



Republic of the Philippines  
**QUEZON CITY COUNCIL**  
Quezon City  
17<sup>th</sup> City Council

PO2009-133  
PO2009-143

72<sup>nd</sup> Regular Session

ORDINANCE NO. SP-**1978** S-2009

**AN ORDINANCE CREATING A PROCUREMENT OFFICE  
UNDER THE OFFICE OF THE CITY MAYOR AND  
APPROPRIATING FUNDS THEREFOR.**

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*Introduced by: Councilors ANTONIO ENRILE-INTON, JR.  
and JESUS MANUEL C. SUNTAY.*

*Co-Introduced by Councilors Bernadette Herrera-Dy,  
Dorothy A. Delarmente, Victor V. Ferrer Jr.,  
Winston "Winnie" T. Castelo, Allan Butch T.  
Francisco, Jorge B. Banal, Jr., Vincent DG.  
Belmonte, Restituto B. Malañgen and  
Concepcion S. Malañgen.*

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*WHEREAS, under Section 454 of Republic Act No. 7160  
(Local Government Code of 1991), the Sangguniang Panlungsod is  
empowered to create such offices as may be necessary to carry out  
the purpose of the City Government;*

*WHEREAS, procurement is one of the major activities of the  
city government undertaken all year round and requiring substantial  
financial, manpower and managerial resources;*

*WHEREAS, the existing structure for the city's procurement  
activities, although providing workable arrangements that enable  
those charged with procurement responsibilities to approximate the  
above standards, is tentative and bereft of permanent and solid legal  
foundation;*

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*WHEREAS, such procurement demands and requirements will be best met by the creation of a Procurement Office under the Office of the City Mayor that will have the direct and explicit legal mandate to devote and dedicate its manpower, time, competence, and resources ensuring that all procurement activities are conducted timely, efficiently and effectively, and with transparency, integrity, and accountability.*

**NOW, THEREFORE,**

**BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:**

*Section 1. Creation of the Procurement Office/Responsibilities.*  
- There is hereby created under the Office of the City Mayor, a Procurement Office (PO) that shall have over-all responsibility for the procurement of all Infrastructure Projects such as civil works, goods including supplies, materials and equipments, and Consulting Services, required by the Quezon City Government pursuant to Republic Act No. 9184 and its Implementing Rules and Regulations (IRR) and succeeding laws and regulations on infrastructure project, goods/services procurement from procurement, planning, processing of purchase request, assistance and support to public bidding or alternative methods of procurement, award and execution of purchase orders or contract to enforcement of contract provisions on performance securities and warranties, and blacklisting guidelines.

*Section 2. PO Divisions/Functions.* - The PO shall consist of three (3) division: Technical Services Division (TSD), Procurement Database and Monitoring Division (PDMD), and Documentation and Administrative Support Division (DASD).

*a. The Technical Services Division (TSD) shall have the following function:*

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1. Undertake the preparation of the Annual Procurement Program (APP) for the approval of management; consolidate relevant Project Procurement Management Plans (PPMP) from various units of city government and review them for the said purpose;
2. Evaluate all purchase requests on their consistency with the Annual Procurement Program (APP) Procurement Management Plan (PPMP) and on their necessity, timeliness, costs, and the existence of budgetary cover;
3. Draw up for approval of the Bids and Awards Committee (BAC) the Eligibility Documents, Bidding Documents, Terms of Reference (TOR) and specifications for all bidding of goods and services, and if applicable, procurement through alternative methods;
4. Recommend for approval of BAC the criteria for evaluation of eligibility qualifications, bids, negotiation proposals and other requirements, including a rating and ranking system, to ensure fair competition and/or objective consideration;
5. Evaluate against the approved criteria eligibility qualifications, bids and proposals, and rate and rank them in accordance with the approved rating and ranking system;
6. Evaluate the existence of, or compliance with, the conditions for resorting to alternative methods of procurement;
7. Study and analyze, and recommend resolution on, or responses to, procurement and related issues or queries;

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8. *Review regularly procurement and processes, forms, documents, schedules, guidelines, regulations, plans, and policies, and recommend to the BAC for management, improvements and revisions thereof;*
  9. *Assist in the conduct of blacklisting proceedings particularly in the determination and evaluation of the grounds therefor; and*
  10. *Generally, provide technical support to the BAC and to the management on procurement and related matters.*
- b. *The Procurement Database and Monitoring Division (PDMD) shall have the following functions:*
1. *Establish and maintain a database and records/files, with appropriate backup, of all activities for the procurement of goods and services of the city government, designed for accurate and secure recording and storage of procurement documents, data, and information, effective monitoring, easy retrieval, and efficient and systematic preparation and production of reports;*
  2. *Monitor procurement activities and milestones including deadlines and compliance with requirements by bidders, suppliers and consultants, and submit results of monitoring to the management and BAC, and prepare reports to relevant agencies when required; and*
  3. *Monitor and keep abreast with all developments, changes, innovations, initiatives, rulings, resolutions on RA No. 9184, its IRR and other procurement and related laws, regulations, guidelines and policies, and provide management, BAC and the relevant city departments and offices with timely updates thereof.*

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c. *The Documentation and Administrative Services Division (DASD) shall have the following functions:*


1. *Receive and record Purchase Requests and all communications and documents addressed or referred to the PO and the BAC, and on the basis of instructions of the PO head or BAC Chairman, distribute them to the appropriate divisions personnel;*
2. *Prepare in the proper form and sufficient quantity all approved outputs of the TSD, and all approved forms, schedules, and documents for sale, distribution or dissemination;*
3. *Distribute to and/or provide prospective bidders with eligibility documents and bidding documents upon presentation of official receipts of payment therefore and/or compliance with other requirements, if any;*
4. *Keep minutes of all meetings and records of Resolutions of the BAC and certify to their veracity and/or adoption;*
5. *Prepare in the proper form and in adequate copies documents and communications needed to be served or issued by management or the BAC to bidders, proponents, or relevant third parties and ensure the service or delivery and receipt thereof;*
6. *Arrange all meetings of, or called by, the BAC or the PO and ensure that notices with the appropriate agenda or resource materials are served on or sent to the appropriate parties at such time as to allow them enough time for preparation, and that the venue and accommodations are in order, necessary facilities and equipment and personnel support are available, and the needs of the attendees are fully addressed;*

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7. *Prepare and arrange for signing by the City Mayor the appropriate contracts and Purchase Orders based on the Bidding Documents/TOR and approved forms, and when signed cause their transmittal or service to the appropriate parties or offices;*
8. *Draft appropriate Resolutions, Notice of Awards, and Notice to Proceed and release, when appropriate, procurement documents, prepare schedule of biddings, post or publicize scheduled biddings in PhilGEPS, newspapers and bulletin boards, reproduce and disseminate Supplemental/Bid Bulletins;*
9. *Act as the central channel of communications for the PO, BAC and end users, PMOs, other units of the city government, providers of goods, civil works and consulting services, and the general public; and*
10. *Generally, provide secretariat and administrative support to the PO and BAC.*

*Section 3. Structure. - The PO shall be headed by a City Government Office Head with a Salary Grade of 26. Each of the divisions thereof shall be headed by a Division Chief with a salary grade of 24.*

*The organizational structure showing the relationships among the divisions and sections and the officials and personnel thereof, and the list of plantilla positions of the PO are indicated in Annex "A" hereto attached. The City Personnel Office (CPO), in close consultation and coordination with the City Administrator and the Chairman of BAC, is hereby authorized to identify, determine and draw up the specific functions and responsibilities of the PO Officials and personnel taking into account the standards and regulations of the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), and the functions of the respective offices or divisions to which they are assigned pursuant hereto.*



*Section 4. Abolition of the Procurement Division. - The procurement Division of the General Services Office (GSO) is hereby abolished and its functions and personnel assigned to and distributed among the appropriate divisions of the PO, provided that the Storage Section of the Procurement Division shall remain with the GSO. The transfer of functions and personnel pursuant hereto shall not result in the demotion, reduction of benefits or loss of seniority of any affected personnel.*

*Section 5. Appropriations. - The Maintenance and the Operating Expenses of the PO for the Calendar Year (CY) 2009 shall be taken from the balance of budgetary allocation of the Quezon City Government for the CY 2009 and from whatever available funds of the City Government.*

*The funds necessary for the operation of the PO from 2010 onwards, including those for personnel services, maintenance and operating expenses shall be accordingly appropriated annually from the General Fund of Quezon City Government.*


*Section 6. Repealing Clause. - All Ordinances, Resolutions, Executive Orders or parts thereof which are inconsistent with any provisions of this Ordinance are hereby repealed or modified.*

*Section 7. Separability Clause. - If, for any reasons, any part or provisions of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected shall be in full force and effect.*

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*Section 8. Effectivity. - This Ordinance shall take effect upon approval hereof.*

**ENACTED: October 19, 2009**

  
**JORGE B. BANAL, JR.**  
President Pro-Tempore  
Acting Presiding Officer

**ATTESTED:**

  
**DOROTHY D. LAGRADA, DPA**  
City Secretary

**APPROVED: Dec. 27, 2009**

  
**FELICIANO R. BELMONTE, JR.**  
City Mayor

**CERTIFICATION**

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on October 19, 2009 and was finally PASSED on Third/Final Reading on October 26, 2009.*

  
**DOROTHY D. LAGRADA, DPA**  
City Secretary

