

## MARKET SCOPING CHECKLIST

### 1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Department of Biological Sciences
Name & Designation of Representative	Cheryl C. Batistel

### 2. PROJECT OVERVIEW

Project Name	Lab Supplies
Estimated Budget	7,000
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	01/2026-12/2026
Expected Date of Delivery (mm/yyyy)	02/2026

### 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:  <u>Online Scoping</u>	

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)
<b>a. Project Cost Estimate</b> [Does the cost estimate align with current market prices?]	Yes	1 unit Walkie Talkie (2 way radio)=5,000  1 unit Hygrometer (for % Relative Humidity)=2,000


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	<p><b>Walkie Talkie (2 way radio)</b></p> <ul style="list-style-type: none"> <li>• Water proof &amp; dustproof</li> <li>• Digital operation</li> <li>• Long range communication</li> <li>• Rechargeable battery, if possible can meet various charging methods</li> <li>• Vibration call</li> <li>• Many channels</li> <li>• Buttons large enough that it can be used while wearing gloves</li> <li>• Durable (Not easy to fall and not easy to bend/break when it falls)</li> <li>• If possible, weather alert</li> </ul> <p><b>Hygrometer (for % Relative Humidity determination)</b></p> <ul style="list-style-type: none"> <li>• Digital</li> <li>• Quick response sensor</li> <li>• Dual LCD display</li> <li>• Accuracy of +/- 3% or better</li> <li>• Broad temperature and humidity range (0-100% RH)</li> <li>• Have features like Max/Min/Hold, Auto off, battery indication</li> <li>• Good display readability</li> </ul>
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]	Yes	<ul style="list-style-type: none"> <li>• Present Business permit certification</li> <li>• The supplier must have at least 2 accredited service</li> </ul>
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]	Yes	Supplier is ready to deliver anytime
<b>e. Storage and Warehousing Requirements</b>		Items stored in the store can be delivered directly

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
[Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	
<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		Risks: Minimal risk, Limited to a possible 2-4 day delay due to weather part congestion

Prepared by:

  
ALMA F. GOFREDO  
Clerk  
Date: 10/2/24

Approved by:

  
CHERYL C. BATISTEL  
Head, DBS  
Date: 10/2/24