



## MARKET SCOPING CHECKLIST

### 1. AGENCY INFORMATION

Name of Procuring Entity	Guidance and Counseling Office
End-User/Implementing Unit	Guidance and Counseling Office
Name & Designation of Representative	Chona A. Brit

### 2. PROJECT OVERVIEW

Project Name	Purchase of Psychological Test Materials
Estimated Budget	Php 1,058,000.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	09/2025-10/2025
Expected Date of Delivery (mm/yyyy)	07/2025

### 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	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
<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 (✓)	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 checked="" 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. <b>Project Cost Estimate</b> [Does the cost estimate align with current market prices?]	Yes	

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
b. <b>Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]	Yes	
c. <b>Technical Criteria</b> [Does the market support the proposed technical requirements?]	Yes	
d. <b>Delivery Lead Time</b> [Are the timelines for delivery feasible?]	Yes	
e. <b>Storage and Warehousing Requirements</b> [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Not applicable	
f. <b>Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	No	

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

  
**Ariel S. Medalla**  
Test Specialist  
October 2, 2025

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

  
**Chona A. Brit**  
Director, Guidance and Counseling  
October 2, 2025



March 26, 2025

This is in response to your request for a price quotation for the following psychological test for your possible purchase at our company.

Name of Test	Components	Price per Components
OLSAT	Answer Sheets	25.00 each
	Booklet	160.00 each

For other related information and test inquiries, don't hesitate to get in touch with our office; we would be happy to accommodate your testing needs.

Thank you and we are looking forward for your favorable response to this letter

Sincerely yours,

**VICENTE V. PANGANIBAN, M.A. R.P.**  
General Manager/Registered Psychologist



September 26, 2024

This is for your request for a price quotation for the following online psychological test for your possible purchase at our company.

Name of Test	Components	Price per Component
16 PF	Answer Sheet	25.00 each
	Profile Sheet	25.00 each
	Test Booklet	120.00 each
OASIS-3 Interest Schedule	Answer Sheet	25.00 each
	Profile Sheet	25.00 each
	Test Booklet	120.00 each
OASIS-3 Aptitude Schedule	Answer Sheet	45.00 each
	Profile Sheet	25.00 each
	Test Booklet	120.00 each

For other related information and test inquiries, feel free to contact our office and we would be happy to accommodate your testing needs.

Thank you and we are looking forward for your favorable response to this letter

Sincerely yours,

**VICENTE V. PANGANIBAN, M.A. R.P.**

General Manager/Registered Psychologist

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- b.
- c.
- 2.

Tel: (02) 8733 - 84 - 10

810 Galicia Street Sampaloc Manila  
Email: centile\_psych@yahoo.com

(0917) 470 - 70 - 77