



MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Department of Horticulture
Name & Designation of Representative	Ma. Lourdes L. Troyo

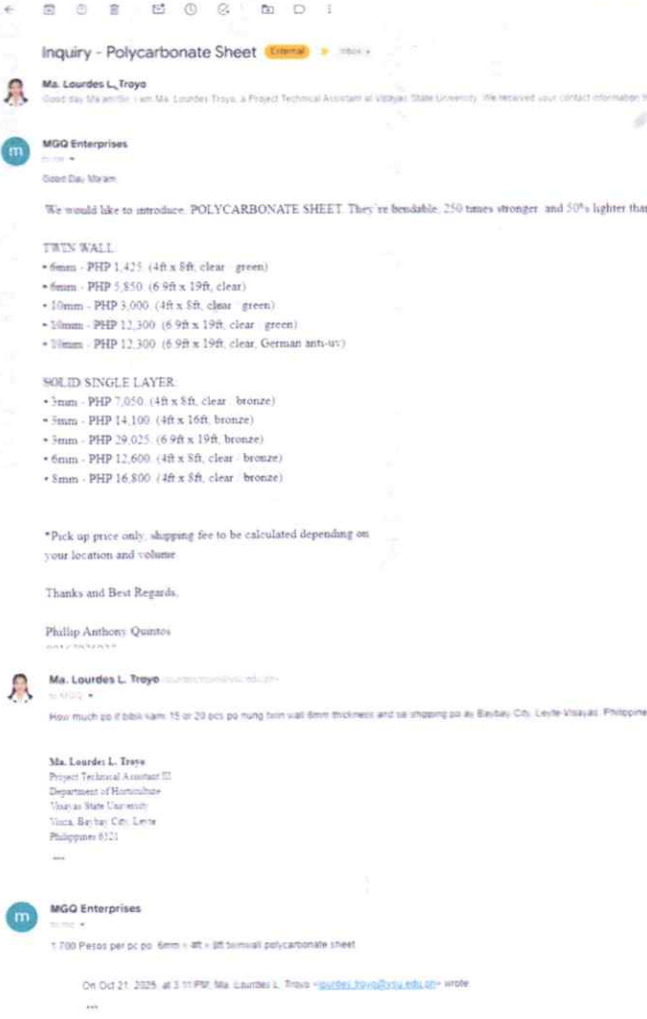
2. PROJECT OVERVIEW

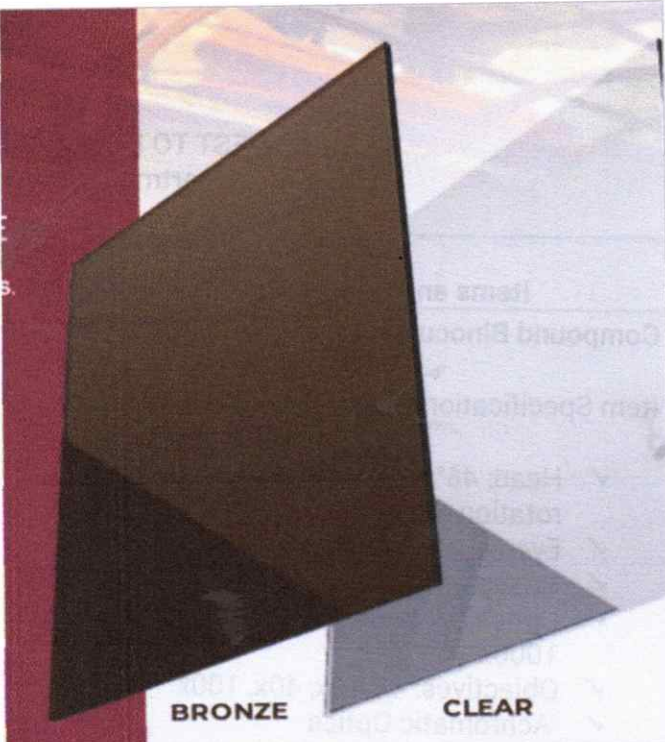
Project Name	Polycarbonate (PC) Sheets
Estimated Budget	Php 2000.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	From September 2025 to October 2025
Expected Date of Delivery (mm/yyyy)	October 2025

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 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	 <p>The screenshot shows an email conversation. The subject is "Inquiry - Polycarbonate Sheet". The email is from MGQ Enterprises to Ma. Lourdes L. Troyo. The content includes a list of prices for different thicknesses and sizes of polycarbonate sheets, categorized into "TWIN WALL" and "SOLID SINGLE LAYER". It also mentions a shipping fee and a pickup price.</p> <p>Inquiry - Polycarbonate Sheet</p> <p>Ma. Lourdes L. Troyo Good Day Ma'am! I am Ma. Lourdes Troyo, a Project Technical Assistant at Visayas State University. We received your contact information from...</p> <p>MGQ Enterprises Good Day, Ma'am:</p> <p>We would like to introduce: POLYCARBONATE SHEET. They're bendable, 250 times stronger and 50% lighter than TWIN WALL.</p> <ul style="list-style-type: none"> • 6mm - PHP 1,425 (4ft x 8ft, clear - green) • 6mm - PHP 5,850 (6 9ft x 19ft, clear) • 10mm - PHP 3,000 (4ft x 8ft, clear - green) • 10mm - PHP 12,300 (6 9ft x 19ft, clear - green) • 10mm - PHP 12,300 (6 9ft x 19ft, clear, German anti-uv) <p>SOLID SINGLE LAYER.</p> <ul style="list-style-type: none"> • 3mm - PHP 7,050 (4ft x 8ft, clear - bronze) • 3mm - PHP 14,100 (4ft x 16ft, bronze) • 3mm - PHP 29,025 (6 9ft x 19ft, bronze) • 6mm - PHP 12,600 (4ft x 8ft, clear - bronze) • 8mm - PHP 16,800 (4ft x 8ft, clear - bronze) <p>*Pick up price only, shipping fee to be calculated depending on your location and volume.</p> <p>Thanks and Best Regards,</p> <p>Philip Anthony Quintos</p> <p>Ma. Lourdes L. Troyo How much po if ibalik nam 15 or 20 pcs po mung twin wall 6mm thickness and sa shipping po sa Baybay City, Lungsod Visayas, Philippines?</p> <p>Ma. Lourdes L. Troyo Project Technical Assistant III Department of Horticulture Visayas State University Visayas State University Baybay City, Leyte Philippines 6121</p> <p>MGQ Enterprises 1,700 Pesos per pc po 6mm x 4ft x 8ft twinwall polycarbonate sheet.</p> <p>On Oct 21, 2025, at 3:11 PM, Ma. Lourdes L. Troyo <lourdes.troyo@vsa.edu.ph> wrote:</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)
a. Project Cost Estimate [Does the cost estimate align with current market prices?]	Yes	Polycarbonate (PC) Sheets; 4ft X 8ft x 6mm thickness = 1700.00
b. Project Design and Specification [Does available supplier/s meet technical and financial requirements?]	Yes	Item Specification: <ul style="list-style-type: none"> Material: 100% Polycarbonate Size: 4ft x 8 ft Thickness: 6 mm
c. Technical Criteria [Does the market support the proposed technical requirements?]	N/A	
d. Delivery Lead Time [Are the timelines for delivery feasible?]	Yes	Supplier is ready to deliver anytime
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	Items stored in the store can be delivered directly
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	Risk: Minimal risks, limited to a possible 2-4 day delay due to weather or part congestion

Prepared by:


MA. LOURDES L. TROYO
Project Technical Asst. III
Date: 10/22/2025

Approved by:


ALJAY D. VALIDA
Head, DOH / Project Staff
Date: 10/22/2025