



MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Scientific Publication Unit - ATR
Name & Designation of Representative	Kimberly Caingcoy dDRC

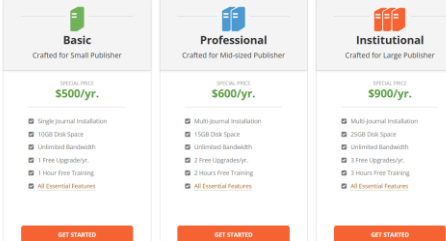

2. PROJECT OVERVIEW

Project Name	Enhancement of the ATR
Estimated Budget	20,000
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	January 2026 to December 2026
Expected Date of Delivery (mm/yyyy)	September 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 may be applicable)
<input 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
✓	Review of technical, financial, or market/scientific reports	<p>OJS most commonly refers to Open Journal Systems, a free, open-source software used to manage and publish scholarly journals online. It handles the entire journal workflow, from submissions and peer review to editing and publication. The software is developed by the Public Knowledge Project (PKP). e</p> <p>Key features and functions</p> <ul style="list-style-type: none">• Manages the complete publishing process: OJS supports every step of online journal publishing, from the initial author submission and peer review process to editing and final online publication. e• Supports various publications: While primarily used for peer-reviewed journals, it can also be used for newsletters, conference proceedings, and books. e• Promotes open access: OJS is often used to publish open access journals to increase readership and contribution to the public good. e• Technical requirements: The software is written in PHP and can use databases like MariaDB or PostgreSQL. It can be installed on a Unix or Windows server. e <p>How it helps journals</p> <ul style="list-style-type: none">• Streamlines workflow: It provides a comprehensive tool for managing submissions, selecting reviewers, and tracking the editorial process. e• Improves efficiency: OJS aims to improve the quality and accessibility of scholarly research through its management systems and indexing capabilities. e• Includes automated features: It offers features like the automated creation and submission of DOIs (Digital Object Identifiers). e

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
✓	Review of product or service brochures, marketing materials, industry journals and publications or related materials	<p>OJS Hosting Technology Built for Scholarly Publishing</p> 
✓	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	<p>Review Steps</p> <ol style="list-style-type: none"> 1. Notify the submission's editor as to whether you will undertake the review. Response Will do the review Unable to do the review 2. Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission Manuscript 8-15-1-RV.DOCX 2016-05-18 Supplementary File(s) None 3. Declare whether or not you have competing interests with regard to this research (see CL POLICY). 4. Click on icon to fill in the review form. Review Form  5. In addition, you can upload files for the editor and/or author to consult. Uploaded files None Choose File No file chosen Upload 6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation. Recommendation Choose One Submit Review To Editor
<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?]	✓	
Parameters	Considered? (Yes/No/ Not Applicable)	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?]	✓	
c. Technical Criteria [Does the market support the proposed technical requirements?]	✓	
d. Delivery Lead Time [Are the timelines for delivery feasible?]	✓	
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]		
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		

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10/10/2025


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