



## 5. Inquiries About Trade Fairs For Bataan MSME's Engaged Into Food Processing And Non-Food Manufacturing

To provide a platform for Bataan MSMEs to showcase their products and services, network with potential buyers and suppliers, and gather information about industry trends and market demand.

**Office or Division:** Office of the Provincial Cooperative and Enterprise Development Officer - Enterprise Development Division

**Classification:** Simple

**Type of Transaction:** G2C- Government to Citizen

**Who may avail:** Food Processors, Agri-Producers and Non-Food Manufacturers

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Trade Fair Registration Form 2. DTI Business Registration (For Single Proprietorship) (1 photocopy) 3. Certificate of Operation from Cooperative Development Authority (For Cooperatives) (1 photocopy) 4. SEC Registration (Corporation and Partnership) (1 photocopy) 5. Mayor's Permit (1 photocopy) 6. BIR 2303, 0605 (1 photocopy), and official receipt 7. Products with proper packaging and labeling of products		1. Provincial Cooperative and Enterprise Development Office 2. Department of Trade and Industry (DTI) 3. Cooperative Development Authority 4. Security Exchange Commission 5. Business Permit and Licensing Office 6. Bureau of Internal Revenue (BIR) 7. Provided by client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Inquires on relevant trade fairs organized by PCEDO and its requirements	1. Responds to inquiry and gives Trade Fair registration form and provides the list of requirements	None	10 minutes	<i>Administrative Assistant I</i> Enterprise Development Division
2. Submits registration requirements to PCEDO	2. Reviews and provides feedback to the MSMEs on their registration forms, including any requirements or additional information that may be needed. if complete, proceeds to next step, if incomplete, return to client to rework requirements	None	20 minutes	<i>Administrative Assistant I</i> Enterprise Development Division
3. Adheres to the participation requirements, rules and regulations set by PCEDO as trade fair organizer	3. Coordinates with MSMEs on the venue, schedule and required materials and equipment for the trade fair such as size of tables, color of table cloth and others	None	5 minutes	<i>Administrative Aide VI</i> Enterprise Development Division



4. Participates during the duration of Trade Fair	4. Organizes and conducts the trade fair and ensure that it is well organized and professionally managed and distributes Trade Fair Sales Report	None	2 hours	<i>Project Development Officer II</i> Enterprise Development Division
5. Fill-outs the Trade Fair Sales Report Form	5. Collects Trade Fair Sales Report for consolidation	None	10 minutes	<i>Administrative Assistant I</i> Enterprise Development Division
	<b>TOTAL</b>	<b>None</b>	<b>2 hours, 45 minutes</b>	