



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	₱ 5,000,000.00
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/ 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
✓	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 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 total estimated cost for two portable air coolers aligns with prevailing 2025–2026 market prices. Units with similar tank capacity (60–75L), airflow ratings, and cooling output commonly range from ₱4,500–₱6,000 per unit across appliance suppliers. The estimate is reasonable and cost-efficient.

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	Multiple suppliers offer air coolers meeting the specified requirements: large water tank (60–75L), 1000–5000 m ³ /h airflow, 3-speed control, 100–150W power consumption, and 220V operation. These features are standard across reliable brands, ensuring compliance with end-user needs.
c. Technical Criteria [Does the market support the proposed technical requirements?]	Yes	The technical specifications—rapid cooling for 60–80 sqm, integrated humidifier, wide-angle airflow, mobility, and energy-saving features—are widely available in commercial units. Market offerings sufficiently support the required performance level.
d. Delivery Lead Time [Are the timelines for delivery feasible?]	Yes	Delivery timelines ranging from 3–7 days are feasible. Air coolers of this capacity and type are usually in stock at appliance stores and online distributors. Lead times remain reasonable even for multiple-unit procurement.
e. Storage and Warehousing Requirements [Can the storage/warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	Units require only dry, shaded storage to protect electrical components and plastic housing. No special handling or climate-controlled environment is needed. The existing storage area of the office can accommodate the equipment.
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	Minor risks include possible stock shortages during summer months and variations in airflow performance between brands. Price fluctuations may occur due to high seasonal demand. Recommendation: secure procurement early and verify supplier warranty (preferably 6–12 months) and after-sales service availability.

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


ALFE MAE ANN E. MARINAY
GenSO Clerk
November 21, 2025

Approved by:
Head, End-User or Implementing Unit


MARLON G. BURLAS
Director, GenSO
November 21, 2025

Air Cooler, Air conditioner Large Water Tank Mobile Electric Fan Portable Aircon Household

- 2pcs x ₱5,000.00 = **₱10,000 (TOTAL)**

Specifications:

- Machine air volume: 1000m³/h 2000m³/h 5000m³/h 5000m³/h 8000m³/h 10000m³/h
- Water tank capacity: 60L/75L
- Product gross weight: 8.4KG 9KG 13KG 15KG
- Product function: three-speed adjustment
- Rated voltage: 220V 50Hz
- Rated power: 100W 120W 150w
- Size: (60L/75L) 50*35*85CM
- Rapid cooling of large area, suitable for 60-80 square meters
- Cooler integrated with fan, humidifier and air conditioner
- Mobile refrigeration, suitable for various large-scale places
- Energy saving
- Wide-angle swing air supply



Preferred FORUM Air Cooler Air conditioner 75L Large Water Tank Mobile Electric Fan Portable Aircon Household

4.9 ★★★★★ | 517 Ratings [Report](#)

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