



April 30, 2026

**OFFICE MEMORANDUM**

NO. 12, s. 2026

**MANDATORY SUBMISSION OF MARKET SCOPING FOR ALL PROCUREMENT REQUESTS**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Heads, Sections/Units  
End-Users/Program Owners  
All Others Concerned

1. In line with the provisions of Republic Act No. 12009 (New Government Procurement Act), particularly Section 10, which emphasizes the conduct of adequate market analysis and scoping prior to procurement, all requesting units are hereby directed to ensure that **Market Scoping** is conducted and submitted as an integral part of every procurement request.

**Section 10. Market Scoping**

10.1 To ensure proper and strategic procurement planning, the Procuring Entity, through the End-User or Implementing Unit, shall conduct market scoping as a preliminary undertaking in preparing its PPMP, which covers the proper cost estimation, project design and specifications, technical and selection criteria, delivery lead time, storage or warehousing requirements, related industry practices, and other relevant market information.

2. Market Scoping serves as the basis for determining the most advantageous procurement strategy, appropriate cost estimates, availability of suppliers, and prevailing market conditions. It ensures that procurement activities are grounded on accurate, current, and verifiable data, consistent with the principles of transparency, competitiveness, and value for money.

3. Accordingly, all Purchase Requests (PRs), Project Procurement Management Plans (PPMPs), and other procurement-related submissions shall be accompanied by documented Market Scoping, which may include, but is not limited to, the following:



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- indicative price quotations or market price references
  - Online or published price listings, where applicable
  - Supplier or industry canvass results
  - Technical and product specifications benchmarking
  - Any relevant market study or analysis supporting the proposed procurement
4. Failure to comply with this requirement shall result in the **non-processing or return of the request** without further action until the necessary Market Scoping documents are submitted. All concerned are hereby enjoined to strictly comply with this directive to ensure alignment with RA 12009 and to facilitate efficient and audit-compliant procurement processes.
5. Attach in this memorandum is the Market Scoping Checklist Form. This requirement shall **take effect immediately**.
6. For guidance and strict compliance.

**MARIA-MAGNOLIA F. BRIOSO**

OIC, Schools Division Superintendent



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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)
<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
<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



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Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<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)
<b>a. Project Cost Estimate</b> [Does the cost estimate align with current market prices?]		
<b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]		



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<b>Parameters</b>	<b>Considered? (Yes/No/ Not Applicable)</b>	<b>Recommendations based on the Market Scoping (Attach additional documents if necessary)</b>
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]		
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]		
<b>e. Storage and Warehousing Requirements</b> [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]		
<b>f. Identified Risk/s</b> [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]**