



## MARKETSCOPINGCHECKLIST

### 1. AGENCY INFORMATION

Name of Procuring Entity	GENERAL SERVICES OFFICE
End-User/Implementing Unit	POWER PLANT AND ELECTRICAL SERVICES UNIT
Name & Designation of Representative	ERIC E. SAJULGA – UNIT HEAD, PPES-GSO

### 2. PROJECT OVERVIEW

Project Name	PPES LIB-2026
Estimated Budget	₱ 50,000.00
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/ Canvasssheets/MarketAnalysis 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, MarketAnalysis 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.

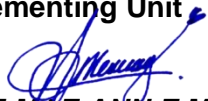
#### 4. MARKET SCOPING RESULTS

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)
<b>a. Project Cost Estimate</b> [Does the cost estimate align with current market prices?]	Yes	The allocated amount of <b>₱15,000.00</b> is consistent with typical costs for attending the IEEE Annual National Convention. Current market rates for convention registration fees, transportation expenses, meals, and incidental costs fall within this budget range based on past events and publicly available fee schedules.

<b>Parameters</b>	<b>Considered? (Yes/No/ Not Applicable)</b>	<b>Recommendations based on the Market Scoping</b> <i>(Attach additional documents if necessary)</i>
<b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]	Yes	The IIEE, being a nationally recognized engineering organization, provides accredited and relevant technical sessions, CPD units, and professional development programs. Their financial and administrative capacity meets government training provider standards.
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]	Yes	The annual IIEE conference offers a wide range of technical seminars, industry updates, and engineering innovations relevant to electrical, maintenance, and sanitation operations. The market (training providers and organizers) sufficiently supports the required technical content.
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]	Yes	IIEE releases its annual convention schedule and registration details months in advance. This allows sufficient time for registration, travel planning, and budget utilization. Materials, IDs, kits, and certificates are provided by the organizer on time..
<b>e. Storage and Warehousing Requirements</b> [Can the storage/warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Not Applicable	Conventions and trainings do not require warehousing or storage of physical goods.
<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	Possible risks include increased registration fees, limited participant slots, schedule changes, or travel cost adjustments. Early registration and monitoring of official IIEE announcements are recommended to avoid delays and budget insufficiency. Contingency planning is also advised for unforeseen expenses.

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

  
**ALFE MAE ANN E. MARINAY**  
GenSO Clerk  
November 26, 2025

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

  
**ERIC E. SAJULGA**  
Head, RPESU GenSO  
November 26, 2025

## LINE ITEM BUDGET

for Budget Year 2026

END-USER/UNIT: Power Plant & Electrical Services

Program : GASS

MOOE 2026

**REGULAR AGENCY FUND/GENERAL FUND**

TOTAL BUDGET ALLOCATION: 50,000

<b>MFO</b>	<b>Projects, Programs and Activities (PAPs):</b>	<b>Account Titles</b>	<b>Budget Allocation</b>
SO12 : Strengthen the PRIME-HRM framework fostering competency driven culture and transformative transactions in VSU	Building inspection and electrical work related to external campuses, as well as preventive maintenance on power lines and office surroundings	Travelling Expenses	13,340.00
		Fuel, Oil & Lubricants Expenses	9,300.00
	Equipment/tools	Office Supplies Expenses	11,930.00
	Attending IEEE annual conference	Training Expenses	15,000.00