



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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Diliman, Quezon City
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EXECUTIVE ORDER NO. 19
Series of 2019

**REORGANIZING THE QUEZON CITY PROCUREMENT
DEPARTMENT AND ASSIGNING ITS FUNCTIONS**

WHEREAS, Ordinance No. SP-1978, S-2009 and Ordinance No. SP-2571, S-2017 established and defined the Quezon City Procurement Department and its functions;

WHEREAS, Republic Act No. 9184 otherwise known as the Government Procurement Reform Act, provides for the revised rules and other pertinent provisions of the government procurement system;

WHEREAS, the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 was approved by the Government Procurement Policy Board through GPPB Resolution No. 13-2016 last August 9, 2016;

WHEREAS, there is a need to reorganize the Bids and Awards Committee in view of the appointment/reappointment and reassignment of its members in accordance with the pertinent provisions of the Local Government Code of 1991 and other applicable laws;

WHEREAS, Section 111 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 states that *"The Head of the Procuring Entity shall create a Secretariat which will serve as the main supporting unit of the Bids and Awards Committee."*

WHEREAS, the Internal Audit Service (IAS) was created through Executive Order No. 1, S-2019 entitled *"Creating the Quezon City Internal Audit Service (IAS) Under the Office of the City Mayor, Providing for its Functions, Duties and Responsibilities, Staff Support System and Providing for its Operational Funds and For Other Purposes;"*

WHEREAS, there are, more or less, four hundred (400) procurement activities that have various deficiencies, including among others, lacking documentary requirements and failure to pass the review of the Quezon City Council of Quezon City, and such deficiencies should be resolved.

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

SECTION 1. ASSIGNMENT OF FUNCTIONS OF THE PROCUREMENT DEPARTMENT. The Procurement Department shall be tasked to review the current and pending transpired (bidded out) procurement initiated and executed on or before June 30, 2019 with the purpose of correcting deficiencies and completing the relevant documentary requirements.

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SECTION 2. NON-INVOLVEMENT OF THE PROCUREMENT DEPARTMENT IN ALL NEW PROCUREMENT. Until such time as directed by the Office of the City Mayor, the Procurement Department shall not be involved in procurement activities from the 1st of July 2019 onwards.

SECTION 3. REVIEW OF PENDING PROCUREMENT ITEMS BY THE INTERNAL AUDIT SERVICE. The Procurement Department is directed to submit all procurement instances identified in Section 1 above that are complete in requirements to the Internal Audit Service for review prior to signing by the City Mayor.

Only procurement instances that are completed by the Procurement Department and deemed complete and in order, as expressly stated in writing, by the Internal Audit Service are to be forwarded by the Procurement Department to the Office of the City Mayor for approval and further processing.

SECTION 4. REPORTING OF RESOLUTION OF PENDING PROCUREMENT ITEMS. The Procurement Department is directed to create an inventory of pending procurement items prior to July 1, 2019, which shall cover all those that have been completed, delivered and/or executed but remain unpaid, hereafter referred to as 'Procurement as of Cut-off', and send it to the Office of the City Mayor.

The Procurement Department shall submit a monthly report on the status of the 'Procurement as of Cut-off' on or before the fifth (5th) day of the succeeding month. If the 5th day falls on a holiday or a non-working day, it shall be due on the next working day.

SECTION 5. CLOSURE OF ALL PROCUREMENT INSTANCES. The Procurement Department shall endeavor to complete the resolution of the procurement instances listed in the Procurement as of Cut-off on or before the 31st day of December 2019.

SECTION 6. ALIGNMENT BY THE HUMAN RESOURCES MANAGEMENT DEPARTMENT (HRMD). The Human Resource Management Department (HRMD) is directed to make all necessary adjustments to the Procurement Department's human resources documentation to reflect the new functions under this Executive Order, including but not limited to aligning the Office Performance and Commitment Review (OPCR) of the Strategic Performance Management System (SPMS).

SECTION 7. ASSUMPTION OF FUNCTIONS BY THE BIDS AND AWARDS COMMITTEE SECRETARIAT (BAC-SEC). The Bids and Awards Committee Secretariat shall take over the functions of the Procurement Department for procurement instances beginning on the 1st of July 2019 and onwards. The BAC-SEC shall observe all the powers, functions and regulations stipulated in the Republic Act No. 9184 and its Implementing Rules and Regulations.

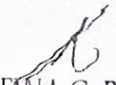
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SECTION 8. REPEALING CLAUSE. All prior orders or issuances inconsistent herewith are hereby deemed repealed or modified accordingly.

SECTION 9. DISSEMINATION. A copy of this Executive Order shall be furnished to the Office of the President and the Metro Manila Development Authority (MMDA) for the information and guidance, pursuant to Sec. 455 (1) (xii) of RA 7160, as amended, and shall be posted at the official website of the Quezon City Government

SECTION 10. EFFECTIVITY. This executive order shall take effect immediately.

DONE, 20 August 2019, Quezon City,


MA. JOSEFINA G. BELMONTE
City Mayor

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