



MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	Procurement Property Office
End-User/Implementing Unit	Institute of Human Kinetics
Name & Designation of Representative	Roderick M. Unajan

2. PROJECT OVERVIEW

Project Name	RISO Digital Duplicator
Estimated Budget	Php 130,000.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	January-2026 to December 2026
Expected Date of Delivery (mm/yyyy)	March 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 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

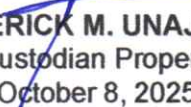
Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, 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?]		

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?]		
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)]		

Prepared by:

Approved by:


RODERICK M. UNAJAN
 IHK Custodian Property
 Date: October 8, 2025


ANDREW A. MAZO
 Head, IHK
 Date: October 8, 2025



U-BIX CORPORATION

End-to-End Office Solutions Provider



KONICA MINOLTA

Multifunction and Production Printers



Digital Duplicators



Digital Document Management Solutions

okamura

To the last detail.

Office Furniture Systems

U-BIX CORPORATION

U-BIX CORPORATION

1344 Angono St., Poblacion, Makati, Metro Manila 1210
(02) 8897 6819 • inquiry@ubix.com.ph • www.ubix.com.ph

October 14, 2025

VISAYAS STATE UNIVERSITY
BAYBAY LEYTE

Roderick M. Unajan
HIK- Property Custodian
09688976207
Roderick.unajan@vsu.edu.ph

Dear Sir,

In view of your requirements, **U-BIX Corporation** is pleased to submit our formal proposal for our **IN-HOUSE PRINTING SYSTEM** using the ever reliable **RISO Digital Duplicator**, an integrated scanning and duplicating equipment that offers you instant printing capability with utmost versatility, convenience and ease of use, economy and near offset print quality.

We believe the RISO CV1200 model could very well satisfy your requirements.

RISO CV1200 (BRAND NEW)
Digital Duplicator



RISO CV1200

Machine Highlights

Master Making/Printing Methods	High-speed digital master making/full printing
Original Type	Sheet
Original Size	90mm x 140mm to 310 x 435mm
Original Paper Weight	50gsm to 107gsm
Scanning Area	297mm x 435mm
Print Paper Size	100mm x 148mm to 297mm x 420mm

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Paper Supply Capacity	110mm stacking height
Print Paper Weight	35 gsm to 128 gsm
Image Processing Mode	Line, Photo, Duo, Pencil
Resolution	300 x 300 dpi (scanning) 300 x 300 dpi (printing)
Master Making Time	Approx. 39 sec.
Printing Area (Max.)	251mm x 357mm
Reduction/ Enlargement	Preset: 141%, 122%, 116%, 94%, 87%, 82%, 71%
Print Speed	60, 80, and 100 pages per minute
Print Position Adjustment	Vertical: ±10mm Horizontal: ±10mm
Ink Supply	Fully automatic (800ml per cartridge)
Master Supply	Fully automatic (200 sheets per roll)
Master Disposal Capacity	30 sheets
PC Connectivity	Built-in USB PC Interface
Options	Not available
Power Source	220-240V, 2.0A/1.0A, 50Hz/60Hz
Power Consumption	When running: 160W
Dimension	In Use: 1280mm (W) x 655mm (D) x 515mm (H)
Weight	Approx. 64 kg.

MACHINE ACQUISITION

KIT BUYER	
RISO CV1200 (FAST, RELIABLE DIGITAL DUPLICATOR)	
Offer Price:	P 129,600 (VAT INCLUSIVE)
Discounted Price:	P 120,000 (VAT INCLUSIVE)
Mode of Payment:	COD/COD CHECK
Price Validity	Note: Above price is valid for 1 month until supply last.

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CONSUMABLE ACQUISITION

KITBUYER CV1200 (Client will buy consumables when needed)

ITEM	UNIT ISSUE	UNIT PRICE	COPYLIFE	COST PER COPY
INK 800 ML	1 PIECE	P 1,461.00	15,000-20,000 prints	P 0.0666
Master	1 PIECE	P 2,882.00	15,000-25,000 prints	P 0.0005
TOTAL COST PER COPY				P 0.0671

***All prices and rates are VAT inclusive**

WARRANTY: ONE (1) YEAR WARRANTY on replaceable parts or 500,000 copies/prints whichever comes first

Conforme: _____

SYSTEM INCLUSIONS:

- **FREE** Lifetime Service Guarantee
- **FREE** Installation
- **FREE** Initial Consumables
- **FREE** Pedestal Table
- **FREE** Comprehensive Key Operator Training

SERVICE COMMITMENT:

U-BIX Corporation is committed to providing unparalleled after-sales support. We have a dedicated department solely focused on ensuring complete client satisfaction. Our team is available to assist you five days a week, with services provided from Monday to Friday, 8:00 AM to 6:00 PM.

This commitment is part of U-BIX Corporation's **51 years of Leadership Through Service**. Partnering with U-BIX will undoubtedly enhance your business operations and contribute to your continued success.

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Should you require any further information or assistance regarding our proposal, please do not hesitate to contact us at **(053-520-0517/09776598736)** or email us at **edelyn.tolibas@ubix.com.ph**.

We would be happy to assist you.

Once again, we sincerely thank you for your continued trust and support.

Sincerely yours,



EDELYN C. TOLIBAS
Customer Service Officer

Approved by:

RON CABRERA
SR. Sales Manager

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