

#### **4. QC PAYDAY FRESH MARKET**

QC Payday Fresh Market is a bi-weekly trade fair featuring fresh and organic food and other products in Quezon City. Since 2019, this initiative has been supporting rural and urban farmers' livelihoods by providing regular opportunities to sell their fresh farm produce, goods, and products directly to consumers, promoting the farm-to-consumer model, and ensuring sellers keep all the profits.

*Ang QC Payday Fresh Market ay isang trade fair na ginaganap tuwing dalawang linggo na tampok ang sariwa at organic na pagkain at iba pang produkto sa Quezon City. Mula 2019, ang programang ito ay tumutulong sa kabuhayan ng mga rural at urban farmers sa pamamagitan ng pagbibigay ng regular na pagkakataong magbenta ng kanilang sariwang gulay, prutas at iba pang produkto direktso sa konsumer. Isinusulong nito ang farm-to-consumer model, at tinitiyak na mananatili ang buong kita sa mga nagbebenta.*

#### **4.1 APPLICATION TO JOIN QC PAYDAY FRESH MARKET**

<b>Office or Division:</b>	Business Resource Division (BRD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Businesses			
<b>Who may avail:</b>	Urban Farms, Businesses - Produce & Healthy and Organic food			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<ol style="list-style-type: none"> <li>Accomplished pre-registration form provided by QC-SBCDPO.</li> <li>Any government-issued ID</li> <li>Any of the listed business registration permit/ certification</li> <li>Pictures of products/ business</li> </ol>	QC-SBCDPO			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<ol style="list-style-type: none"> <li>Accomplish the online pre-registration form provided by QC-SBCDPO. <i>Sagutan ang online pre-registration form mula sa QC SBCDPO</i></li> </ol>	<ol style="list-style-type: none"> <li>Publish the pre-registration form on social media channels <i>Ilathala ang pre-registration form sa social media channels</i></li> </ol>	None	5 Minutes	Daniela Carla Mondia
<ol style="list-style-type: none"> <li>Participate in the Quezon City Payday Fresh Market Selected entrepreneurs will be notified via email through an invitation to participate at the QC Payday Fresh Market.</li> </ol>	<ol style="list-style-type: none"> <li>A selection committee will screen the applications based on their submitted</li> </ol>	None	2 Weeks	Business Resource Division

<p>Ang mga napiling entrepreneurs ay papadalhan ng email na magsisilbing imbitasyon na lumahok QC Payday Fresh Market</p>	<p>business information and product photos.</p> <p><i>Susuriin ng selection committee ang mga aplikasyon ayon sa kanilang isinumiteng impormasyon at larawan ng kanilang negosyo.</i></p>			
<p>3. Fill out Pre-Event Form and Commitment Form</p> <p>If entrepreneurs accept the invitation, they will be asked to fill out a pre-event form, including a commitment form that they must agree to.</p> <p><i>Kapag tinanggap na ng entrepreneur ang imbitasyon, kailangan nitong sagutan ang pre-event form, kalakip ang isang commitment form na dapat ay sang-ayunan nila.</i></p>	<p>3. Send pre-event form and commitment form via email</p> <p><i>Ipadala ang pre-event form at commitment form sa pamamagitan ng email.</i></p>	None	5 Minutes	Daniela Carla Mondia
<p>4. Attend the mandatory merchants' orientation</p> <p>All confirmed entrepreneurs must attend the mandatory merchants' orientation</p> <p><i>Lahat ng confirmed entrepreneurs ay dapat dumalo sa mandatory merchants' orientation.</i></p>	<p>4. Conduct merchants' orientation.</p> <p><i>Isagawa ang merchants' orientation.</i></p>	None	6 Hours	Business Resource Division
<p>5. Review event guidelines</p> <p>Event guidelines, which include the ingress and egress details, will be provided via email.</p> <p><i>Ipapadala sa pamamagitan ng email ang event guidelines, kasama ang mga detalye ng ingress at egress.</i></p>	<p>5. Send event guidelines.</p> <p><i>Ipadala ang event guidelines.</i></p>	None	5 Minutes	Daniela Carla Mondia
<p>6. Set up booths at the biweekly QC Payday Fresh Market, in accordance with the set rules, promote and sell their products for the entire duration of the activity.</p> <p><i>Isa-ayos ang setup ng booth sa bi-weekly QC Payday Fresh Market ayon sa rules, magpromote at magbenta ng produkto sa buong durasyon ng event.</i></p>	<p>6. Assist and promote participating entrepreneurs as beneficiaries of the QC Payday Fresh Market program.</p> <p><i>Tulungan at i-promote ang mga kalahok na</i></p>	None	2 Hours	Ester Nadado   Eusebia Tamondong   Wilma Laureta

	<i>entrepreneur bilang benepisyaryo ng programang QC Payday Fresh Market.</i>			
7. Report sales to a representative of QC-SBCDPO  <i>I-sumite ang sales report sa kinatawan ng QC-SBCDPO</i>	7. Gather sales report  <i>Ikalap ang sales report</i>	None	10 minutes	Ester Nadado
8. Retain active communication with a representative of QC-SBCDPO and actively participate in SBCDPO-led and co-organized seminars and other capacity-building activities.  <i>Panatilihin ang aktibong komunikasyon sa kinatawan ng QC-SBCDPO at lumahok sa mga seminars at iba pang capacity-building activities ng SBCDPO.</i>	8. Monitor the status of each entrepreneur  <i>I-monitor ang kalagayan ng bawat entrepreneur</i>	None	5 Minutes	Business Resource Division