



VISAYAS
STATE UNIVERSITY

MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Supply and Property Management
Name & Designation of Representative	Antonette S. Cruz

2. PROJECT OVERVIEW

Project Name	Delivery of toner cartridge for FUJIFIM APEOSPORT 4020SD, 1-year warranty
Estimated Budget	14,500.00 pesos
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	09/2025 to 10/2025
Expected Date of Delivery (mm/yyyy)	03/2025

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 checked="" 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 checked="" 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	Quotation provided by exclusive supplier of the equipment

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	Equipment, consumable and parts can be provided by the supplier
c. Technical Criteria [Does the market support the proposed technical requirements?]	Yes	Technical requirement is provided by the supplier
d. Delivery Lead Time [Are the timelines for delivery feasible?]	Yes	Delivery date has enough lead time
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	Storage is available upon delivery
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	Yes	Exclusive supplier is available within the region

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


ANTONETTE S. CRUZ
Admin Officer I

Approved by:
Head, End-User or Implementing Unit


DOREEN B. ALBA
OIC Head, SPM



Door #7 Village Center West, Quarry Dist., Salazar St., Tacloban City

RISOGRAPH & COPIER SERVICES
CONSUMABLES & COMPUTER SALES
bxucopytrading@yahoo.com
Tel No.: (053) 321-8707

October 3, 2025

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

Consumables Quotation

Dear Ma'am/Sir,

Hereunder is our formal quotation for the **CONSUMABLES** needed by your **FUJIFILM APEOSPORT 4020SD** machine for your kind consideration and approval.

QUANTITY	DESCRIPTION	UNIT	UNIT PRICE
1	TONER CARTRIDGE APEOSPORT 4020SD	CRTG.	14,500.00

Warranty: 1 Year Warranty for Parts & Consumables.

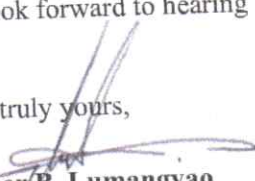
TERMS OF PAYMENT: 30 Days

SERVICES : Free lifetime services guarantee with regular monthly check-up.

Please sign on the space provided below and call us at (053) 832-2562 or contact us thru mobile (0917)-1248937.

We look forward to hearing from you very soon.

Very truly yours,


Nelmer B. Lumangyao
Branch Manager

Received by:

Signature over Printed Name
Date: _____

BXU COPY TRADING

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2nd Floor Yan-yan Bldg.,
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BUTUAN BRANCH

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CDO BRANCH

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Velez cor Yacapin St., Cagayan de Oro City
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Cdo Branch

DIPOLOG BRANCH

Amatong St., Miputak
Dipolog City
Tel #:
FB: Bxu Copy Trading & Ent Corp
Dipolog Branch

ZAMBOANGA BRANCH

183-B Gov. Alvarez St., Camino
Nuevo, Zamboanga City
Tel #:
FB: Bxu Copy Trading & Ent Corp
Zamboanga Branch

January 06, 2025

MANUFACTURER CERTIFICATION

This is to certify that BXU Copy Trading & Ent., Corp., is an **EXCLUSIVE CHANNEL PARTNER** of **FUJIFILM BUSINESS INNOVATION PHILIPPINES CORP.** for the Philippine Territory in the Eastern Visayas Region which, had an office address of Door #7, Village Center West, Salazar Street, Quarry Dist., Tacloban City, Leyte.

We confirm that FUJIFILM Co., Ltd was established in the Philippines on 1962, and is a reputable manufacturer of FUJIFILM Multi-Function Laser Copier, Consumables and Spare parts, having its manufacturing plants in Japan and China.

Genuine FUJIFILM & Fuji Xerox Products sold by our company to **BXU COPY TRADING & ENT., CORP.** are covered by full manufacturer's warranty.

Compliance with the Terms of Reference and Bid Requirements are on the lookout and accountability of **BXU COPY TRADING & ENT., CORP.**

If you have any question, please do not hesitate to contact us +6324878-5230

This letter shall be valid until 31st March 2026.



HIDEAKI KATO
President

kato.hideaki.dz@fujifilm.com

