



## MARKET SCOPING CHECKLIST

### 1. AGENCY INFORMATION

Name of Procuring Entity	RSPPRO
End-User/Implementing Unit	RSPPRO
Name & Designation of Representative	LUVILLA G. ALCOVER, Head RSPPRO

### 2. PROJECT OVERVIEW

Project Name	Printing of Appointments on 8.5x13 book paper, 800 GSM, with 'VISAYAS STATE UNIVERSITY' text as background and the VSU logo centered as part of the background. Note: The supplier will present the sample to the end-user before printing
Estimated Budget	5,000.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	10/2025-11/2025
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 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 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?]	Yes	Unit Cost Estimate: P 1500 Total Cost Estimate (3 reams) : P 4500

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
<b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]	Yes	Type: 3 reams Thickness: 800 gsm (would feed on all type of printer) Color: White Sizes: 8 ½ x 13 Color: White with 'VISAYAS STATE UNIVERSITY' text as background and the VSU logo centered as part of the background. Note: The supplier will present the sample to the end-user before printing
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]	Not Applicable	Not Applicable
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]	Yes	Delivery of all 3 reams within same day as delivery.
<b>e. Storage and Warehousing Requirements</b> [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	Away from moist areas/ Avoid contact with wet ground
<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	Risks: Minimal – primarily limited to potential 2–3 day delays due to weather, or price volatility

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

  
**RHEA P. BALLEBAS**  
AA IV, dDRC RSPPRO  
October 9, 2025

Approved by:  
**Head, End-User or Implementing Unit**

  
**LUVILLA G. ALCOBER**  
AO IV, Head RSPPRO  
October 9, 2025