



REQUEST FOR QUOTATION

Date: 06 September 2023

RFQ No.: R1 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.

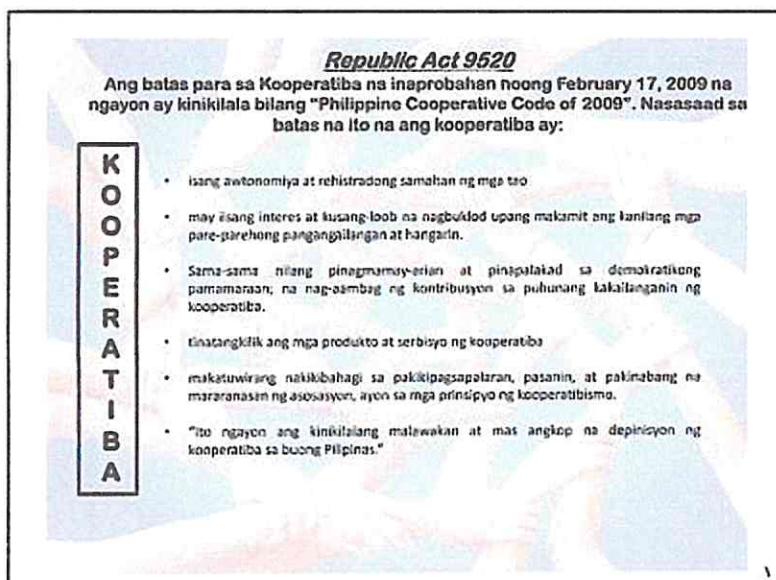
Item No.	Item Description	Brand Name <i>(PLEASE DO NOT LEAVE BLANK)</i>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Brochures, - SIZE: 8.5 X 5.5 inches Full Color Print Stapled Folded 100 GSM C2S 6 pages back-to-back Print and Layout.		10000	pcs	10.00	100,000.00		
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.*







front



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

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COOP IS LIKE A COFFEE
 "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 Pangkalahatang Layunin ng Kooperatiba?

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

Mga Tungkulin:

- Magkaroon ng postal address na dapat itala sa CDA. Kailangan "ma-update" ito kung magkaroon ng pagbabago sa pamamagitan ng pag-aminenda sa kanilang By-Laws.
- Maging bukas ang mga libro at talaan ng kooperatiba sa lahat ng miyembro at sa CDA.
- Gumawa ng taunang-ulet ng mga pangyayari sa kooperatiba sa katapusan ng taandang panahon o fiscal year at ipatam-ayon sa mga Miyembro. Nararapat din na bigyan ng kopya ang lokal o ang City Cooperative Development Office ng taunang-ulet o "Annual Report".
- Ang lahat ng opisyal na may pananagutan, lalo na yang humuhawak ng pondo o salapi ng kooperatiba ay kinakailangang magdagay ng "Surety Bond".
- Isalik sa mga miyembro ang kita ng kooperatiba sa pamamagitan ng interes sa share capital at makatuwagang pagbabahagi ng "dividend" pati na bangon o patronage refund ayon sa "Formula" na nakasaad sa RA 9520.
- Magsagawa at laanan ng pondo ang mga kinatawag na statutory reserves na binubuo ng General Reserve Fund, Coop Education and Training Fund, Optional Fund at Community Development Fund.
- Pag-umbot na ng ₱ 10,000,000.00 ang mga pinagsamang reserves at di pa nahahating kita ng kooperatiba, ang Kooperatiba ay kailangan ng magkopyad ng mga buwis.
- Paghintulutan 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:

- Makapagtagap ng para, mga dokumento at iba pang mahalagang papales ng waring uri o bayad sa hula sa yari ng "City Treasurer's Office" at sila ay maghahangy ng rebaho na kahaluyan ng pagtanggap sa mga bagay na itinakdang. Kailangan din ng isang (1) sakal o wiktres sa pagtagap.
- Libreng pagpapal ng lugar sa kaniyang teritoryo, ita man ay pag-oon o anupatan ng pamahalaan kala na kung ang kooperatiba ay binubuo ng mga empleyado rito.
- Unang karapatan na magkarang sa mga iniluwayen ng pamahalaan ng bayan, mula at ita pang buhat o orasul, itala, at ita pang produktong dagul, karna, biog, gatas, at itang kanihal ng kanihang niyembre.
- Pagtatag o "priority" sa pamamahagi ng putaba at bukas mada sa teritoryo ng pamahalaan.
- Unang karapatan na mamuhala o unupa ng mga posibilidad ng mga palenghang jampubliko, tindahan o private.
- Ang mga credit cooperative ay may karapatang umutang, magredecorat ng kanihang papel sa paulang at ita pang mahalagang papales sa Development Bank of the Philippines, Landbank of the Philippines, Philippine National Bank at ita pang institusyong panasyal.
- Libreng katatagan ng City Prosecutor o ng Office of the Solicitor General ang Kooperatiba, tralisan kung ang kalaban ay ang Republika ng Pilipinas.

Sino ang maaaring magtayo ng KOOPERATIBA ?

- Ang mang umahan na binubuo ng 15 tao
- Nala hustong galang
- May "Common Bond of Interest" na nakatira o nagtrabaho sa pinupalarang lugar kung saan itatayo ang kooperatiba
- Kailangan na ang mga sesaling niyembre sa kooperatiba ay maladalo sa "Coop Orientation" at susunod na dalalo sa "Pre-Registration Seminar (PRS)".

Paano ang Pagtatatag at Pagpapa-rehistro ng Kooperatiba?

Una

- Dapat mayroong labinglimang (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 itatag;
- Magbuo ng tinatawag na "core group" na mamumuno sa pagkukompleto ng mga dokumento sa pagtatag ng kooperatiba
- Magtungo sa Cooperative Development Office (CGO-CDO) upang magrequest ng Coop Orientation at PRS (Pre-Registration Seminar)




Pangalawa:


- Ibanda ang pangkalahatang layunin at economic survey ita ay isang pamamaraan upang masukat ang magiging pag-unlad ng itatag na kooperatiba

Pangatlo

- Buuin ang "Cooperative Articles 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 pagawin 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 mayroon na operasyon at ika-unlad 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 pormulang puhunan ng kooperatiba.

Pang-anim

- Ipa-rehistro sa Cooperative Development Authority (CDA) at isumite ang mga sumusunod na dokumento sa pamamagitan ng "On-line Registration" (ECCOPRS):

- Surety Bond of accountable officers;
- 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)
- Certificate of PRS na ibibigay ng Cooperative Development Authority.

Ano ang Pribilehiyo at tulong na ibibigay ng lokal na Pamahalaan ng Lungsod ng Pasig sa mga lehibimong Kooperatiba?

LGU – Cooperative Accreditation:

- Ang bawat CDA Registered Cooperative ay may prebelyong diskwento sa kaukulang "Business Registration Fee" lung ito ay dumaan sa proseso ng CDO at may kumpletong mga papeles na isinumite at may kaukulang tatak/seyo 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 bawat Kooperatiba ng tulong-technical tulad ng mga "online registration, compliance/reportorial reports, coaching & mentoring" at anumang tulong at gabay na naayon 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 kinikilatang 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 pantugang ay WALANG INTERES at babayaran quarterly sa loob ng (2) taon sa pamamagitan ng pagbibigay ng post-dated checks. Ganun pa man, may kasukulang 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 Ordinanza o Lokal na Batas.

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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, TODAs, 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.

PRINCIPLES OF COMMUNITY – BASED ENTERPRISE DEVELOPMENT

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

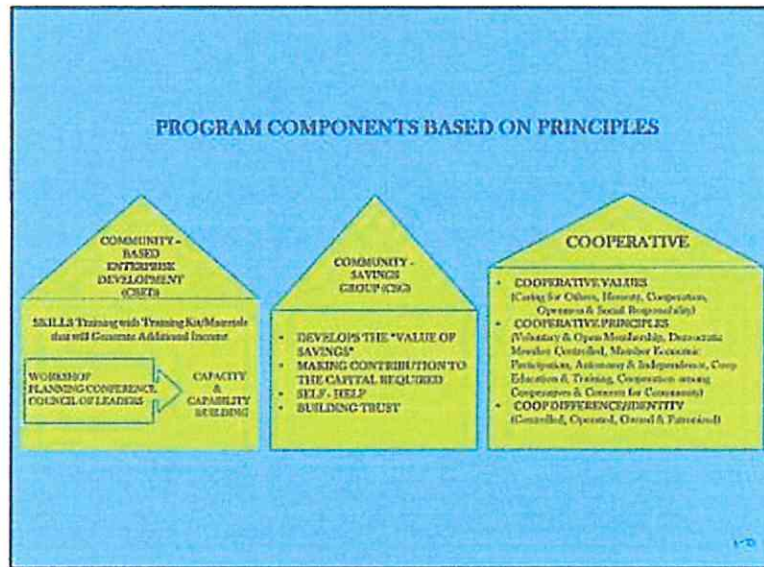
CONCEPTUAL FRAMEWORK & PROCESS

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    graph LR
      A[COMMUNITY - BASED ENTERPRISE DEVT. (CBED)] --> B[COMMUNITY SAVINGS GROUP (CSG)]
      B --> C[COOPERATIVE]
  
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CITY GOVERNMENT OF PASIG
COOPERATIVE DEVELOPMENT OFFICE
www.pasigcity.gov.ph
6th Floor Pasig City Hall
8043-1111 loc. 1030

Back

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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

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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



ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

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)

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