

## MARKET SCOPING CHECKLIST

### 1. AGENCY INFORMATION


Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Scientific Publications Unit - ATR
Name & Designation of Representative	Kimberly V. Caingcoy DDRC

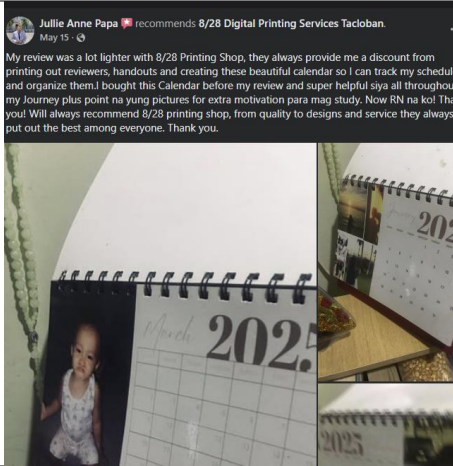
### 2. PROJECT OVERVIEW

Project Name	Enhancement of the ATR
Estimated Budget	25,000
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	July 2026 to December 2026
Expected Date of Delivery (mm/yyyy)	December 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
✓	Review of technical, financial, or market/scientific reports	 <p><b>HARD BINDING PRICES</b> Already comes with acetate Print not included</p> <p><b>GOLD HOT ENGRAVE</b> P20.00 / line</p> <p><b>220 PAGES AND BELOW</b> 280.00</p> <p><b>221 PAGES AND ABOVE</b> 320.00</p> <p><b>BINDING PRINT</b></p> <p><b>BLACK &amp; WHITE</b> P2.00</p> <p><b>COLORED PRINT</b> 4.00</p> <p><b>FULL COLORED</b> P8.00</p>

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)																																																			
✓	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	<table border="1"> <thead> <tr> <th colspan="3">PHOTOCOPY</th> </tr> <tr> <th></th> <th>Original</th> <th>500 Pages &amp; above</th> </tr> </thead> <tbody> <tr> <td><b>BLACK AND WHITE</b></td> <td>2.00</td> <td>2.00</td> </tr> <tr> <td><b>COLORED</b></td> <td>5.00</td> <td>4.00</td> </tr> <tr> <td><b>FULL COLORED</b></td> <td>10.00</td> <td>8.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">PRINTING</th> </tr> <tr> <th></th> <th>Original</th> <th>350 Pages &amp; above</th> </tr> </thead> <tbody> <tr> <td><b>BLACK AND WHITE</b></td> <td>3.00</td> <td>2.00</td> </tr> <tr> <td><b>COLORED</b></td> <td>5.00</td> <td>4.00</td> </tr> <tr> <td><b>80% COLORED</b></td> <td>7.00</td> <td>6.00</td> </tr> <tr> <td><b>FULL COLORED</b></td> <td>10.00</td> <td>8.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">A3 SIZE</th> </tr> <tr> <th></th> <th>Photocopy</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td><b>BLACK AND WHITE</b></td> <td>8.00</td> <td>10.00</td> </tr> <tr> <td><b>COLORED</b></td> <td>10.00</td> <td>12.00</td> </tr> <tr> <td><b>80% COLORED</b></td> <td>12.00</td> <td>15.00</td> </tr> <tr> <td><b>FULL COLORED</b></td> <td>15.00</td> <td>18.00</td> </tr> </tbody> </table>	PHOTOCOPY				Original	500 Pages & above	<b>BLACK AND WHITE</b>	2.00	2.00	<b>COLORED</b>	5.00	4.00	<b>FULL COLORED</b>	10.00	8.00	PRINTING				Original	350 Pages & above	<b>BLACK AND WHITE</b>	3.00	2.00	<b>COLORED</b>	5.00	4.00	<b>80% COLORED</b>	7.00	6.00	<b>FULL COLORED</b>	10.00	8.00	A3 SIZE				Photocopy	Print	<b>BLACK AND WHITE</b>	8.00	10.00	<b>COLORED</b>	10.00	12.00	<b>80% COLORED</b>	12.00	15.00	<b>FULL COLORED</b>	15.00	18.00
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<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.

<b>Parameters</b>	<b>Considered? (Yes/No/ Not Applicable)</b>	<b>Recommendations based on the Market Scoping (Attach additional documents if necessary)</b>
<b>a. Project Cost Estimate</b> [Does the cost estimate align with current market prices?]	✓	
<b>Parameters</b>	<b>Considered? (Yes/No/ Not Applicable)</b>	<b>Recommendations based on the Market Scoping (Attach additional documents if necessary)</b>
<b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]	✓	
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]	✓	
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]	✓	
<b>e. Storage and Warehousing Requirements</b> [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	✓	

<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		
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Prepared by:  
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 10/10/2025

Approved by:  
**JANET ALEXIS A. DE LOS SANTOS**

  
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*Head, Scientific Publication*  
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