

MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Department of Food Science and Technology
Name & Designation of Representative	Christine Gay B. Cala

2. PROJECT OVERVIEW

Project Name	DFST GAA Printing & Publication Expenses
Estimated Budget	P10,000
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	October 2025
Expected Date of Delivery (mm/yyyy)	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, for a, 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
✓	Other analogous market scoping activity/ies undertaken: <u>Online Scoping</u>	1. Sintra Board (4x8ft.)

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	Based on canvassing online suppliers, the price of Rigid Sintra Board 4x8 ft (3mm thickness) ranges from ₱850.00 to ₱1,500.00 per sheet depending on thickness and supplier. Average market price: ₱1,200.00 per sheet.

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	<ul style="list-style-type: none"> • Material - Rigid PVC Sintra Board • Size - 4ft x 8ft • Thickness - 3mm • Lightweight and waterproof. • Used for signages, labels, posters, exhibits, and wall displays.
c. Technical Criteria [Does the market support the proposed technical requirements?]	Yes	Bend-resistant material and durable for indoor/outdoor use. Local suppliers provide custom cutting services upon request.
d. Delivery Lead Time [Are the timelines for delivery feasible?]	Yes	Provincial delivery via within 5–7 days depending on stock.
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	Must be kept in dry, shaded area. No special storage requirements.
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	<ul style="list-style-type: none"> • Possible warping during shipping if not packed well • Price variation depending on thickness/brand.

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


Christine Gay B. Cala
Administrative Aide VI
October 13, 2025

Approved by:
Head, End-User or Implementing Unit


Lynette C. Cimafranca
Head, DFST
October 13, 2025