



MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

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|--------------------------------------|--------------------------------------|
| Name of Procuring Entity | Visayas State University |
| End-User/Implementing Unit | University Learning Commons |
| Name & Designation of Representative | Mr. Vicente A. Gilos / Director, ULC |

2. PROJECT OVERVIEW

| | |
|---|--|
| Project Name | ULC-IGP-MOOE-Repairs and Binding Supplies 2026 |
| Estimated Budget | 193,500.00 |
| Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)] | 10/2025 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 checked="" 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 checked="" 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) |
|---|--|---|
| a. Project Cost Estimate [Does the cost estimate align with current market prices?] | | 193,500.00 |

| Parameters | Considered? (Yes/No/ Not Applicable) | Recommendations based on the Market Scoping (Attach additional documents if necessary) |
|---|---|---|
| b. Project Design and Specification [Does available supplier/s meet technical and financial requirements?] | Yes | 1.) Special Haspi, Standard size, Green (6,000/roll - 20 rolls) -- P120, 000.00 2.) Cartolina Vellum. US White (60/sheet - 600 sheets) -- P36,000.00 3.) Chip Board or Paste Board #40 (60/sheet - 500 sheets) -- P30,000.00 4.) Crochet cotton thread #8, natural color (300/roll - 5 rolls) -- P 1,500.00 5.) Foil for theses cover printing, Gold (600/roll - 10 rolls) -- P6,000.00 |
| c. Technical Criteria [Does the market support the proposed technical requirements?] | Yes | 90 days delivery time |
| d. Delivery Lead Time [Are the timelines for delivery feasible?] | Yes | |
| e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?] | Not Applicable | |
| f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)] | Yes | There is a market risk of procurement due to supply and demand. Prices may vary according to market changes. Shipping may also take time as some materials are yet to be ordered from other localities to match specifications. |

Prepared by:


GERALDINE T. BARO
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[Date] 08 OCT 2025

Approved by:


VICENTE A. GILOS
Director, ULC

[Date] 08 OCT 2025