



MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP)
Name & Designation of Representative	Tiffany P. Baguio-Admin. Aide VI

2. PROJECT OVERVIEW

Project Name	Kit for the Regional RDE Symposium
Estimated Budget	Php 75,000.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	11/13/2025 to 11/23/2025
Expected Date of Delivery (mm/yyyy)	12/1/2025

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 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 Php 450.00 Leather bag with custom laser engraving and event tag (14.5 by 12.5 inches with 10inch straps) Customized Retractable ID Holder with custom event design
<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: _____	

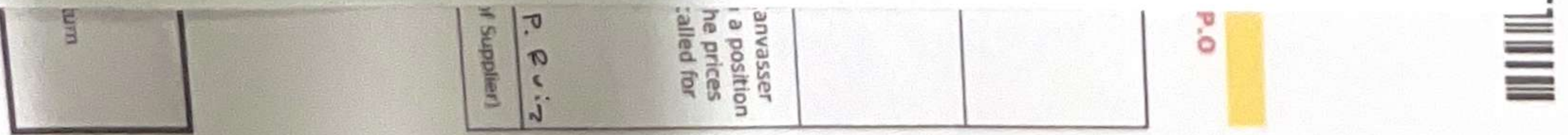
Notes:

- 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)
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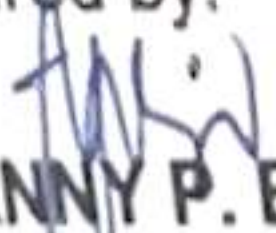


a. Project Cost Estimate [Does the cost estimate align with current market prices?]	Yes	Php 450 (RFQ) K
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Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
b. Project Design and Specification [Does available supplier/s meet technical and financial requirements?]	Yes	 <p>Php 450.00 Leather bag with custom laser engraving and event tag (14.5 by 12.5 inches with 10inch straps) Customized Retractable ID Holder with custom event design</p>
c. Technical Criteria [Does the market support the proposed technical requirements?]		
d. Delivery Lead Time [Are the timelines for delivery feasible?]		
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]		

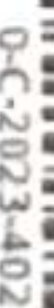
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		
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Prepared by:


TIFANNY P. BAGUIO
Admin. Aide VI
11/13/2025

Approved by:


SANTIAGO T. PEÑA JR.
Director, VICARP
11/13/2025



Republic of the Philippines
VISAYAS STATE UNIVERSITY
OFFICE OF THE HEAD FOR PROCUREMENT

REQUEST FOR QUOTATION

Date:

Mode of Procurement **NP - Small Value Procurement**

Delivery Period: within 15 calendar days from receipt of P.O

Deadline for Submission of RFQ: 7 Calendar days

[illegible]

*Please see attached specification
If item does not have a brand/model specify "brandless" or "ordinary" or the place of origin of the item or a picture of the item, whichever is convenient to you

<input checked="" type="checkbox"/>	Baybay	<input type="checkbox"/>	Ormoc	<input type="checkbox"/>	Manila
<input type="checkbox"/>	Tacloban	<input type="checkbox"/>	Samar	<input type="checkbox"/>	Cebu
<input type="checkbox"/>	Leyte	<input type="checkbox"/>	So. Leyte	<input type="checkbox"/>	Davao

Documentation Requirements:

1. Please quote your **best offer** for the items listed above in your **least government price** inclusive of taxes, delivery, and other applicable charges.
 2. Accomplish this RFQ correctly and accurately. Please put initials for erasures.
 3. Submit along with this RFQ the attached needed documentary requirements. Bidders who already submitted an updated file of the needed documentary requirements in VSU need not to re-submit.
 4. Quotations that are above the set ABC or with no indicated brand and model shall be rejected.
 5. Submit this RFQ within the set deadline for submission indicated above. Late bids will not be accepted.
1. Business Permit
 2. PhilGEPS Registration No.
 3. Income / Business Tax Return