

ORDINANCE NO. 9281, S-72

ORDINANCE  
OUTLINING THE PROCEDURES BY WHICH PROCUREMENT OF SUPPLIES,  
MATERIALS, EQUIPMENT AND/OR SERVICE BY THE CITY GOVERNMENT  
ACQUIRED THRU CANVASSING AS AUTHORIZED UNDER SECTION 3 OF  
R.A. 2664, AND PROVIDING PENALTIES FOR VIOLATION THEREOF.

Introduced by Councilors Eduardo T. Paredes and  
Jose Vera-Perez.  
Sponsored by Councilors Paredes, Alinea, J. Perlas,  
Francisco (Fred Montilla), Castelo, de la Cruz,  
P. Perlas, Roces and Sarino.

WHEREAS, in order to minimize the perpetuation of  
irregularities in the acquisition thru canvassing of  
office supplies, materials and equipment, there is a need  
to plug loop holes in the present procedure of purchasing  
and payment system of Quezon City;

Now, therefore,

Be it ordained by the Council of Quezon City  
in session assembled:

SECTION 1. The delivery of supplies, materials, or  
equipment and/or acceptance of services shall not be  
undertaken unless the following supporting documents  
and/or conditions have been properly complied with:

1. The corresponding requisition and issue  
voucher thereof having been approved by  
the proper authorities concerned.
2. The corresponding canvass covering items  
under consideration has been made.
3. The corresponding purchase order has  
been issued and signed by the proper  
authorities.
4. The award be given only to the lowest  
bidder or bidder offering prices most  
advantageous to the government.

lcf/lcg\*

5. That no job order for repair of vehicles be paid unless the four (4) conditions set forth in the preceding paragraph have been complied with, and with certificate on the reasonableness of the prices for such job having been received from the NASSCO.
6. "Closed Canvass" - By this method a receptacle shall be provided by the City where quotations of dealers participating in the canvass shall be placed. The said receptacle shall be closed by three (3) different padlocks and the corresponding keys shall be entrusted to the authorized representatives of the City Mayor, the City Council, and the City Treasurer. The said receptacle shall be opened daily during office hours at 10:00 A.M. in the presence of the dealers or their authorized representatives. Open canvass shall be resorted to only in so far as daily marketing of the Quezon City General Hospital is concerned.
7. Any dealer desiring to participate in biddings or canvass being called from time to time by the City Government should accomplish the necessary forms being required of dealers by the Bureau of Supply Coordination. In addition thereto, dealers or contractors, as the case may be, shall post a surety bond of ₱2,000.00 withdrawable only after one (1) year from the time same has been posted and which bond shall answer for any overpricing if there be any.
8. All abstracts of canvass should be serially numbered and in no case must the City Treasurer allow it to be hand-carried by interested party/parties other than the personnel under him who should be duly identified and authorized in writing to do so.
9. The City Council should invariably be furnished with a copy of the "Purchase Order" within five (5) days from the date of the issuance thereof for its information, guidance and as an aid in legislative functions.

AFI/lcg\*

10. Before the actual canvassing takes place the list of the items to be purchased shall be duly posted in a bulletin board specifically made for the purpose, for the information and guidance of interested parties.
11. Requisition and issue vouchers for road materials for maintenance or construction purposes should indicate the place where such materials will be used and the delivery site to facilitate inspection thereof.

SEC. 2. The requisitioning official who authorized the delivery of supplies, materials, equipment and/or allow the performance of the service thereof in violation of any of the conditions set forth under this Ordinance shall be held responsible and liable for the payment, deductible from his salary payroll, and with the corresponding administrative action be filed against said official for his separation from the service.

SEC. 3. This Ordinance shall take effect upon its approval.

ENACTED May 30, 1972.

(SGD.) RONALD S. KOOKORITCHKIN  
(Ronald Rany)  
Councillor

ATTESTED:

Acting Vice Mayor & Presiding  
Officer

(SGD.) FELIPE L. TING  
City Secretary

APPROVED: June 1, 1972

(SGD.) CARLOS L. ALBERT  
Acting City Mayor

APN/lcg\*