

MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	University Learning Commons
Name & Designation of Representative	Vicente A. Gilos / Director

2. PROJECT OVERVIEW

Project Name	ULC-STF-LIS/NBW-2026
Estimated Budget	50,000.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	10/2025 to 10/2025
Expected Date of Delivery (mm/yyyy)	11/2026

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)
☐	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
☐	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 may be 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
☐	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
☐	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	50,000.00

Parameters	Considered? (Yes/No/ Not Applicable)	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	Library and Information Services and National Book Week celebration 2026 Office supplies – 1,000.00 Awards, rewards and prizes – 37,000.00 Food supplies – 12,000.00 Total: 50,000.00
c. Technical Criteria [Does the market support the proposed technical requirements?]	Yes	
d. Delivery Lead Time [Are the timelines for delivery feasible?]	Yes	
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Not Applicable	
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Not Applicable	

Prepared by:

Approved by:

MAEGAN LOU A. ARUTA
Acquisitions Librarian
Date: _____

VICENTE A. GILOS
Director, ULC
Date: _____