

## MARKET SCOPING CHECKLIST

### 1. AGENCY INFORMATION

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Name of Procuring Entity             | Visayas State University          |
| End-User/Implementing Unit           | Scientific Publication Unit - ATR |
| Name & Designation of Representative | Kimberly V. Caingcoy dDRC         |

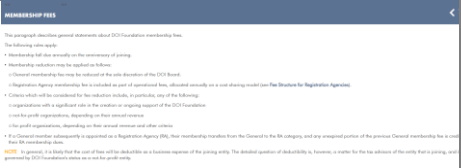
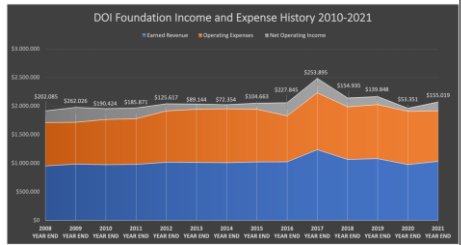
### 2. PROJECT OVERVIEW

|                                                           |                               |
|-----------------------------------------------------------|-------------------------------|
| Project Name                                              | Enhancement of the ATR        |
| Estimated Budget                                          | 80,000                        |
| Period of Market Scoping<br>[From (mm/yyyy) To (mm/yyyy)] | January 2026 to December 2026 |
| Expected Date of Delivery (mm/yyyy)                       | February 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<br>(✓)             | Activity/ies Conducted                                                                                 | Documentation<br>(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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| ✓                        | Review of technical, financial, or market/scientific reports                                           | <div>  <p><b>WHO IS THE DOI FOUNDATION COMMUNITY?</b><br/>We are an international community of communities bound by a common interest in persistent identification. To this, we have national agencies that manage communities spanning enterprises, standards, the built environment, natural history collections, scholarly communications, and research data.<br/>Read more about our Registration Agencies and what they offer<br/><a href="#">LEARN MORE</a></p> </div> <div>  <p><b>WHAT IS THE DIGITAL OBJECT IDENTIFIER (DOI)?</b><br/>A DOI name is a digital identifier of an object, any object – physical, digital, or abstract. DOIs solve a common problem: keeping track of things. Things can be names, records, content, or activities.<br/>Designed to be used by humans as well as machines, DOIs identify objects persistently. They allow things to be uniquely identified and accessed reliably. You know what you have, where it is, and others can track it too.<br/>Read more about the identifier, its benefits, and how it's used<br/><a href="#">LEARN MORE</a></p> </div> |

| Check<br>(✓)             | Activity/ies Conducted                                                                                               | Documentation<br>(as may be applicable)                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| ✓                        | Review of product or service brochures, marketing materials, industry journals and publications or related materials |                                      |
| ✓                        | Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants                          |                                      |
| <input type="checkbox"/> | Use of data from PhilGEPS or agency websites                                                                         | Reports / Summaries/<br>Screenshots, Price quotations/<br>Canvass sheets/ PhilGEPS<br>Postings/ Online Product Reviews |
| <input type="checkbox"/> | Other analogous market scoping activity/ies undertaken:<br><br>_____                                                 |                                                                                                                        |

**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?<br>(Yes/No/ Not<br>Applicable) | Recommendations<br>based on the Market Scoping<br>(Attach additional documents<br>if necessary) |
|------------|--------------------------------------------|-------------------------------------------------------------------------------------------------|
|------------|--------------------------------------------|-------------------------------------------------------------------------------------------------|

|                                                                                                                                                                         |                                                |                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>a. Project Cost Estimate</b><br>[Does the cost estimate align with current market prices?]                                                                           | ✓                                              |                                                                                                            |
| <b>Parameters</b>                                                                                                                                                       | <b>Considered?</b><br>(Yes/No/ Not Applicable) | <b>Recommendations</b><br><b>based on the Market Scoping</b><br>(Attach additional documents if necessary) |
| <b>b. Project Design and Specification</b><br>[Does available supplier/s meet technical and financial requirements?]                                                    | ✓                                              |                                                                                                            |
| <b>c. Technical Criteria</b><br>[Does the market support the proposed technical requirements?]                                                                          | ✓                                              |                                                                                                            |
| <b>d. Delivery Lead Time</b><br>[Are the timelines for delivery feasible?]                                                                                              | ✓                                              |                                                                                                            |
| <b>e. Storage and Warehousing Requirements</b><br>[Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?] |                                                |                                                                                                            |
| <b>f. Identified Risk/s</b><br>[Were there any market risks identified? (e.g., limited suppliers, price volatility)]                                                    |                                                |                                                                                                            |

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