



REQUEST FOR QUOTATION

Date: 29 August 2023

RFQ No.: 100-23-07-1596

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Supply, Delivery, and Printing of Brochures for the Promotion of Cooperative in the City of Pasig – Cooperative Development Office** with an Approved Budget for the Contract (ABC) of **Php 100,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Brochures, - SIZE: 8.5 X 5.5 inches Full Color Print Stapled Folded 100 GSM C2S 6 pages back-to-back Print and Layout.		10000	pcs	10.00	100,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		100,000.00			
DELIVERY TERM: Within Sixty (60) calendar days upon the receipt of Notice to Proceed but not to exceed 31 December 2023.								

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**

- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
 - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph


SGD


ATTY. PONCE MIGUEL D. LOPEZ

Officer in Charge, Procurement Management Office

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:


Signature over Printed Name


Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph



Front

Republic Act 9520

Ang batas para sa Kooperatiba na inaprobahan noong February 17, 2009 na ngayon ay kinikilala bilang "Philippine Cooperative Code of 2009". Nasasaad sa batas na ito na ang kooperatiba ay:

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- isang awtonomiya at rehistradong samahan ng mga tao
- may iisang interes at kusang-loob na nagbuklod upang makamit ang kanilang mga pare-parehong pangangailangan at hangarin.
- Sama-sama nilang pinagmamay-arian at pinapalagak sa demokratikong pamamaraan; na nag-aambag ng kontribusyon sa puhunang kakailanganin ng kooperatiba.
- tinatangkilik ang mga produkto at serbisyo ng kooperatiba
- makatuwirang nakikibahagi sa pakikipagsapalaran, pasanin, at pakinabang na mararanasan ng asosasyon, ayon sa mga prinsipyo ng kooperatibismo.
- "Ito ngayon ang kinikilalang malawakan at mas angkop na depinisyon ng kooperatiba sa buong Pilipinas."

COOP IS LIKE A COOFFEE

"It's more than just a drink, It's a way to get people together and be more productive"

C – Capitalization
O – Operation
F – Function
F – Fairness
E – Enterprise
E – Environment

Ano ang mga Pangakalahatang Layunin ng Kooperatiba?

1. Makapagbigay ng mga kalakal at serbisyo sa mga kasapi nito at nang sa gayon ay mapataas ang kanilang kita at ipon, puhunan, produktibidad at kakayahang mamili; at
2. Makapagbigay ng ganap na pakinabang na pangkabuhayan at turuan ang mga kasapi na gumamit ng mga mabisang paraan sa pangangasiwa at pagnenegosyo, bilang tulong tungo sa pagkakamit ng makatuwirang bahagi ng yaman ng bansa.

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Mga Tungkulin:

- Magkaroon ng postal address na dapat itala sa CDA. Kailangan "ma-update" ito kung magkaroon ng pagbabago sa pamamagitan ng pag-amyenda sa kanilang By-Laws.
- Maging bukas ang mga libro at talaan ng kooperatiba sa lahat ng miyembro at sa CDA.
- Gumawa ng taunang-ulat ng mga pangyayari sa kooperatiba sa katapusan ng takdang panahon o fiscal year at ipaalam ito sa mga Miyembro. Nararapat din na bigyan ng kopya ang lokal o ang City Cooperative Development Office ng taunang-ulat o "Annual Report".
- Ang lahat ng opisyal na may pananagutan, lalo na yaong humahawak ng pondo o salapi ng kooperatiba ay kinakailangang magtaglay ng "Surety Bond"
- Ibalik sa mga miyembro ang kita ng kooperatiba sa pamamagitan ng interes sa share capital at makatuwirang pagbahagi ng "dividend" pakinabang o patronage refund ayon sa "formula" na nakasaad sa RA 9520.
- Magsagawa at laanan ng pondo ang mga tinatawag na *statutory reserves* na binubuo ng General Reserve Fund, Coop Education and Training Fund, Optional Fund at Community Development Fund.
- Pag umabot na ng P 10,000,000.00 ang mga pinagsamang reserves at di pa nahahating kita ng kooperatiba, ang Kooperatiba ay kailangan ng magbayad ng mga buwis.
- Pahihintulutan ang may kapangyarihan, para sa layunin ukol sa buwis, na pag-aralan ang mga libro at talaan ng kooperatiba.

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Mga Pribilehiyo:

- Makapaglagak ng pera, mga dokumento at iba pang mahalagang papeles ng walang upa o bayad sa kaha de yero ng "City Treasurer's Office" at sila ay magbibigay ng resibo na katunayan ng pagtanggap sa mga bagay na inilagak. Kailangan din ng isang (1) saksi o witness sa paglalagak.
- Libreng paggamit ng lugar sa kanilang tanggapan, ito man ay pag-aari o inuupahan ng pamahalaan lalo na kung ang kooperatiba ay binubuo ng mga empleyado nito.
- Unang karapatan na magsupply sa mga institusyon ng pamahalaan ng bigas, mais at iba pang butil o cereal, lada, at iba pang produktong dagat, karne, itlog, gatas, at ibang kalakal ng kanilang miyembro.
- Pagtatangi o "priority" sa pamamahagi ng pataba at bigas mula sa tanggapan ng pamahalaan.
- Unang karapatan na mamahala o umupa ng mga pasilidad ng mga palengkeng pampubliko, tindahan o pwesto.
- Ang mga credit cooperative ay may karapatang umutang, magrediscout ng kanilang papel sa pautang at iba pang mahalagang papeles sa Development Bank of the Philippines, Landbank of the Philippines, Philippine National Bank at iba pang institusyong pinansyal.
- Libreng ikatawan ng City Prosecutor o ng Office of the Solicitor General ang Kooperatiba, maliban kung ang kalaban ay ang Republika ng Pilipinas.

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Sino ang maaaring magtayo ng KOOPERATIBA ?

- Ano mang samahan na binubuo ng 15 tao
- Nasa hustong gulang
- May "Common Bond of Interest" na nakatira o nagtatrabaho sa pinapanong lugar kung saan itatayo ang Kooperatiba
- Kailangan na ang mga sasaling miyembro sa kooperatiba ay nakadalo sa "Coop Orientation" at susunod na dadalo sa "Pre-Registration Seminar (PRS)".

Paano ang Pagtatatag at Pagpapa-rehistro ng Kooperatiba?

Una

- Dapat mayroong labinlimang (15) o higit pa na kasapi;
- Alamin ang mga pangkaraniwang problema at pangangailan ng mga kasapi na kailangan matugunan ng kooperatiba;
- Alamin kung anong uri ng kooperatiba ang itatatag;
- Magbuo ng tinatawag na "core group" na mamumuno sa pagkukumpleto ng mga dokumento sa pagtatag ng kooperatiba.
- Magtungo sa Cooperative Development Office (LGU-CDO) upang magrequest ng Coop Orientation at PRS (Pre-Registration Seminar)

Pangalawa:

- Ihanda ang pangkalahatang layunin at economic survey. Ito ay isang pamamaraan upang masukat ang magiging pag-unlad ng itatatag na kooperatiba

Pangatlo

- Buuin ang "Cooperative Artcles of Cooperation" kung saan dapat matatagpuan ang mga sumusunod:
 1. Pangalan ng Kooperatiba (mahalagang kasama ang Uri ng kooperatiba)
 2. Ang layunin at uri ng serbisyo ng gagawin ng kooperatiba
 3. Ang Term of existence ng kooperatiba
 4. Area of operation at ang postal address ng kooperatiba

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5. Common bond of membership
6. Pangalan ng mga Board of Director ng Kooperatiba
7. Halaga ng saping puhunan o share capital
8. Pangalan at tirahan ng mga kasapi
9. Kategoriya ng kooperatiba (primary, secondary, tertiary)

Pang-apat

- Buuin ang Cooperative By-laws na naglalaman ng mga alituntuning internal na dapat sundin ng mga kasapi para sa maayos na operasyon at ika-uunlad ng kooperatiba.

Panglima

- Ikuha ng tinatawag na "surety bond" ang mga "accountable officers" (karaniwan ay ang Treasurer at Chairperson). Ang halaga ng bond ay dapat napagkasunduan ng mga Board of Directors ayon sa panimulang puhunan ng kooperatiba.

Pang-anim

- Ipa-rehistro sa Cooperative Development Authority (CDA) at isumite ang mga sumunod na dokumento sa pamamagitan ng "On-line Registration" (ECOOPRIS):
1. Surety Bond of accountable officers;
 2. Sworn Statement o Affidavit ng Treasurer na nagpapatunay na mayroong hindi bababa sa 25% ang share capital na bayad na. Sa panahon ng pagpaparehistro, ang paid-up capital ay hindi dapat bababa sa halagang labinglimang libong piso (P15,000.00).
 3. Certificate of PRS na ibigay ng Cooperative Development Authority.

Ano ang Pribilehiyo at tulong na ibinibigay ng lokal na Pamahalaan ng Lungsod ng Pasig sa mga lehitimong Kooperatiba?

LGU – Cooperative Accreditation:

- Ang bawa't CDA Registered Cooperative ay may prebelihyong diskwento sa kaukulang "Business Registration Fee" kung ito ay dumaan sa proseso ng CDO at may kumpletong mga papeles na isinumite at may kaukulang tatak/selyo ng pagtanggap mula sa CDA at nagtataglay ng "Certificate of Compliance/Registration"

CDO Technical Assistance :

- Ang Cooperative Development Office (CDO) ay nakalaang maglingkod at tulungan ang bawa't Kooperatiba ng tulong-technical tulad ng mga "online registration, compliance/reportorial reports, coaching & mentoring" at anumang tulong at gabay na naaayon sa pagpapaunlad ng Kooperatiba at operasyon nito.

Cooperative Development Loan Fund (CDLF)

- Ito ay ipinagkakaloob sa mga Kooperatibang fully Operational. May nakalaang pondo na P20,000,000.00 na maaaring ipahiram sa mga rehistrado at kinikilalang kooperatiba sa Lungsod ng Pasig upang gamitin sa pagpapaunlad ng mga serbisyo nito, gaya ng pondo sa pagbili ng mga materyales at pantustos sa mga "operating and administrative expenses" ng kooperatiba ayon sa kanilang planong pagkakakitaan. Ang pautang ay WALANG INTERES at babayaran quarterly sa loob ng (2) taon sa pamamagitan ng pagbibigay ng post-dated checks. Ganun pa man, may kaukulang proseso ito na dapat sundin ng Kooperatiba at ayon sa itinakdang polisiya ng PCCDC na nauukol sa programang ito na s'yang pinagtibay ng Sangguniang Panlungsod bilang Ordinansa o Lokal na Batas.

Community based enterprise program

An approach of turning SME's, People's Organization, TODAs, HOA, WOMENS GROUP, YOUTH & VULNERABLE SECTORS into a COOPERATIVE

WHAT IS A COMMUNITY – BASED ENTERPRISE PROGRAM?

- A community-based economic development that has a business model designed to increase community control over local resources and decision.
- An Enterprise that has an empowerment shareholder who represents a broad base of members such as a local community or where the benefits support a target group for example women's group, PWDs, the youth, homeowners associations, TODA's, SME's, livelihood groups whose shares are held via direct equity.

Objectives:

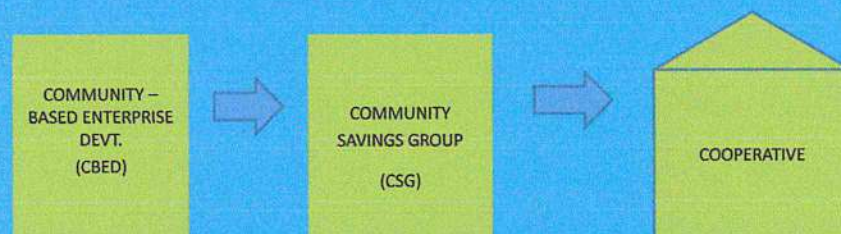
- Provides opportunities for people in the community to strengthen their own established micro and small businesses towards easy access to financial stability, equity and economic freedom.
- Develops and still the VALUE of SAVINGS towards Cooperativism & liberate our Entrepreneurs & SME's from being dependent to "LOAN SHARKS"
- Empowering them with business & skills training through Capacity & Capability Building.
- Increase our Economic Growth & Recovery by increasing the Business Registration & Operation in the City of Pasig.

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PRINCIPLES OF COMMUNITY – BASED ENTERPRISE DEVELOPMENT

- Activity Based Learning
- Local Facilitator Led vs. External Trainer
- Existing Knowledge within the Group
- Concrete Business Improvement
- Low Cost – Flexible Solutions

CONCEPTUAL FRAMEWORK & PROCESS



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