



## MARKETSCOPINGCHECKLIST

### 1. AGENCY INFORMATION

Name of Procuring Entity	GENERAL SERVICES OFFICE
End-User/Implementing Unit	GENERAL SERVICES OFFICE
Name & Designation of Representative	MARLON G. BURLAS – DIRECTOR, GENERAL SERVICES

### 2. PROJECT OVERVIEW

Project Name	GSO LIB-2026
Estimated Budget	₱ 150,000.00
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/ 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 RA12009, as may be applicable.

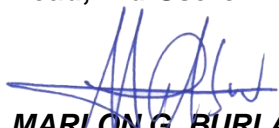
Parameters	Considered ? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
<b>a. Project Cost Estimate</b> [Does the cost estimate align with current market prices?]	Yes	The estimated budget is aligned with standard travel costs based on prevailing transportation fares (public and private hire), fuel costs, meal allowances, and incidental expenses. The amount is reasonable given typical travel requirements for multiple official trips, site inspections, and field visitations within the coverage period.

<b>Parameters</b>	<b>Considered?</b> (Yes/No/ <i>Not Applicable</i> )	<b>Recommendations based on the Market Scoping</b> (Attach additional documents if necessary)
<b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]	Yes	Transportation services (public transport, vehicle rentals, tricycles/habal-habal for remote sites, and fuel stations) are readily available and meet the needs of official travel activities. Expenses comply with COA/DBM allowable travel cost categories.
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]	Yes	The market provides adequate transport options and supporting services for official travel—such as fuel stations, vehicle rental companies, and public transportation—ensuring accessibility for inspection sites and field locations..
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]	Yes	Travel-related services (fuel, transportation, rental services) are immediately available and can be accessed as needed. No lead time issues are anticipated for scheduled or urgent field visits.
<b>e. Storage and Warehousing Requirements</b> [Can the storage/warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Not Applicable	Travel expenses do not require physical storage or warehousing.
<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	Potential risks include fuel price fluctuations, sudden transport fare increases, vehicle availability during peak seasons, and weather-related delays affecting site inspections. Mitigation includes early scheduling, maintaining coordination with transport 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  
November 26, 2025

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

  
**MARLON G. BURLAS**  
Director, GenSO  
November 26, 2025

# LINE ITEM BUDGET

for Budget Year 2026

END-USER/UNIT: General Services (PPO)

Program : GASS

MOOE 2026

REGULAR AGENCY FUND/GENERAL FUND

TOTAL BUDGET ALLOCATION: 150,000

MFO	Projects, Programs and Activities (PAPs):	Account Title:	Budget Allocation																																																																																																																														
		Office Supplies Expense	P 37,429.00																																																																																																																														
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<i>General Services Repair and Maintenance Operations (Grounds Maintenance and Landscaping, Hauling, etc.)</i>	<b>Account Title:</b>					<b>Budget Allocation</b>
	<b>Fuel, Oil &amp; Lubricants Expenses</b>					<b>P 62,500.00</b>
	<b>Name</b>	<b>Quantity</b>	<b>Unit</b>	<b>Price</b>	<b>Total</b>	
	<i>Fuel, Gasoline</i>	500	liters	P 64.00	P 32,000.00	
	<i>Fuel, Diesel</i>	500	liters	P 61.00	P 30,500.00	
	<i>TOTAL</i>				<b>P 62,500.00</b>	

<i>Official trips, Site Inspection, Monitoring, and Site Visitations</i>	<b>Account Title:</b>					<b>Budget Allocation</b>
	<b>Travel Expenses</b>					<b>P 50,000.00</b>

**GRAND TOTAL P 149,929.00**

Prepared by:

**MARLON G. BURLAS**  
End-user

Submitted by:

**MOISES NEIL V. SERIÑO**  
Immediate Supervisor