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Nahya

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 602s, 2026

**REITERATION ON THE PROPER COMPLETION OF THE NGPA FORMS
(MARKET SCOPING CHECKLIST FORM AND PROJECT PROCUREMENT
MANAGEMENT PLAN)**

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

1. Pursuant to Section 10 of the Republic Act No. 12009, to ensure proper strategic procurement planning, the Procuring Entity shall conduct *Market Scoping* as preliminary undertaking in preparing its Project Procurement Management Plan (PPMP), thus proper completion of the forms is required.
2. In line with this, the following is required in the conduct of Market Scoping:
 - a. Proper Cost Estimation
 - b. Project Design and Specifications
 - c. Technical and Selection Criteria
 - d. Delivery Lead Time
 - e. Storage or Warehousing Requirements
 - f. Related Industry Practices
 - h. Other Relevant Market Information
3. The forms are accessible and can be downloaded through the link <https://bit.ly/ngpadepdivigan>.
4. **Effective August 3, 2026**, all Purchase Requests (PRs) submitted to the Procurement Unit without the duly accomplished and required supporting documents, including the Market Scoping Form and other prescribed attachments, shall be returned to the requesting office or end-user unit without further processing. This measure is intended to ensure compliance with the requirements of Republic Act No. 12009 and to facilitate timely and efficient procurement processing.
5. For any concerns and clarifications, please approach the procurement unit for technical assistance.
6. Immediate dissemination of this Memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent



RELEASED
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MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	
End-User/Implementing Unit	
Name & Designation of Representative	

2. PROJECT OVERVIEW

Project Name	
Estimated Budget	
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	
Expected Date of Delivery (mm/yyyy)	

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)
☐	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
☐	Participation in summits, fora, or conferences	Highlights of consultations or meetings/ Proof of Attendance/ Reports
☐	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures /

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
		Publications, Market Analysis Report or similar document/ Online Product Reviews
☐	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Reports / Summaries/ Screenshots / Brochures / Publications/ Online Product Reviews
☐	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ Online Product Reviews
☐	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
☐	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		

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
[Does the cost estimate align with current market prices?]		
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:
**Personnel-in-Charge, End-User or
Implementing Unit**

Approved by:
Head, End-User or Implementing Unit

[Signature over Printed Name]
[Position/Designation]
[Date]

[Signature over Printed Name]
[Position/Designation]
[Date]

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. ____

☐

INDICATIVE

☐

FINAL

Fiscal Year :

End-User or Implementing Unit:

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		ATTACHED SUPPORTING DOCUMENTS	REMARKS
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (whether Goods, Infrastructure and Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre- Procurement Conference, If applicable (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/ Implementati on Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
TOTAL BUDGET:											

Prepared by:

Submitted by:

Signature over Printed
 Name
 Position/Designation
[End-User or Implementing Unit]

Date :

Signature over Printed Name
 Position/Designation
*[Head of the End-User or
Implementing Unit]*

Date : _____