



MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Department of Agronomy
Name & Designation of Representative	Dr. Luz G. Asio-Head, DA

2. PROJECT OVERVIEW

Project Name	IT Supplies and Equipment Riso Ink Type CV Type (Black S7220-00) Riso Master CV Type B4UA
Estimated Budget	₱ 25,000.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	10/2025 to 10/2025
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 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 checked="" type="checkbox"/>	Other analogous market scoping activity/ies undertaken: _____	Contacting the supplier for the updated price of the products

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 PMP, 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	

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	
c. Technical Criteria [Does the market support the proposed technical requirements?]	Yes	
d. Delivery Lead Time [Are the timelines for delivery feasible?]	Yes	
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		

Prepared by:


MILESA C. MARSADO
 Clerk/dDRC

Approved by:


LUZ G. ASIO
 Head, DA

Date: October 08, 2025
Customer ID : _____
Company Name: VISAYAS STATE UNIVERSITY
Address : BAYBAY, LEYTE
Attention: Mr. Leopoldo Escala Jr.
Contact Person
09688976207
Contact Number (Tel#/CP#)



We thank you for your inquiry regarding the consumables needed by your ☐ KM ☒ Riso
At your request, we are pleased to submit a quotation for your kind consideration and favorable approval as follows.

MODEL	ITEM DESCRIPTION/CODE	UNIT PRICE	QTY	UNIT	AMOUNT
CV1200	Riso Ink CV Type Black S7220-00	1,461.00	1	PC	1,461.00
	Riso Master CV Type B4UA	2,882.00	1	PC	2,882.00

APPLY WH TAX?
☐ Yes ☒ No

TOTAL 4,343.00
DISCOUNT (If any)
WITHHOLDING TAX -
GRAND TOTAL 4,343.00
VAT INCLUSIVE

DELIVERY LEAD TIME: _____

PRICE VALIDITY: 30 DAYS

Should you need additional information and/or clarification, please feel free to get in touch with us at telephone no. 09776598736 and we would be glad to discuss it with you at your most convenient time.

If you wish to avail the quoted item/s please fill up **COMPLETELY** the data below, then EMAIL back at

edelyn.tolibas@ubix.com.ph

Email Address

Thank you.

Prepared by:

EDELYN C. TOLIBAS

AE/CSO/AO/SE

Signature over Printed Name

Noted by:

MARY JANE T. MENDOZA

SALES MANAGER

Signature over Printed Name

Kindly fill out this portion completely:

Print Name & Signature

1).

2).

Place of Delivery :

Contact Number :

Serial Number :

Present Meter Reading :

TIN number :

Terms of Payment :

Revision No. 00