



**VISAYAS**  
STATE UNIVERSITY

## MARKET SCOPING CHECKLIST

### 1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University Procurement Office
End-User/Implementing Unit	Infrastructure Project Development
Name & Designation of Representative	Marcelo T. Abrera Jr.—Head, IPDO

### 2. PROJECT OVERVIEW

Project Name	Body Carton Tracing paper canister
Estimated Budget	80 per tube
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	01/2026-12/2026
Expected Date of Delivery (mm/yyyy)	02/2026

### 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 checked="" 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: <hr/>	

**Notes:**

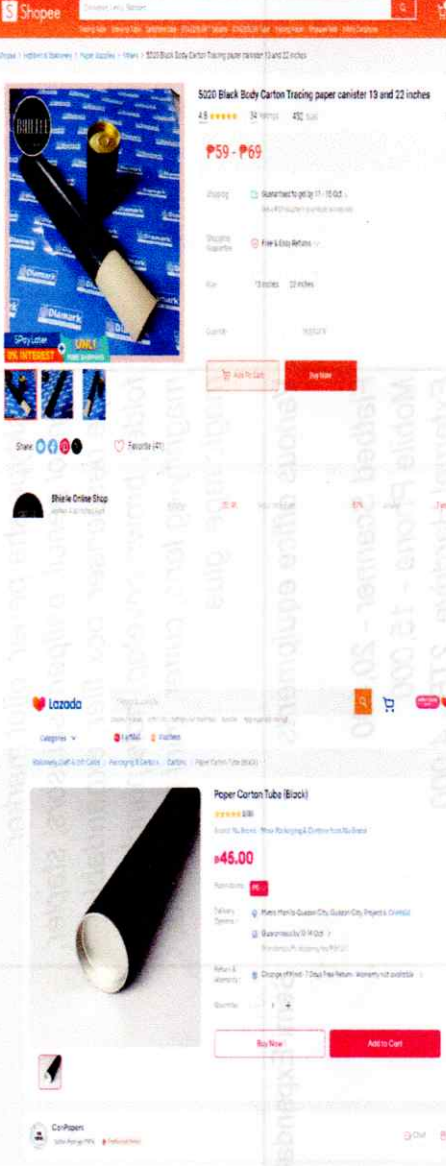
- i. The market scoping activities shall be identified and undertaken at the option of the End-User or Implementing Unit based on its needs and objectives.
- ii. The list of supporting documents in the Documentation column is not exclusive and may include other documents that may be gathered by the End-User 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)
<b>a. Project Cost Estimate</b> [Does the cost estimate align with current market prices?]	Yes	P 80 pesos per tube



<p>INFO</p> <p>TOTAL BUDGET ALLOCATION: 82,000.00</p> <p>INTERMEDIATELY GENERATED FUND (IGF)</p> <p>MOOE 3,329</p> <p>Program 0422</p>			
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Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
<p><b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]</p>	Yes	<ul style="list-style-type: none"> <li>- Material: Cardboard/Kraft Paper</li> <li>- Size: 22 inches long, 2 inches Diameter</li> <li>- Color: Black</li> </ul>

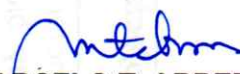
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]	Yes	The market supports the proposed technical requirements for the Body Carton Tracing Paper Canister. The materials and specifications, including the required dimensions, thickness, and quality of tracing paper and carton components, are readily available from local and national suppliers.
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]		Supplier is ready to deliver anytime
<b>e. Storage and Warehousing Requirements</b> [Can the storage/warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Yes	The storage requirements for the Body Carton Tracing Paper Canister can be easily met. It does not need special temperature or humidity control and can be kept in a clean, dry, and well-ventilated area to avoid moisture damage. Regular handling and stacking procedures are enough, and it can be safely stored in a normal office or warehouse without risk of damage.
<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		Minimal risks were identified in the market for the Body Carton Tracing Paper Canister. The item is available from several suppliers, including online platforms like Shopee and Lazada. However, slight price changes may occur due to shipping costs. These risks can be managed through early procurement planning and sourcing from multiple suppliers.

Prepared by:



**AIZA B. BESAVILLA**  
Clerk

Approved by:



**MARCELO T. ABRERA JR.**  
Head, IPDO