



MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Institute of Tropical Ecology and Environmental Science
Name & Designation of Representative	Teofanes A. Patindol

2. PROJECT OVERVIEW

Project Name	A4 Duplex Sheet-fed Document Scanner
Estimated Budget	32,000.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	November 2025 to December 2025
Expected Date of Delivery (mm/yyyy)	February 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
<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 checked="" 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	The unit is estimated to cost 32,000.00.


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?]	Yes	Scanner Type: A4 sheet-fed, one-pass duplex colour scanner Sensor Type: Contact Image Sensor (CIS) x 2 Scanning Method: Fixed carriage and moving document Light Source: RGB LED Optical Resolution: 600 x 600 dpi Output Resolution: 50 - 1,200 dpi (in 1 dpi increments) Scanner Bit Depth (Colour): 48-bit input, 24-bit output Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output Scanner Bit Depth (Black & White): 16-bit input, 1-bit output Min Document Size: 50.8 x 50.8 mm Max Document Size: 215.9 x 3,048 mm Supported Paper Weight: 50 - 209 g/m ² , Less than A8 size: 127 - 209g/m ² Output File Formats: Epson Scan 2: JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX Supported OS: Windows XP / Vista / 7 / 8 / 8.1 / 10 / Server 2003 / 2008 / 2012 / 2016 Mac OS X 10.6.8 or later Scanner Driver Compatibility: TWAIN, SANE, WIA, ICA, ISIS (Windows) Bundled Applications: Epson Scan 2, Epson Scan OCR Component, Epson Scan PDF Extensions, Document Capture Pro (Windows), Document Capture (Mac) Interface: USB 2.0
c. Technical Criteria [Does the market support the proposed technical requirements?]	Yes	
d. Delivery Lead Time [Are the timelines for delivery feasible?]	Yes	

e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	No	

Prepared by:


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 October 7, 2025

Approved by:


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 Director, ITEES
 October 7, 2027