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OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 16
Series of 2021

ESTABLISHING THE QUEZON CITY HEALTHY FOOD PROCUREMENT POLICY

WHEREAS, high sodium intake, low intake of whole grains, and low intake of fruits are the leading dietary causes for non-communicable diseases (NCDs) globally. Cardiovascular diseases (CVDs) top the list of diet-related deaths worldwide followed by cancers and type 2 diabetes. In the Philippines, NCDs account for 68% of all deaths, and one in every three Filipinos is likely to die before the age of 70 from one of the four major NCDs - CVDs, cancer, diabetes, or chronic respiratory diseases;

WHEREAS, Section 16 of Republic Act No. 7160, or the General Welfare Clause, mandates that every local government unit (LGU) shall promote the general welfare and the health and safety of its inhabitants;

WHEREAS, LGUs directly impact their constituents' food choices and over-all nutrition, through the food they procure and serve in city-administered institutions and during city-funded activities. Thus, the Quezon City Government is in a unique position to promote QCitizens' health and nutrition through a healthy food procurement policy. To this end, the City Government has engaged in initiatives such as the C40 Good Food Declaration, and the Resolve to Save Lives Initiative;

WHEREAS, Section 17 of Republic Act No. 9184 allows procuring entities to introduce additional standards for goods to be procured;

NOW, THEREFORE, I, HON. MA. JOSEFINA G. BELMONTE, City Mayor, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. HEALTHY PUBLIC FOOD PROCUREMENT POLICY. - The Quezon City Healthy Public Food Procurement Policy is hereby established to promote the general welfare, health, and safety of Quezon City residents, employees, and beneficiaries.

SECTION 2. SCOPE. - This Executive Order shall apply to all offices, departments, institutions, and task forces of the Quezon City Government. This Executive Order shall also apply to all entities involved in the process of procuring or supplying food for the Quezon City Government including food suppliers.

SECTION 3. DEFINITION OF TERMS. - For purposes of this Executive Order, the term:

- a. **End-user** refers to all QC departments, offices, institutions and task forces that procure food for any purpose;
- b. **Food supplier** refers to a person or food service establishment that is engaged or hopes to be engaged in supplying food to end users through participation in the QC Government's food procurement process;

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- c. • Whole food refers to food which has not been processed or refined, and contains no additives or other artificial ingredients.

Unless otherwise provided, the definition of terms in RA 9184 and its revised implementing rules and regulations are likewise adopted in this Executive Order.

SECTION 4. ROLES AND RESPONSIBILITIES OF QC DEPARTMENTS AND OFFICES. - QC departments and offices shall have the following roles and responsibilities:

- a. **Office of the City Administrator** - The CA shall be the lead implementing agency for this Executive Order, with the following functions:
1. Lead the development of an implementation, monitoring and evaluation plan for this Executive Order;
 2. Issue detailed guidelines to implement this Executive Order, as appropriate;
 3. Coordinate with all departments and offices, including end-users in implementing this Executive Order;
 4. Coordinate with national government agencies in implementing this Executive Order;
 5. In coordination with EPWMD and CHD, monitor and evaluate the implementation of this Executive Order for the first six (6) months and every year after, and submit a report providing appropriate recommendations to the City Mayor;
 6. Perform other roles and functions as may be assigned by the City Mayor.
- b. **Environmental Protection and Waste Management Department** - The EPWMD shall be the supporting lead agency for implementation of this Executive Order, with the following functions:
1. Set short-term, middle-term and long-term targets for the implementation of this Executive Order in relation with the City Government's commitment under the C40 Good Food Declaration, Partnership for Healthy Cities and other relevant commitments;
 2. Assist the CA in the performance of its functions, including monitoring and evaluation, under this Executive Order;
 3. Perform other roles and functions as may be assigned by the CA.
- c. **City Health Department** - The CHD shall perform the following functions:
1. Review and update the QC Nutrition Standards attached as Annex A of this Executive Order every three (3) years;
 2. Develop reference materials and tools (i.e. checklists, score cards, etc.) to facilitate implementation of this Executive Order;
 3. Assist public food suppliers in complying with the QC Nutrition Standards by conducting free trainings on healthy foods and meals preparation;
 4. Assist the CA and EPWMD in monitoring and evaluating compliance with the QC Nutrition Standards;
 5. Coordinate with the QC Nutrition Committee for integration of this policy in the City's Local Nutrition Action Plan;
 6. Perform other roles and functions as may be assigned by the CA.
- d. **Procurement Department** - The Procurement Department shall perform the following functions:
1. Issue appropriate guidelines for end-users in relation to the preparation of Project Procurement Management Plans (PPMPs) and other bid documents in compliance with this Executive Order;

2. Perform other roles and functions as may be assigned by the CA.
- e. **General Services Department** – The GSD shall perform the following functions:
 1. In coordination with end-users, inspect food supplies upon delivery to ensure compliance with the QC Nutrition Standards;
 2. Perform other roles and functions as may be assigned by the CA.
 - f. **Small Business and Cooperatives Development Promotions Office** – The SBCDPO shall perform the following functions:
 1. Establish a system and/or program to enable small businesses to source raw ingredients directly from local farmers and whole food suppliers;
 2. Perform other roles and functions as may be assigned by the CA.
 - g. **Sustainable Development Affairs Unit** – The SDAU, in coordination with the QC Food Security Task Force shall perform the following functions:
 1. In coordination with the CHD, conduct trainings and workshops for, and develop and disseminate relevant resources to, food suppliers in meeting the QC Nutrition Standards;
 2. Promote urban agriculture and local sourcing of healthy food ingredients and healthy food;
 3. Perform other roles as may be assigned by the CA.
 - h. **Market Development and Administration Department** – The MDAD shall perform the following functions:
 1. Conduct a feasibility study for applying the QC Nutrition Standards in other food settings;
 2. Perform other roles and functions as may be assigned by the CA.
 - i. **Public Affairs and Information Services Department** – The PAISD shall perform the following functions:
 1. Develop and implement a social and behavior change communications campaign to implement this Executive Order;
 2. Perform other roles and functions as may be assigned by the CA.
 - j. **Barangay and Community Relations Department** – The BCRD shall perform the following functions:
 1. Conduct a feasibility study to identify the opportunities in applying the QC Nutrition Standards in barangays;
 2. In coordination with PAISD, promote the QC Nutrition Standards to barangays, and provide references and guidance to barangays in adopting this policy;
 3. Monitor and record the enactment of compliant barangay healthy public food procurement policies;
 4. Perform other roles and functions as may be assigned by the CA.
 - k. **End-users** – All QC departments, offices, institutions and task forces that procure food for any purpose are considered end-users with the following tasks under this Executive Order:
 1. Comply with the QC Nutrition Standards in the preparation of PPMPs. If PPMPs have already been issued in compliance to the Memorandum dated 22 February 2021 issued by the Office City Mayor, this Executive Order shall be applied to the preparation of the next PPMPs and appropriate amendments of the current PPMP.

2. Include compliance with the certification of food items, meals and/or snacks under Section 7 in bidding documents under the technical specifications for food;
3. In coordination with the GSD, inspect food supplies upon delivery to ensure compliance with the QC Nutrition Standards and other technical specifications, and report non-compliance to the BAC-Goods and Services for further action;
4. Comply with guidelines for implementation of this Executive Order to be issued by the CA.

SECTION 5. QUEZON CITY BIDS AND AWARDS COMMITTEE - TECHNICAL WORKING GROUP (TWG) FOR FOOD - The BAC-Goods and Services shall ensure that the Technical Working Group for food procurement shall be composed of experts qualified to verify compliance with the QC Nutrition Standards by bidders with the lowest calculated bid during post-qualification. The rules on conflict of interest under Rule IX, Sec. 1 of the Implementing Rules and Regulations of Republic Act No. 6713 shall apply to members of the TWG.

The TWG for food procurement shall assist the BAC in the (i) review of technical specifications, scope of work, and terms of reference, (ii) review of bidding documents, (iii) eligibility screening, (iv) evaluation of bids, (v) post-qualification, (vi) resolution of requests for reconsiderations, and other matters as the BAC-Goods and Services may assign to it from time to time.

SECTION 6. NUTRITION STANDARDS FOR FOOD PROCUREMENT. - The QC Nutrition Standards are composed of the General Guidelines (Annex A) and the Specific Guidelines (Annex B to D).

All food, including meals, snacks, and beverages procured, prepared and/or served by the Quezon City Government must follow the General Guidelines (Annex A).

Food suppliers and end-users must comply with the following specific standards:

If supplying and/or preparing food for:	Applicable specific standards
a. Hospitals, rehabilitation centers, child development centers, and other institutions that prepare meals and snacks in-house	Annex B and C
b. Departments and offices that serve meals and snacks for meetings, trainings, conferences, and other similar functions	Annex C
c. Other cluster/institution-specific functions	Annex D

SECTION 7. PROCEDURE FOR FOOD PROCUREMENT. - In addition to the requirements under R.A. No. 9184 and its IRR for the procurement of goods, QC Departments and Offices shall follow this procedure for procuring all food supplies:

- a. **Procurement planning** - End-users shall ensure that food items in the respective PPMPs comply with the QC Nutrition Standards under Section 6 of this Order.
- b. **Omnibus sworn statement for bidders** - Bidders shall be required to execute and submit the required Omnibus Sworn Statement that shall include a warranty that the food item, meals and/or snacks offered to be supplied is compliant with QC Nutrition Standards pursuant to Section 6 of this Order.

- c. **Post-qualification** - Once the bidder with the lowest calculated bid (LCB) or single calculated bid (SCB) is determined in accordance with Section 32 of RA 9184, the BAC-Goods and Services, with the assistance of the TWG for Food, shall verify and validate the bidder's compliance with the QC Nutrition Standards.

The BAC-Goods and Services, through the TWG for Food, may conduct document verification, testing or sampling of the food products, site inspection or employ other means necessary to validate the bidder's qualifications, pursuant to Section 34 of RA 9184. The BAC-Goods and Services may also check for previous violations/non-compliance with standards by bidders in Quezon City or other government contracts.

SECTION 8. COMMUNICATIONS CAMPAIGN. - The PAISD shall develop and implement a social and behavior change communications campaign promoting healthy diet and the QC Nutrition Standards targeting the following stakeholders:

- a. City Government offices, departments and barangays;
- b. Food suppliers; and
- c. General public.

The PAISD shall implement a combination of communication and educational strategies such as workshops, trainings, information campaigns and programs promoting healthy diet. The PAISD shall develop and submit the communications plan to the CA within 30 days after the effectivity of this Executive Order.

SECTION 9. LOCAL SOURCING OF HEALTHY FOOD AND HEALTHY INGREDIENTS. - The SBCDPO and SDAU, in collaboration with the QC-FSTF shall develop and implement a program that will promote local sourcing of healthy food and healthy food ingredients by MSMEs, including:

- a. Establishment of a coordination mechanism that will facilitate direct access by prospective food suppliers to local farmers and whole food suppliers in Quezon City and neighboring cities or municipalities;
- b. Conduct of trainings and workshops for food suppliers
- c. Providing incentives and assistance to food suppliers, local farmers and whole food suppliers; and
- d. Promoting urban agriculture.

The SBCDPO and SDAU shall develop and submit a program implementation plan to the CA within 30 days after the effectivity of this Executive Order.

In coordination with MDAD, the SBCDPO and SDAU shall also encourage collaboration with traditional markets as suppliers of whole food by coordinating with vendors' cooperatives and other stakeholders in traditional markets.

SECTION 10. COORDINATION WITH NATIONAL GOVERNMENT AGENCIES. - The CA shall coordinate with national government agencies for implementation of this Executive Order jointly operated facilities by the QC Government and national government agencies, such as the Quezon City Jail.

The CA shall also conduct regular coordination meetings for the implementation, monitoring and evaluation of this Executive Order between relevant QC Government offices and the following national government agencies: the Department of Health, the National Nutrition Council, the Department of Science and Technology - Food and

Nutrition Research Institute, the Department of Interior and Local Government, the Department of Agriculture, the Department of Budget and Management and the Government Procurement Policy Board.

SECTION 11. MONITORING AND EVALUATION. - The BAC-Goods and Services shall prepare and submit a procurement report to the CA every six (6) months. Documentation by the TWG on food procurement shall also be included in this report.

The CA, in coordination with EPWMD and CHD, may conduct random sampling and inspection during the contact implementation stage to monitor that procured food comply with the QC Nutrition Standards under Section 6.

The CA shall ensure proper implementation of this Executive Order, identify policy and implementation gaps and recommend appropriate actions for consideration of the City Mayor. The CA shall submit a report to the City Mayor for the first six (6) months and every year after to the City Mayor.

SECTION 12. RESEARCH AND ADVOCACY - The CA, in consultation with other QC departments and offices such as the MDAD and the BCRD, shall conduct a feasibility study to identify opportunities for applying the QC Nutrition Standards in all food environments in Quezon City. The CA shall submit its report and recommendations to the City Mayor after six (6) months from the implementation of this Executive Order.

All barangays are encouraged to incorporate the Quezon City Nutrition Standards in their procurement policies and/or appropriation ordinances.

SECTION 13. FUNDING. - For the first year of its implementation, funding for the programs under this Order shall be taken from the City's savings in the 2019 and 2020 budgets. For the succeeding years, the CA shall submit a budget proposal for inclusion in the city budget.

SECTION 14. REPEALING CLAUSE. - All prior inconsistent orders or issuances are hereby modified or repealed accordingly.

SECTION 15. DISSEMINATION. - A copy of this Executive Order shall be furnished to the Office of the President and the Metro Manila Development Authority (MMDA) for their information and guidance, pursuant to Sec. 455(1)(xii) of RA No. 7160, as amended, and shall be posted at the official website of the Quezon City Government. A copy of this Executive order shall also be posted in conspicuous places in the offices of all end-users in the Quezon City Government.

SECTION 16. EFFECTIVITY. - This Executive Order shall take effect immediately.

Done, 23 July 2021, Quezon City.


MA. JOSEFINA G. BELMONTE
Mayor