



VISAYAS STATE UNIVERSITY

Internal Audit Service

MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Internal Audit Service
Name & Designation of Representative	Raul Anthony S. Valenzona Administrative Aide VI

2. PROJECT OVERVIEW

Project Name	Laptop Upgrade
Estimated Budget	2,000.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	August 2025 – September 2025
Expected Date of Delivery (mm/yyyy)	November 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)
☒	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	
☐	Participation in summits, fora, or conferences	
☒	Review of technical, financial, or market/scientific reports	
☐	Review of product or service brochures, marketing materials, industry journals and publications or related materials	
☐	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants e	
☐	Use of data from PhilGEPS or agency websites	

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
☐	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	
b. Project Design and Specification [Does available supplier/s meet technical and financial requirements?]	Yes	
c. Technical Criteria [Does the market support the proposed technical requirements?]	Yes	
d. Delivery Lead Time [Are the timelines for delivery feasible?]	Yes	

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	N/A	
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	N/A	

Prepared by:


Raul Anthony S. Valenzona
 Administrative Aide VI
 Date: 10/2/25

Approved by:


MARIA TERESA A. CRUZ
 Director, IAS
 Date: 10/2/2025