



MARKETSCOPINGCHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	GENERAL SERVICES OFFICE
End-User/Implementing Unit	GENERAL SERVICES OFFICE
Name & Designation of Representative	MARLON G. BURLAS – DIRECTOR, GENERAL SERVICES

2. PROJECT OVERVIEW

Project Name	<i>GSO Materials, Equipment and Supplies-2026</i>
Estimated Budget	₱ 150,000.00
Period of Market Scoping [From(mm/yyyy)To(mm/yyyy)]	11/2025 – 11/2025
Expected Date of Delivery (mm/yyyy)	01/2026

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 maybe applicable)
✓	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/ Canvassssheets/MarketAnalysis Report or similar document/s
<input type="checkbox"/>	Participation in summits, fora, or conferences	Highlights of consultations or meetings/Proof of Attendance/ Reports
✓	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures / Publications, MarketAnalysis Report or similar document/ Online Product Reviews

Check (✓)	Activity/ies Conducted	Documentation (as maybe applicable)
✓	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Reports / Summaries/ Screenshots / Brochures / Publications/Online Product Reviews
✓	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 RA12009, 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?]	Yes	The estimated cost for office supplies aligns with current market prices from local bookstores, office supply stores, and online suppliers. Prices for clipboards, pencils, ballpens, and file organizers fall within standard retail and wholesale brackets. The cost estimate is reasonable and consistent with market conditions.

Parameters	Considered? (Yes/No/ <i>Not Applicable</i>)	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	The items listed—plastic clipboards, #2 pencils, XL pencils, retractable ballpens, and transparent A4 folders—are standard office supplies readily available from multiple suppliers. Specifications such as color, size, and packaging (10 pcs/box, 12 pcs/box) are met by numerous brands
c. Technical Criteria [Does the market support the proposed technical requirements?]	Yes	All required items are commonly available in the market. Suppliers carry various brands with similar quality standards, ensuring competitive options for durability, ink quality, and material strength. Technical requirements are minimal and easy to fulfill.
d. Delivery Lead Time [Are the timelines for delivery feasible?]	Yes	Delivery within 3–7 days is feasible since all items are off-the-shelf office supplies. Local suppliers typically maintain adequate inventory for bulk orders..
e. Storage and Warehousing Requirements [Can the storage/warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	These supplies require only dry, dust-free storage conditions. The GSO storage area can easily accommodate the items without risk of damage or deterioration.
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	Minimal risks. Prices for paper-based products (pencils, file organizers) may fluctuate slightly due to supply chain changes, but overall availability remains stable. To mitigate risks, procure from suppliers with consistent stock and reliable delivery history.

Prepared by:
Personnel-in-Charge, End-User or Implementing Unit


ALFE MAE ANN E. MARINAY
GenSO Clerk
November 26, 2025

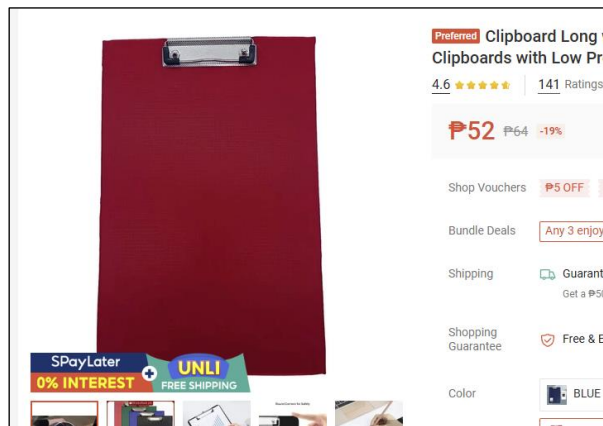
Approved by:
Head, End-User or Implementing Unit


MARLON G. BURLAS
Director, GenSO
November 26, 2025

GSO OFFICE SUPPLIES/MATERIALS

1. Long Size Clip Board (Plastic) - Red Color

- $4\text{ pcs} \times \text{P}80.00 = \underline{\underline{\text{P}320.00}}$



2. #2 Pencil, 12pcs/box

- $10\text{ boxes} \times \text{P}150.00 = \underline{\underline{\text{P}1,500.00}}$

3. XL #2 Pencil, 12pcs/box

- $5\text{ boxes} \times \text{P}190.00 = \underline{\underline{\text{P}950.00}}$

4. Retractable Ballpen, Disposable, (Blue Ink), 10pcs/box

- $5\text{ boxes} \times \text{P}180.00 = \underline{\underline{\text{P}900.00}}$

5. Retractable Ballpen, Disposable, (Red Ink), 10pcs/box

- $5\text{ boxes} \times \text{P}180.00 = \underline{\underline{\text{P}900.00}}$

6. 100 Transparent Pocket A4 File Organizer - Storage Folder

- $15\text{ pcs} \times \text{P}280.00 = \underline{\underline{\text{P}4,200.00}}$

