



Republic of the Philippines
SANGGUNIANG PANGLUNGSOD
City Government of Pasig

Ordinance No. 23
Series of 2022

AN ORDINANCE ESTABLISHING THE CITY GOVERNMENT OF PASIG'S PROCUREMENT MANAGEMENT OFFICE, DEFINING ITS FUNCTIONS, ORGANIZATIONAL STRUCTURE, AND STAFFING PATTERN, AND APPROPRIATING FUNDS THEREFOR.

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Co-authors: Entire Council

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission ("CSC");

WHEREAS, in line with Republic Act No. 9184 ("R.A. No. 9184") or the Government Procurement Reform Act, the City Government of Pasig is committed to promote good governance and adhere to the principles of transparency, accountability, equity, efficiency, civil society organization ("CSO") participation, and economy in its procurement process;

WHEREAS, Section 458 (a) (1) of Republic Act No. 7160 provides that the Sangguniang Panlungsod has the following powers, duties, and functions:

"(vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the city; and

(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government."

WHEREAS, Sections 11 and 14 of R.A. No. 9184 provide that each procuring entity shall establish a Bids and Awards Committee ("BAC") and a corresponding BAC Secretariat that will serve as the main support unit of the BAC;

WHEREAS, the City Government of Pasig aims to establish the organizational structure and staffing of its Procurement Management Office which shall subsume the functions of the BAC Secretariat under R.A. No. 9184;



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NOW, THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED BY THE SANGGUNIANG PANLUNGSOD, IN REGULAR SESSION ASSEMBLED, THAT:

SECTION 1. GOVERNING PRINCIPLES ON PROCUREMENT. – In line with R.A. No. 9184, the City Government of Pasig's procurement shall be governed by these principles:

a) Transparency in the procurement process and in the implementation of procurement contracts through wide dissemination of bid opportunities and participation of pertinent non-government organizations and CSOs.

b) Competitiveness, by extending equal opportunity to enable private contracting parties who are eligible and qualified to participate in competitive bidding.

c) Streamlined procurement process that shall be simple and made adaptable to advances in modern technology in order to ensure an effectiveness and efficiency.

d) System of accountability where both the public officials directly or indirectly involved in the procurement process as well as in the implementation of procurement contracts and the private parties that deal with the City Government of Pasig are, when warranted by circumstances, investigated and held liable for their actions relative thereto.

e) Public monitoring of the procurement process and the implementation of awarded contracts with the end in view of guaranteeing that these contracts are awarded pursuant to the provisions of R.A. No. 9184 and its implementing rules and regulations, and that all these contracts are performed strictly according to specifications.

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SECTION 2. THE PROCUREMENT MANAGEMENT OFFICE. – There shall be created as an independent office in the City Government of Pasig a Procurement Management Office which shall subsume the functions of the BAC Secretariat under R.A. No. 9184 and shall serve as the main support unit of the BAC.

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SECTION 3. FUNCTIONS AND RESPONSIBILITIES OF THE PROCUREMENT MANAGEMENT OFFICE. – The Procurement Management Office shall have the following functions and responsibilities, following Section 14 of R.A. No. 9184:

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providing technical assistance to the end-user units in the preparation of their Project Procurement Management Plans ("PPMPs"); (iii) managing and monitoring all phases of the procurement process; and (iv) in coordination with the end-users, maintaining a price monitoring list of goods and services regularly procured by the agency and a list of suppliers, contractors and consultants; (v) consolidating PPMPs from various units of the City Government of Pasig into one (1) Annual Procurement Plan, and making them available for review;

(b) BAC Secretariat Division I – It shall provide services to the BAC relating to competitive bidding, negotiated procurement (two-failed biddings), and negotiated procurement (take-over of contracts), such as but not limited to (i) providing administrative support to the BAC; (ii) organizing and making all necessary arrangements for BAC meetings and conferences; (iii) preparing minutes of meetings and resolutions of the BAC; (iv) taking custody of procurement documents and other records; (v) managing the sale and distribution of Bidding Documents to interested bidders; (vi) advertising and/or posting bidding opportunities, including Bidding Documents; (vii) assisting in managing the procurement processes; (viii) act as the central channel of communications for the BAC with end users, project management offices, other units of the City Government of Pasig, observers, providers of goods, infrastructure projects, and consulting services, and the general public; (viii) monitor procurement activities and milestones for proper reporting to relevant agencies and offices, when required;

(c) BAC Secretariat Division II – It shall provide services to the BAC relating to direct contracting, repeat order, shopping, negotiated procurement (emergency cases), negotiated procurement (adjacent or contiguous), negotiated procurement (agency-to-agency), negotiated procurement (scientific, scholarly or artistic work, exclusive technology and media services), negotiated procurement (highly technical consultants), negotiated procurement (small value

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procurement), negotiated procurement (lease of real property and venue), and negotiated procurement (direct retail purchase of petroleum fuel, oil and lubricant products and airline tickets), and all other alternative modes of procurement not otherwise provided above, such as but not limited to: (i) providing administrative support to the BAC; (ii) organizing and making all necessary arrangements for BAC meetings and conferences; (iii) preparing minutes of meetings and resolutions of the BAC; (iv) taking custody of procurement documents and other records; (v) managing the sale and distribution of Bidding Documents to interested bidders; (vi) advertising and/or posting bidding opportunities, including Requests for Quotations; (vii) assisting in managing the procurement processes; (viii) act as the central channel of communications for the BAC with end users, project management offices, other units of the City Government of Pasig, observers, providers of goods, infrastructure projects, and consulting services, and the general public; (viii) monitor procurement activities and milestones for proper reporting to relevant agencies and offices, when required;

(d) Contract Management Division – It shall be responsible for all award documentation and post-award contract management and administration activities, such as but not limited to: (i) providing assistance to end-users in monitoring compliance with the terms and conditions of procurement contracts; (ii) coordinating with end-users and the relevant offices of the City Government of Pasig for the acceptance of goods and services; (iii) providing assistance to the finance committee and other relevant offices of the City Government of Pasig for payment concerns; (iv) providing assistance to the City Mayor as HoPE and/or the relevant committee/s or office/s in reviewing and assessing the performance of providers and recommending sanctions to the BAC and City Mayor as HoPE;

(e) Administrative Division – It shall assist the Head of the Procurement Management Office in the day-to-day management of the Procurement Management Office, such as but not limited to handling concerns regarding (i) operations; (ii) human resources; (iii) supply and equipment



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management; and (iv) other matters as may be directed by the BAC and the Head of the Procurement Management Office.

SECTION 5. STAFFING PATTERN AND ORGANIZATIONAL STRUCTURE. – The total *plantilla* of the Procurement Management Office shall have eighty-two (82) positions. The Procurement Management Office's organizational chart shall be as follows:

	Number	SG
City Government Department Head II	1	26
City Government Assistant Department Head II	1	24
Procurement Planning and Management Division		
Supervising Administrative Officer	1	22
Administrative Officer V	1	18
Administrative Officer IV	2	15
Administrative Officer II	2	11
Administrative Aide VI	4	6
Administrative Aide III	4	3



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BAC Secretariat Division I		
<i>Supervising Administrative Officer</i>	1	22
<i>Administrative Officer V</i>	1	18
<i>Administrative Officer IV</i>	2	15
<i>Administrative Officer II</i>	2	11
<i>Administrative Assistant II</i>	15	8
BAC Secretariat Division II		
<i>Supervising Administrative Officer</i>	1	22
<i>Administrative Officer V</i>	1	18
<i>Administrative Officer IV</i>	2	15
<i>Administrative Officer II</i>	2	11
<i>Administrative Assistant II</i>	15	8

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Contract Management Division		
Supervising Administrative Officer	1	22
Administrative Officer V	1	18
Administrative Officer IV	2	15
Administrative Officer II	2	11
Administrative Aide VI	4	6
Administrative Aide III	4	3
Administrative Division		
Supervising Administrative Officer	1	22
Administrative Officer V	1	18
Administrative Officer IV	2	15
Administrative Officer II	2	11
Administrative Aide VI	2	6
Administrative Aide III	2	3

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The qualification standards for the *plantilla* positions, as indicated, shall be in accordance with the guidelines of the CSC and other relevant laws, rules and regulations.

SECTION 6. THE HEAD OF THE PROCUREMENT MANAGEMENT OFFICE. – Subject to the guidelines of the CSC, the Head of the Procurement Management Office must be a citizen of the Philippines, preferably a resident of Pasig City, of good moral character, and who is either a lawyer, a Government Procurement Policy Board (“GPPB”) certified procurement trainer or specialist (Level II or higher), a certified public accountant, and/or the holder of a Master’s Degree in Business Administration, a Master’s Degree in Business Economics, or any other related degree.

The Head of the Procurement Management Office who shall occupy the regular *plantilla* position of City Government Department Head shall receive a minimum monthly compensation equivalent to Salary Grade Twenty-Six (26) as prescribed under the Salary Standardization Law and the implementing guidelines issued pursuant thereto, and such other compensation, emoluments, and allowances as may be determined by law or ordinance.

The Head of the Procurement Management Office shall take charge of the Procurement Management Office and shall:

- (a) Ensure that all the duties and functions of the Procurement Management Office as enumerated under Section 2 of this Ordinance are fulfilled;
- (b) Formulate measures and provide technical assistance to the BAC and the City Mayor as HoPE in carrying out measures to ensure the delivery of basic services relative to procurement;
- (c) Develop plans and strategies and, upon approval thereof by the BAC and City Mayor as HoPE, implement the same, particularly those which have to do with procurement;
- (d) Recommend to the BAC, Sangguniang Panlungsod, and the City Mayor as HoPE, policies and strategies for a more efficient procurement service;
- (e) Enforce and monitor the applicable laws, ordinances, rules and regulations, particularly those related to procurement;

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- (f) Coordinate with the GPPB, Department of Budget and Management ("DBM"), Procurement Service-DBM, and any other government agencies in relation to procurement;
- (g) Direct, supervise, and organize the staff complement of the Procurement Management Office, recommend and initiate the hiring or transfer of staff to fill in available positions in the Procurement Management Office, and designate section heads, either permanently or temporarily, to serve the functions stated in this Ordinance;
- (h) Issue office memoranda and other directives to ensure the efficient functioning of the Procurement Management Office;
- (i) Issue official communications within and without the Procurement Management Office;
- (j) Act on complaints and grievances received by the BAC and Procurement Management Office, and course the same through the established grievance machinery of the City Government of Pasig; and
- (k) Discharge other duties and functions pursuant to laws, ordinances, rules and regulations, and as may be designated by the BAC and the City Mayor as HoPE.

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SECTION 7. HONORARIA AND OVERTIME PAY OF BAC MEMBERS, TWG MEMBERS, AND STAFF OF THE PROCUREMENT MANAGEMENT OFFICE. – Members of the BAC and TWG, and the personnel of the Procurement Management Office, shall be entitled to honoraria and/or overtime pay, as may be applicable, in accordance with the provisions of R.A. No. 9184, its Implementing Rules and Regulations, DBM rules and regulations, and other relevant laws, rules and regulations.

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SECTION 8. APPROPRIATIONS. – The funds to cover the salaries and other benefits of the newly created positions shall be taken from any available funds and shall be appropriated in the annual and/or supplemental budget of the Procurement Management Office for each fiscal year with the approval of the City Mayor.

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SECTION 9. REPEALING CLAUSE. – All ordinances, rules and regulations which are inconsistent with or contrary to the provisions of this Ordinance are hereby amended or repealed accordingly.

SECTION 10. SEPARABILITY CLAUSE. – If for any reason any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other parts or provisions which are not affected thereby shall continue to be in full force and effect.

SECTION 11. EFFECTIVITY. – This Ordinance shall take effect immediately.

APPROVED, this 8th day of **September 2022** at Pasig City.


HON. RAYMUND-FRANCIS S. RUSTIA
City Councilor


HON. CORAZON M. RAYMUNDO
City Councilor


HON. SIMON GERARD R. TANTOCO
City Councilor

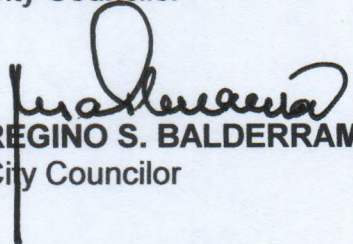

HON. SYVEL ASILO-GUPILAN
City Councilor

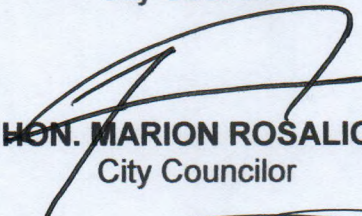

HON. PAUL ROMAN C. SANTIAGO
City Councilor


HON. NOEL L. AGUSTIN
City Councilor


HON. RODERICK MARIO U. GONZALES
City Councilor


HON. QUIN A. CRUZ
City Councilor


HON. REGINO S. BALDERRAMA
City Councilor


HON. MARION ROSALIO M. MARTIRES
City Councilor

HON. RIGOR J. ENRIQUEZ
LIGA President


HON. GEORGIA LYNNE P. CLEMENTE
SK Fed. President



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HON. MARIA LUISA M. DE LEON
City Councilor
Minority Floor Leader

HON. MARK GIL M. DELOS SANTOS
City Councilor
Majority Floor Leader

Attested by:

HON. ROBERT VINCENT JUDE B. JAWORSKI, JR.
City Vice-Mayor
Presiding Officer

APPROVED:

HON. VICTOR MA. REGIS N. SOTTO
City Mayor

Attested by:

LOIDA U. VILLANUEVA
Acting City Council Secretary