

MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

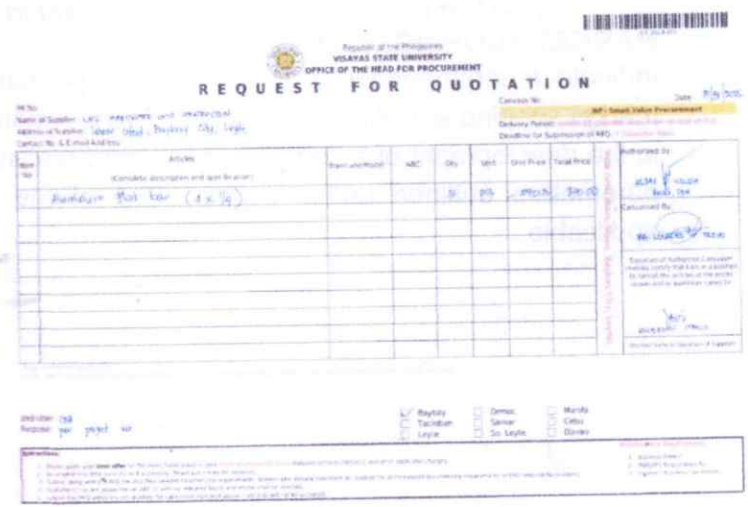
Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Department of Horticulture
Name & Designation of Representative	Ma. Lourdes L. Troyo

2. PROJECT OVERVIEW

Project Name	Aluminum Flat Bar (1 in x 1/4 thickness)
Estimated Budget	Php 500.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	From October - November 2025
Expected Date of Delivery (mm/yyyy)	November 2025

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 checked="" type="checkbox"/>	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	 <p>The image shows a 'REQUEST FOR QUOTATION' form from the Office of the Head for Procurement, Visayas State University. It includes a table for item details with columns for Item No., Description, Unit, Qty, Unit Price, and Total Price. The first item listed is 'Aluminum Flat Bar (1 in x 1/4 thickness)' with a unit price of \$10.00. The form also has sections for authorized signatures and dates.</p>
<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 k (✓)	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

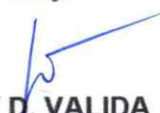
Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, 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	Aluminum Flat Bar (1in X ¼ thickness) = Php 290.00
b. Project Design and Specification [Does available supplier/s meet technical and financial requirements?]	Yes	Item Specification: <ul style="list-style-type: none"> • Size & thickness: 1 inch x ¼ thickness
c. Technical Criteria [Does the market support the proposed technical requirements?]	N/A	
d. Delivery Lead Time [Are the timelines for delivery feasible?]	Yes	Supplier is ready to deliver anytime
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	Items stored in the store can be delivered directly
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	Risk: Minimal risks, limited to a possible 2-4 day delay due to weather or part congestion

Prepared by:


MA. LOURDES LITROYO
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Date: 10/31/2025

Approved by:


ALJAY D. VALIDA
Head, DOH / Project Staff
Date: 10/31/2025