



## MARKET SCOPING CHECKLIST

### 1. AGENCY INFORMATION

|                                      |                             |
|--------------------------------------|-----------------------------|
| Name of Procuring Entity             | Visayas State University    |
| End-User/Implementing Unit           | Department of Biotechnology |
| Name & Designation of Representative | Donna Christene Q. Ramos    |

### 2. PROJECT OVERVIEW

|                                                           |                                                                                                               |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Project Name                                              | Airfare tickets for OJT Visit for BS Biotechnology Internship Program and Official Business Travel of Faculty |
| Estimated Budget                                          | 40,000                                                                                                        |
| Period of Market Scoping<br>[From (mm/yyyy) To (mm/yyyy)] | 1/2026-12/2026                                                                                                |
| Expected Date of Delivery (mm/yyyy)                       | 02/2026                                                                                                       |

### 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<br>(✓)             | Activity/ies Conducted                                                                                 | Documentation<br>(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<br>(✓)             | Activity/ies Conducted                                                                                               | Documentation<br>(as may be applicable)                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Review of product or service brochures, marketing materials, industry journals and publications or related materials | Reports / Summaries/<br>Screenshots / Brochures /<br>Publications/ Online Product<br>Reviews                           |
| <input type="checkbox"/> | Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants                          | Price quotations/ Canvass sheets/<br>Online Product Reviews                                                            |
| <input type="checkbox"/> | Use of data from PhilGEPS or agency websites                                                                         | Reports / Summaries/<br>Screenshots, Price quotations/<br>Canvass sheets/ PhilGEPS<br>Postings/ Online Product Reviews |
| <input type="checkbox"/> | Other analogous market scoping activity/ies undertaken:<br><br>_____                                                 |                                                                                                                        |

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?<br>(Yes/No/ Not<br>Applicable) | Recommendations<br>based on the Market Scoping<br>(Attach additional documents<br>if necessary)                                                   |
|-----------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>a. Project Cost Estimate</b><br>[Does the cost estimate align with current market prices?] |                                            | <ul style="list-style-type: none"> <li>• OJT Visit Airfare Tickets (for two) – 25000</li> <li>• Official Travel Airfare Ticket - 15000</li> </ul> |

| <b>Parameters</b>                                                                                                                                                       | <b>Considered?<br/>(Yes/No/ Not Applicable)</b> | <b>Recommendations<br/>based on the Market Scoping<br/>(Attach additional documents<br/>if necessary)</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>b. Project Design and Specification</b><br>[Does available supplier/s meet technical and financial requirements?]                                                    | N/A                                             | Unforeseen                                                                                                |
| <b>c. Technical Criteria</b><br>[Does the market support the proposed technical requirements?]                                                                          | N/A                                             |                                                                                                           |
| <b>d. Delivery Lead Time</b><br>[Are the timelines for delivery feasible?]                                                                                              | N/A                                             |                                                                                                           |
| <b>e. Storage and Warehousing Requirements</b><br>[Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?] | N/A                                             |                                                                                                           |
| <b>f. Identified Risk/s</b><br>[Were there any market risks identified? (e.g., limited suppliers, price volatility)]                                                    | N/A                                             |                                                                                                           |

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

  
**SHERLYN O. RAMONEDA**  
Clerk, DBt  
10-08-2025

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

  
**DONNA CHRISTENE Q. RAMOS**  
Head, DBt  
10-08-2025

# LINE ITEM BUDGET

for Budget Year 2026

END-USER/UNIT: Department of Biotechnology

Program : HIGHER

MOOE 2026

**REGULAR AGENCY FUND/GENERAL FUND**

TOTAL BUDGET ALLOCATION: 163,622.04

| MFO                                                                                                                                                                  | Projects, Programs and Activities (PAPs):                                        | Account Titles                                                                                                           | Budget Allocation |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------|
| Sustained academic excellence compliant with statutory standards, aligned with Fourth Industrial Revolution (4IR), Education 5.0, and sustainable development goals. | Delivery of Instructions for BS Biotechnology courses                            | Office Supplies Expenses                                                                                                 | 9,920.00          |
|                                                                                                                                                                      |                                                                                  | ICT Equipment                                                                                                            | 14,500.00         |
|                                                                                                                                                                      |                                                                                  | Repair & Maintenance - Furniture &                                                                                       | 10,000.00         |
|                                                                                                                                                                      |                                                                                  | Medical, Dental & Lab. Supplies Exp.                                                                                     | 49,680.00         |
|                                                                                                                                                                      | Deployment of OJT students by instructors and coordinators                       | Travelling Expenses                                                                                                      | 25,000.00         |
|                                                                                                                                                                      | Staff participation in seminars, workshops, and conferences (Registration, etc.) | Training Expenses                                                                                                        | 10,000.00         |
|                                                                                                                                                                      | Conduct of InHouse Trainings/Workshops                                           | Food Supplies Expenses                                                                                                   | 3,200.00          |
|                                                                                                                                                                      |                                                                                  | Fuel, Oil & Lubricants Expenses                                                                                          | 5,000.00          |
|                                                                                                                                                                      |                                                                                  | Training Expenses                                                                                                        | 3,500.00          |
|                                                                                                                                                                      | Official travel for university-related activities and coordination meetings      | Travelling Expenses                                                                                                      | 15,000.00         |
|                                                                                                                                                                      | Contingency fund for unforeseen expenses                                         | Other Supplies and Materials Expe                                                                                        | 17,822.04         |
|                                                                                                                                                                      | <b>GRAND TOTAL</b>                                                               |                                                                                                                          | <b>163,622.04</b> |
| Prepared by:                                                                                                                                                         |                                                                                  | Submitted by:                                                                                                            |                   |
| <br><b>SHERLYN O. RAMONEDA</b>                                                    |                                                                                  | <br><b>DONNA CHRISTENE Q. RAMOS</b> |                   |
| End-user                                                                                                                                                             |                                                                                  | Immediate Supervisor                                                                                                     |                   |