



VISAYAS
STATE UNIVERSITY

MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

| | |
|--------------------------------------|--|
| Name of Procuring Entity | Procurement Property Office |
| End-User/Implementing Unit | Instructional Materials Development Office |
| Name & Designation of Representative | Mark Gil A. Vega |

2. PROJECT OVERVIEW

| | |
|---|---|
| Project Name | Disposable paper cups, Spoons and Forks |
| Estimated Budget | Php 2,000 |
| Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)] | 01/2026 – 12/2026 |
| 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 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 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: <hr/> | |

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 | Item Cost Estimate: Php 2,000 Total Cost Estimate: (Disposable paper cups – 20 packs (50 pesos) Utensils – 10 packs (forks and spoon) (40 pesos)) Php 2,000 |
| | Considered? | Recommendations |

| Parameters | (Yes/No/ Not Applicable) | 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 | -8 oz size of disposable paper cups and white color. -fork and spoon, 25 pcs per pack and white color. |
| c. Technical Criteria [Does the market support the proposed technical requirements?] | Yes | - Food-grade paper material for safe and reliable use. - A wide range of suppliers and manufacturers provide utensils made from high-quality and durable materials such as stainless steel, food-grade plastic, and heat-resistant silicone |
| d. Delivery Lead Time [Are the timelines for delivery feasible?] | Yes | Supplier is ready to deliver anytime. |
| e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?] | Yes | -Store in dry, secure, and temperature-controlled environment. -Avoid exposure to moisture, dust, and direct sunlight. |
| f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)] | | -Stock unavailability during peak procurement periods. -Damage during transit if not properly packaged. -Warranty limitations if sourced from non-authorized sellers. |

Prepared by:


Mark Gil A. Vega

Head, Instructional Materials Development

Date:

Approved by:


Mark Gil A. Vega

Head, Instructional Materials Development

Date: