



MARKETSCOPINGCHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	GENERAL SERVICES OFFICE
End-User/Implementing Unit	GENERAL SERVICES OFFICE
Name & Designation of Representative	GIRLINA P. GOGO – POLLUTION CONTROL OFFICER GSO

2. PROJECT OVERVIEW

Project Name	ASBESTOS TESTING
Estimated Budget	₱ 76,160.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	11/2025 – 12/2025
Expected Date of Delivery (mm/yyyy)	01/2026

3. MARKETSCOPING 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
<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, Market Analysis 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 RA 12009, as maybe 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	The estimated budget is aligned with standard asbestos testing cost

Parameters	Considered? (Yes/No/ <i>Not Applicable</i>)	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	Laboratory/ service provider has capability for testing the presence of asbestos
c. Technical Criteria [Does the market support the proposed technical requirements?]	Yes	The market supports the technical requirements. There is an available asbestos-testing laboratory that can come to the university to secure samples for testing.
d. Delivery Lead Time [Are the timeline/s for delivery feasible?]	Yes	Laboratory requires 10-12 working days from sample submission
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Not Applicable	Laboratory/ service provider will bring all the materials and equipment needed. No storage is necessary.
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	Potential risks include price increases and weather-related delays. Mitigation includes early scheduling, maintaining coordination with service providers, and allocating contingency amounts within the approved budget.

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


ALFE MAE ANN E. MARINAY
GenSO Clerk
December 2, 2025

Approved by:
Head, End-User or Implementing Unit


GIRLINA P. GOGO
Pollution Control Officer, GenSO
December 2, 2025

September 1, 2025

BILL TO:
VISAYAS STATE UNIVERSITY

Visca, Baybay City,
Leyte, Philippines 6521-A
Phone: +63 53 565 0600
girlina.gogo@vsu.edu.ph

REPORT TO:
VISAYAS STATE UNIVERSITY

Visca, Baybay City,
Leyte, Philippines 6521-A
Phone: +63 53 565 0600
girlina.gogo@vsu.edu.ph

SUBJECT : ASBESTOS COST PROPOSAL

ATTENTION : Girlina Gogo

Dear Mr./Ms. Girlina,

This refers to your request for SGS Philippines, Inc. to undertake analysis of **TWO (2) point samples**. In compliance, we are pleased to submit our proposal for your evaluation and consideration.

The testing will cost **SIXTY-EIGHT THOUSAND PESOS (Php 68,000.00), VAT Exclusive**.

Test Parameters	Methodology	Qty	Total Service Fee/Sample
Asbestos	Polarised Light Microscopy HSG248 Method	2.00	80,000.00
Total service fee amount without VAT			80,000.00
Total service fee amount without VAT (15% DISCOUNT)			68,000.00
Total service fee amount with 12% VAT (15% DISCOUNT)			76,160.00

SGS is certified with
ISO 9001, ISO 14001,
ISO 45001 and ISO 50001.

NOTES:

- Above quoted fees are subject to 12% VAT. Certificate of exemption is required for zero rated company.
- For samples submitted after 11 AM, testing TAT will start the next working day.
- Minimum transaction amount is Php 3,000.00, VAT-Exclusive.
- Kindly note that SGS only issues one official report per job no. However, request for separate report per sample can be accommodated if it has been clearly specified in the RFA upon sample submission. Request for Separate Report per parameter will be charged PHP120.00 per page.
- Full payment is required on sample submission otherwise, an agreed credit term should be in place with an approved Purchase Order.
- Cancellation of report and total revision request after report has been finalized, minimum of PHP 3,000.00 (VAT-Ex) will apply.

Turn-around Time: 10-12 working days from sample receipt reckoning date For samples received before 11AM, day one is same day

Sample Size: Should be approximately 5cm x 5cm or 5g. Sample must be stored in sealed plastic bottle/container.

Validity of proposal: 30 days from the date of issue

Payment Terms: 100% prior to the release of the full report

The acceptable Mode of Payment are as follows:

- Cash
- Cheque payable to SGS Philippines, Inc.
- Credit Card (Issued in the Philippines)
- BDO Bank Deposit or Bank Transfer (Payment instruction will be sent upon confirmation of proposal).

SGS shall be entitled to immediately, and without liability, either suspend or terminate provision of the service including the release of any analysis report, in the event of failure by the client to settle obligations.

The conduct of the analysis shall be further governed by the SGS General Terms and Conditions attached herein as Annex "A".



Thank you and we look forward to your continued trust in SGS.

Jovy Sasidor

Technical Sales Specialist
Industries & Environment – H&S

Conforme:

Noted by:

VISAYAS STATE UNIVERSITY

RANDALL EVANGELISTA

Business Manager
Industries & Environment – H&S

TIN : _____

SGS is certified with 
ISO 9001, ISO 14001,
ISO 45001 and ISO 50001.

