



Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

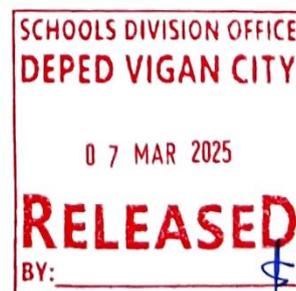
No. 117 s, 2025

**REITERATION ON THE CONDUCT OF MARKET SCOPING**

To: Assistant Schools Division Superintendent  
SGOD Chief  
CID Chief  
Section and Unit Heads  
All SDO Proper Personnel

1. Market scoping is a crucial preliminary process mandated by Republic Act No. 12009, the New Government Procurement Act, to ensure proper and strategic procurement planning.
2. It involves collecting relevant market information to understand the supply environment, identify potential suppliers, evaluate available products or services, and assess market trends.
3. In line with this, to enhance the effectiveness of market scoping, this requires consultations with at least two (2) or more suppliers. This approach can provide a broader perspective on market conditions and supplier capabilities, leading to more informed procurement decisions.
3. Attached is the Market Scoping Form (Annex A) to be to be submitted together with the PPMP.
4. Immediate dissemination of this Memorandum is desired.

  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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**ANNEX A**

**MARKET SCOPING FORM**

Name of Item (Project Design/Specification)	Unit Price of the Supplier/Contractor	Price including VAT	Name of Supplier where you conducted the Market Scoping	Delivery Lead Time	Willing for Credit Line (If YES, Check or ADA)	Is the Supplier Philgeeps Registered?

Prepared by:



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