing for quotations or cost estimates – obtained online pricing from Power Mac Center official Website.	<p><b>NEW</b></p> <p><b>15-inch MacBook Air M4</b></p> <p>SKU: MWTL3P9/A    Barcode: 196949842023</p> <p><b>₱79,990.00</b></p> <p>Shipping (included at checkout)</p> <p>or</p> <p><b>₱3,707.91/mo. for 24 mos.</b></p> <p><a href="#">As low as ₱3,332.92/mo. for MacBook Air 15-inch M4 chip for 24 months with select credit cards in store.</a></p> <p>Color - Midnight</p> <p>Processor</p> <p>Apple M4 chip with 10-core CPU and 10-core GPU</p>



<input type="checkbox"/>	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
<input type="checkbox"/>	Other analogous market scoping activity/ies undertaken:  _____	

Notes:

- i. *The market scoping activities shall be identified and undertaken at the option of the End-User or Implementing Unit based on its needs and objectives.*
- ii. *The list of supporting documents in the Documentation column is not exclusive and may include other documents that may be gathered by the End-User or Implementing Unit pertinent to the activity/ies conducted.*

#### 4. MARKET SCOPING RESULTS

Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, as may be applicable.


Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
<b>a. Project Cost Estimate</b> [Does the cost estimate align with current market prices?]	Yes	The 15-inch MacBook Air (M4) with 16GB Unified Memory and 256GB SSD is listed at ₱89,990.00 on Power Mac Center's official website. Price aligns with current market value for Apple-authorized retailers. ABC is recommended at ₱90,000.00 inclusive of standard warranty.
<b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]	Yes	Product meets performance and compatibility requirements for office and creative workloads.  Specifications: 15.3-inch Liquid Retina Display, Apple M4 chip with 8-core CPU and 10-core GPU, 16GB RAM, 256GB SSD storage, two Thunderbolt/USB 4 ports, MagSafe 3 charging port, and 1080p FaceTime HD camera color midnight/silver.

<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]	Yes	MacBook Air M4 meets all technical requirements for energy efficiency, lightweight mobility, and long battery life. Supports macOS ecosystem integration with existing office software.
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]	Yes	Average delivery timeframe from Power Mac Center is 5–7 working days within Metro Manila and 7–14 days for provincial deliveries. Feasible within the expected procurement timeline.
<b>e. Storage and Warehousing Requirements</b> [Can the storage/warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	N/A	Item will be delivered in original Apple packaging and directly issued to end-user; no special storage requirements.
<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	Potential risk of supply delays during high demand periods or new product releases. Mitigation: confirm availability before procurement; maintain coordination with authorized resellers and consider pre-order options.

Prepared by:

  
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10/08/2025

Approved by:

  
**JOSEPH E. PADILLA**  
University Admissions Officer  
10/08/2025