



Republic of the Philippines  
**Department of Education**

REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

March 25, 2026

DIVISION MEMORANDUM

No. 144, s. 2026

**REITERATION OF MANDATORY REQUIREMENT OF THE CONDUCT OF  
MARKET SCOPING UNDER SECTION 10.4 OF RA 12009 AND ITS IRR**

To: Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations Division  
Heads of Functional Units/ End-users  
Procurement Office  
All other concerned

1. Pursuant to Section 10.4 of the RA 12009 or the New Government Procurement Act (NGPA) and its Internal Rules and Regulations which mandates the conduct of market scoping using Market Scoping Checklist/Form as part of strategic procurement planning and standardization of processes and forms to ensure the principles of **fit for purpose, proportional requirements and value for money**. All procurement activities of this Division, regardless of procurement modality, shall require conduct of Market Scoping.
2. For each item/lot to be submitted for procurement, the concerned End User shall be responsible for the following:
  - a. Complete the Market Scoping Checklist/Form
  - b. Gather data from *known and reputable independent supplier with proven track record* for current market information, while taking into consideration the design, specifications needed by the End-user which may include any combination of the following, as applicable:
    - i. Supplier/manufacturer/distributor written quotations; minutes/notes of supplier consultations, virtual store or e marketplace screenshots, published price lists, brochures, technical/industry/market reports, credible online product reviews.
    - ii. Results of the market scoping must consider the suggested retail prices, adjusted for present market conditions including but not limited to *freight and delivery costs, taxes, supplier's projected revenue mark-ups, and inflation rate prior to delivery* to avoid failure of procurement due to too low or insufficient ABC that no supplier is willing to submit bid/quotation.
    - iii. Write clear recommendations in the Form: proposed ABC, quantity phasing (if any), fit for purpose specifications, delivery lead times, and key market risks (e.g., supply constraints, volatility), to inform the PPMP/APP and procurement strategy.



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telephone Nos: (055) 500 1020  
Email Address: [northernssamar@deped.gov.ph](mailto:northernssamar@deped.gov.ph)  
Division Official Website: <https://northernssamar.deped.gov.ph>

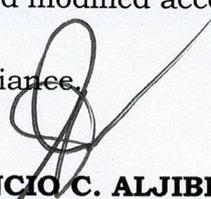
3. When to attach Market Scoping Checklist/Form requirements:

a. During the Strategic Planning Stage (initiated Budget call July 2027):  
No PPMP or APP entry shall be endorsed without the Market Scoping Form and evidence set. The ABC for each line items in the End-user PPMP and resulting 2027 APP must be traceable to the scoping results.

b. Pre-Procurement Stage (interim within the Calendar Year and Early Procurement):  
Prior to preparation of the Purchase Request (PR), submit to the Procurement Office an updated Market Scoping Checklist and the updated PPMP *to confirm continued market validity or to reflect material changes in market conditions.*

4. This Memorandum takes effect immediately all other issuances inconsistent with this memorandum are hereby rescinded and modified accordingly.

5. For information, reference and strict compliance.

  
**GAUDENCIO C. ALJIBE, JR., CESO V**  
Schools Division Superintendent 

En/:

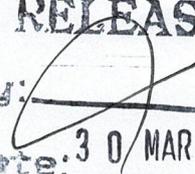
*Market Scoping Checklist/Form*

References:

*Section 10.4 of the RA 12009 or the New Government Procurement Act (NGPA) and its Internal Rules and Regulations*

DepEd Northern Samar

**RELEASED**

By: 

Date: 30 / MAR 2026

Enclosure No. \_\_\_ to DM No. 149s. 2026**MARKET SCOPING CHECKLIST****1. AGENCY INFORMATION**

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

**2. PROJECT OVERVIEW**

Project Name	Purchase of Office Supplies and Equipment for the Division Office COA				
Estimated Budget	Unit	Particulars	Qty	Unit Cost	Total
	<b>Total</b>				
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	
<input type="checkbox"/>	Participation in summits, fora, or conferences	
<input type="checkbox"/>	Review of technical, financial, or market/scientific reports	
<input type="checkbox"/>	Review of product or service brochures, marketing materials, industry journals and publications or related materials	
<input type="checkbox"/>	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	
<input type="checkbox"/>	Use of data from PhilGEPS or agency websites	
<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.

<b>Parameters</b>	<b>Considered?</b> <i>(Yes/No/ Not Applicable)</i>	<b>Recommendations based on the Market Scoping</b> <i>(Attach additional documents if necessary)</i>
a. <b>Project Cost Estimate</b> <i>[Does the cost estimate align with current market prices?]</i>		
b. <b>Project Design and Specification</b> <i>[Does available supplier/s meet technical and financial requirements?]</i>		
c. <b>Technical Criteria</b> <i>[Does the market support the proposed technical requirements?]</i>		
d. <b>Storage and Warehousing Requirements</b> <i>[Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]</i>		
e. <b>Identified Risk/s</b> <i>[Were there any market risks identified? (e.g., limited suppliers, price volatility)]</i>		

Prepared by:

Approved by:

Personnel-in-Charge, End-User or Implementing Unit

Head, End-User or Implementing Unit

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

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