



**VISAYAS**  
STATE UNIVERSITY

## MARKET SCOPING CHECKLIST

### 1. AGENCY INFORMATION

Name of Procuring Entity	RSPPRO
End-User/Implementing Unit	RSPPRO
Name & Designation of Representative	LUVILLA G. ALCOBER, Head RSPPRO

### 2. PROJECT OVERVIEW

Project Name	Specialty Board, 8 ½ x 13, White, 220 GSM (Vellum)
Estimated Budget	3,000.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	10/2025-11/2025
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 checked="" type="checkbox"/>	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Reports / Summaries/ Screenshots / Brochures / Publications/ <u>Online</u> Product Reviews
<input checked="" type="checkbox"/>	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ <u>Online</u> Product Reviews
<input checked="" type="checkbox"/>	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ <u>Online</u> 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)
<b>a. Project Cost Estimate</b> [Does the cost estimate align with current market prices?]	Yes	Unit Cost Estimate: P 464.00 Total Cost Estimate (6 reams) : P 2784 .00




<b>Parameters</b>	<b>Considered? (Yes/No/ Not Applicable)</b>	<b>Recommendations based on the Market Scoping (Attach additional documents if necessary)</b>
<b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]	Yes	Type: 6 reams (1 ream x 10 packs x 10 pieces (Total of 100 pieces) Specialty Board Paper (Vellum) Thickness: 220gsm (would feed on all type of printer) Color: White Sizes: Legal or 8 ½ x 13 Grammage: 220 gsm Color: White
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]	Not Applicable	Not Applicable
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]	Yes	Delivery of all 6 reams within same day as delivery.
<b>e. Storage and Warehousing Requirements</b> [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	Away from moist areas/ Avoid contact with wet ground
<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	Risks: Minimal – primarily limited to potential 2–3 day delays due to weather, price volatility, and a limited number of suppliers

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

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

  
**RHEA P. BALLEBAS**  
AA IV, dDRC RSPPRO  
October 9, 2025

  
**LUVILLA G. ALCOBER**  
AO IV, Head RSPPRO  
October 9, 2025

Shopee > Hobbies & Stationery > Arts & Crafts > Scrap Booking > Veco Vellum Board 220gsm White 100 pcs

## Veco Brand 220 gsm Vellum Board White

Available Sizes:  
Long (8-1/2" x 13")  
Short (8-1/2" x 11")  
A4 (8-1/4" x 12")

100 pcs per ream



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### Preferred Veco Vellum Board 220gsm White 100 pcs

5.0 222 Ratings

Report

**P464** ~~P515~~ -10%

Shipping Guaranteed to get by 16 - 20 Oct >  
Get a P50 voucher if your order arrives late

Shopping Guarantee Lowest Price Guaranteed - Free & Easy Returns

Size Long Short A4

Quantity 1 +

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