



## MARKET SCOPING CHECKLIST

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### 1. AGENCY INFORMATION

Name of Procuring Entity	Labotech Trading
End-User/Implementing Unit	Visayas State University
Name & Designation of Representative	Trishia Jade C. Acilo

### 2. PROJECT OVERVIEW

Project Name	Forceps Long
Estimated Budget	1209.6
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	From 09/2025 To 10/2025
Expected Date of Delivery (mm/yyyy)	03/2026

Project Name	Forceps Thumb
Estimated Budget	705.6
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	From 09/2025 To 10/2025
Expected Date of Delivery (mm/yyyy)	03/2026

Project Name	Spatula
Estimated Budget	389.76
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	From 09/2025 To 10/2025
Expected Date of Delivery (mm/yyyy)	03/2026

Project Name	Alcohol lamp
Estimated Budget	336
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	From 09/2025 To 10/2025
Expected Date of Delivery (mm/yyyy)	03/2026

**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 type="checkbox"/>	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Reports / Summaries/ Screenshots / Brochures / Publications/ Online Product Reviews
<input type="checkbox"/>	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ Online Product Reviews
<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	

<b>Parameters</b>	<b>Considered? (Yes/No/ Not Applicable)</b>	<b>Recommendations based on the Market Scoping (Attach additional documents if necessary)</b>
<b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]	Yes	
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]	Yes	
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]	Yes	
<b>e. Storage and Warehousing Requirements</b> [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	
<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	No	

Prepared by:

  
**TRISHIA JADE C. ACILO**  
 Instructor I, DPBG  
 10/17/2025

Approved by:

  
**DR. LUZ O. MORENO**  
 Head, DPBG  
 10/17/2025





### Customer Details







**Company:** VISAYAS STATE UNIVERSITY  
**Address:** VISAYAS STATE UNIVERSITY, VISCA BAYBAY CITY, LEYTE  
**Contact Person:** TRISHA JADE C. ACILO  
**Contact Number:** 091991089873  
**Email:** trishiajade.acilo@vsu.edu.ph

### Quotation #3054

**Date:** 10/14/2025  
**Expiry Date:** 11/13/2025  
**Price:** VAT INC

We are pleased to quote you the following:

#	Image	Item Name	Quantity	Unit Price	Total Price
1		FORCEPS/TWEEZERS STRAIGHT BLUNT TIP/12 INCHES/STAINLESS STEEL/LABOTECH [696] Packaging : 1PC Warranty : N/A	1	201.60	201.60
2		FORCEPS/TWEEZERS CURVED BLUNT TIP/6.5 INCHES/STAINLESS STEEL/LABOTECH [693] Packaging : 1PC Warranty : N/A	1	117.60	117.60
3		SPATULA TWIN END STAINLESS STEEL (SPOON AND FLAT)/300mm/SP110-231/LABOTECH [753] Packaging : 1PC Warranty : N/A	1	235.20	235.20
4		SPATULA TWIN END STAINLESS STEEL (SPOON AND FLAT)/230mm/SP120-230/LABOTECH [752] Packaging : 1PC Warranty : N/A	1	207.20	207.20

#	Image	Item Name	Quantity	Unit Price	Total Price
5		SPATULA TWIN END STAINLESS STEEL (SPOON AND FLAT)/220MM/SP110-220/LABOTECH [751] Packaging : 1PC Warranty : N/A	1	194.88	194.88
6		ALCOHOL LAMP BOROSILICATE/150mL/1381/CORDIAL [2] Packaging : 1PC Warranty : N/A	1	142.59	142.59
7		ALCOHOL LAMP BOROSILICATE/60mL/1381/CORDIAL [4] Packaging : 1PC Warranty : N/A	1	84.00	84.00
8		ALCOHOL LAMP BOROSILICATE/125mL/1381/CORDIAL [1] Packaging : 1PC Warranty : N/A	1	130.31	130.31
9		REAGENT BOTTLE WITH BLUE SCREW CAP (CLEAR) /100mL/1407/CORDIAL [314] Packaging : 1PC Warranty : N/A	1	195.46	195.46
10		REAGENT BOTTLE WITH BLUE SCREW CAP (CLEAR) /250mL/1407/CORDIAL [315] Packaging : 1PC Warranty : N/A	1	240.31	240.31
				<b>Amount Due</b>	<b>1,749.15</b>
				<b>Total Amount</b>	<b>1,749.15</b>

If you have any question concerning this quotation, please contact details below:

### Sales Information

Sales Division: GOVERNMENT TEAM

Sales Representative: ELVIN S. TEVES