



Office of the Sangguniang Panlungsod

CGBCR-SPBac-F001.04
04/05/2024

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MICHAEL E. SOLIS
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. VICTORIO L. GUERRERO, JR.
City Councilor

HON. ALEJANDRO F. GUTIERREZ
City Councilor

HON. LEVY M. TELA
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor / President Pro-Tempore

HON. REYNALDO M. FABIAN
City Councilor

HON. ROGELIO M. NOLASCO
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RANDY C. FRANCISCO
Liga ng mga Barangay Vice President

HON. PALM ANGEL S. BUNCIO
SK Federation President

Attested by:
Cristina R. Malawig
MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Certified by:
Rowena Bautista-Mendiola
HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor

Approved by:
Strive B. Revilla
HON. STRIVE B. REVILLA
City Mayor

CITY ORDINANCE NO. 368-2024
Series of 2024

AN ORDINANCE MANDATING CONTRACTORS TO SECURE SPECIAL PERMIT PRIOR TO PROJECT ENGAGEMENT IN THE CITY OF BACOOR.

Sponsored by:

Hon. Levy M. Tela

Co-Sponsored by:

Hon. Roberto L. Advincula, Hon. Simplicio G. Dominguez, Hon. Catherine S. Evaristo, Hon. Reynaldo M. Fabian, Hon. Randy C. Francisco, Hon. Adrielito G. Gawaran, Hon. Alejandro F. Gutierrez, Hon. Alde Joselito F. Pagulayan, Hon. Reynaldo D. Palabrica, Hon. Rogelio M. Nolasco and Hon. Michael E. Solis.

WHEREAS, Section 16 of R.A. No. 7160 provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare including the promotion of safety of its constituents and provision of adequate transportation facilities;

WHEREAS, Section 47 of the Local Government Code grants the LGUs the authority to impose and collect such reasonable fees and charges on business and occupation and, except as reserved to the province in Section 139 of the same Code, on the practice of any profession or calling, commensurate with the cost of regulation, inspection, and licensing before any person may engage in such business or occupation, or practice such profession or calling;

WHEREAS, national agencies and private utility service providers companies frequently engage various contractors to undertake their respective projects in various localities;

WHEREAS, many of these contractors do not maintain primary offices in the City of Bacoor and thus have not obtained a business permit from the City Government of Bacoor;

City Ordinance No. 368-2024, (Contractors Special Permit Ordinance) 22 April 2024



Office of the Sangguniang Panlungsod

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MICHAEL E. SOLIS
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. VICTORIO L. GUERRERO, JR.
City Councilor

HON. ALEJANDRO F. GUTIERREZ
City Councilor

HON. LEVY M. TELA
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor / President Pro-Tempore

HON. REYNALDO M. FABIAN
City Councilor

HON. ROGELIO M. NOLASCO
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RANDY C. FRANCISCO
Ligo ng mga Barangay Vice President

SICK LEAVE
HON. PALM ANGEL S. BUNCIO
SK Federation President

Attested by:

MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor

Approved by:

HON. STRINE B. REVILLA
City Mayor

WHEREAS, the Department of Finance issued a Local Finance Circular No. 001-2022 providing for the guidelines on the imposition of local business tax, fees and charges to service contractors;

NOW, THEREFORE, upon motion of Hon. Levi Tela duly seconded by Hon. Catherine Sarino-Evaristo, Hon. Roberto L. Advincula, Hon. Alde Joselito F. Pagulayan, and Hon. Randy C. Francisco, **BE IT ORDAINED** by the 5th Sangguniang Panlungsod in 87th regular session duly assembled THAT:

Section 1. TITLE. This ordinance shall be known as the "**Contractors Special Permit Ordinance**".

Section 2. PURPOSE. The purpose of this ordinance is to regulate and ensure the proper documentation and compliance of contractors operating within the jurisdiction of the City of Bacoor to various city ordinances promoting public health, safety, and general welfare by requiring them to obtain a valid business permit prior to engaging in any project. The City Government of Bacoor is committed to ensuring that contractors operating within the City of Bacoor have standards, secure and safe business practices in place and are adhering to the various regulations and safety standards required in its business operations.

Section 3. SCOPE. This Ordinance shall apply to all contractors working on behalf of national agencies such as DPWH, MERALCO, MAYNILAD, PLDT, GLOBE, and other public utilities operating within the City of Bacoor.

Contractors who have a registered principal business address in the City of Bacoor are exempt from the coverage of this ordinance.

Section 4. DEFINITIONS. As used in this Ordinance, the following terms shall mean as follows:

- Administrative Office** refers to offices that house office departments such as, but not limited to, treasury, internal audit, administration, purchasing, and finance. It is neither a branch, sales, or project office and does not operate any aspect of its business or primary purposes, nor does it handle the invoices or records of sales to its customers, nor are there any transactions or sales made thereat;

City Ordinance No. 368-2024, (**Contractors Special Permit Ordinance**) 22 April 2024



Office of the Sangguniang Panlungsod

CGBCR-SPBac-F001.04
04/05/2024

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MICHAEL E. SOLIS
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. VICTORIO L. GUERRERO, JR.
City Councilor

HON. ALEJANDRO B. GUTIERREZ
City Councilor

HON. LEVY M. TELA
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor - President Pro-Tempore

HON. REYNALDO M. FABIAN
City Councilor

HON. ROGELIO M. NOLASCO
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RANDY C. FRANCISCO
Liga ng mga Barangay Vice President

SICK LEAVE
HON. PALM ANGEL S. BUNCIO
SK Federation President

Attested by:
Mistina R. Malawig
MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Certified by:
HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor

Approved by:
HON. STRIKE B. REVILLA
City Mayor

2. **Branch or Sales Office** refers to a fixed place in a locality that conducts operations of the business as an extension of the principal office. A warehouse that accepts orders and/or issues sales invoices independently of a branch with a sales office shall be considered a sales office.
3. **Contractor** - Any individual, partnership, corporation, or entity engaged in construction, renovation, or any related projects. Service Contractor refers to persons, natural or juridical, not subject to professional tax under Section 139 of the LGC, whose activity consists essentially of all kinds of services for a fee, regardless of whether or not the performance of the service calls for the exercise or, use of the physical or mental faculties of such contractor or his employees.

As used in this Article, the term contractor shall include general engineering, general building and specialty contractors as defined under applicable laws; filling, demolition and salvage works contractors; proprietors or operators of mine drilling apparatus; proprietors or operators of dockyards; persons engaged in the installation of water system, and gas or electric light, heat, or power, proprietors or operators of smelting plants; engraving, plating, and plastic lamination establishments; proprietors or operators of establishments for repairing, repainting, upholstering, washing or greasing of vehicles, heavy equipment, vulcanizing, recapping and battery charging; proprietors or operators of furniture shops and establishments for planning or surfacing and recutting of lumber, and sawmills under contract to saw or cut logs belonging to others; proprietors or operators of dry-cleaning or dyeing establishment, steam laundries, and laundries using washing machines; proprietors or owners of shops for the repair of any kind of mechanical and electrical devices, instruments, apparatus, proprietors or operators of arrastre and stevedoring, warehousing, master plumbers, smiths, and house or sign painters;



Office of the Sangguniang Panlungsod

CGBCR-SPBac-F001.04
04/05/2024

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MICHAEL E. SOLIS
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. VICTORIO L. GUERRERO, JR.
City Councilor

HON. ALEJANDRO F. GUTIERREZ
City Councilor

HON. LEVY M. TELA
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor / President Pro-Tempore

HON. REYNALDO M. PABIAN
City Councilor

HON. ROGELIO M. NOLASCO
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RANDY C. FRANCISCO
Liga ng mga Barangay Vice President

SICK LEAVE
HON. PALM ANGEL S. BUNCIO
SK Federation President

Attested by:

Cristina R. Malawig
MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Certified by:

Rowena Bautista-Mendiola
HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor

Approved

Strike B. Revilla
HON. STRIKE B. REVILLA
City Mayor

4. **Fee** refers to a charge fixed by law or ordinance for the regulation or inspection of a business or activity;
5. **General Engineering Contractor** refers to a person whose principal contracting business is in connection with fixed works requiring specialized engineering knowledge and skill, including the following divisions or subjects: irrigations, drainage, water power, water supply, flood control, inland waterways, harbors, docks, wharves shipyards and ports, dams, hydro-electric projects, levees, river control and reclamation works, railroads, highways, street and roads, bridges, overpasses, underpasses and other similar works; pipelines and other system for the transmission of petroleum and other liquid or gaseous substances; land leveling and earth moving projects, excavating, grading, trenching, paving and surfacing works.
6. **General Building Contractor** refers to a person whose principal contracting business is in connection with any structure built, being built, or to be built for the support, shelter, and enclosure of persons, animals, chattels, or movable property of any kind, requiring in its construction the use of more than two unrelated building trades or crafts, to do or superintended the whole of any part thereof. Such structure includes sewers and sewerage disposal plants and system, parks, playgrounds, and other recreation works, refineries, chemical plants, and similar industrial plants requiring-specialized engineering knowledge and skill, powerhouses, power plants, and other utility plants and installations, mines and metallurgical plants, cement, and concrete works in connection with the above-mentioned fixed works.

A person who merely furnishes materials or supplies without fabricating them into or consuming them in the performance of the work of the general building contractor does not necessarily fall within this definition.

7. **Mayor's Permit and Business License** - A legal document issued by the [City/Municipality] authorizing a contractor to conduct business

City Ordinance No. 368-2024, (**Contractors Special Permit Ordinance**) 22 April 2024



Office of the Sangguniang Panlungsod

CGBCR-SPBac-F001.04
04/05/2024

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MICHAEL E. SOLIS
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. VICTORIO L. GUERRERO, JR.
City Councilor

HON. ALEJANDRO E. GUTIERREZ
City Councilor

HON. LEVY M. TELA
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor - President Pro-Tempore

HON. REYNALDO M. PABLAN
City Councilor

HON. ROGELIO M. NOLASCO
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RANDY C. FRANCISCO
Liga ng mga Barangay Vice President
SICK LEAVE

HON. PALM ANGEL S. BUNCIO
SK Federation President

Attested by:

Cristina R. Malawig
MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Certified by:
Rowena Bautista-Mendiola

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor

Approved by:

Strike B. Revilla
HON. STRIKE B. REVILLA
City Mayor

within its jurisdiction. Refers to a local license required for a business or company to operate in the City of Bacoor.

8. **Principal Office** refers to the head or main office of the business appearing in the pertinent documents submitted to the Securities and Exchange Commission, the Department of Trade and Industry, or other appropriate agencies, as the case may be;
9. **Project Office** refers to an office used in administering the project or construction being undertaken in pursuit of the business, which may not be a fixed place but one that may be transferred from one project site to another;
10. **Specialty contractor** refers to a person whose operations pertain to the performance of construction work requiring special skills and training and whose principal contracting business involves the use of specialized building trades and crafts.
11. **Special Permit Fee** refers to a charge imposed upon contractors for the issuance of a special permit. This permit authorizes a contractor to perform certain types of work within the jurisdiction of the City of Bacoor.

Section 5. MANDATORY REQUIREMENT FOR SPECIAL PERMIT FOR CONTRACTORS AND SPECIAL PERMIT FEE. All contractors intending to undertake construction, renovation, or related projects within the City of Bacoor must obtain a valid Contractor's Special Permit from the Business Permit and Licensing Department before commencing any project work within the City of Bacoor.

Each permit issued by the City Mayor must show the name of the applicant, the nationality, address, nature of the organization, whether a sole proprietorship, corporation, or partnership, the location of the business, number of the permit, date of issue, and other information required by the City Mayor.



Office of the Sangguniang Panlungsod

CGBCR-SPBac-F001.04
04/05/2024

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MICHAEL E. SOLIS
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. VICTORIO L. GUERRERO, JR.
City Councilor

HON. ALEJANDRO F. GUTIERREZ
City Councilor

HON. LEVY M. TELA
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor / President Pro-Tempore

HON. REYNALDO M. PABLAN
City Councilor

HON. ROGELIO M. NOLASCO
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RANDY C. FRANCISCO
Liga ng mga Barangay Vice President

SICK LEAVE
HON. PALM ANGEL S. BUNCIO
SK Federation President

Attested by:

MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor

Approved by:

HON. STRIKE B. REVILLA
City Mayor

An applicant for a Contractor's Special Permit shall be required to pay the following fee:

Total Project Cost	Fees
Not more than P3,000,000.00	P 5,000.00
P3,000,001.00 - P15,000,000.00	P 27,500.00
P15,000,001.00- P100,000,000.00	P 55,000.00
In excess of P100,000,000.00	P 100,000.00

For contractors registered in the City of Bacoor, the latest Mayor's Permit and Business License.

Section 6. ISSUANCE OF PERMIT The Special Permits issued shall take effect on the date of issuance and shall expire on the date specified in the duration of the project. The issuance of the Special Permit shall not relieve the permit-holder from complying with the requirements of the other departments of the City Government pertaining to contracting business operations or activities prescribed under the Bacoor City Revenue Code.

Section 7. DOCUMENTARY REQUIREMENTS. The following are the documentary requirements for applying for a Mayor's Permit prior to engagement in its contracting business:

1. Proof of business registration, incorporation, or legal personality (i.e. DTI/ SEC/Cooperative Development Authority (CDA) registration) including the basis for computing taxes, fees, and charges (e.g., business capitalization). For franchisees, a copy of the Franchise Agreement. Information on its principal business address/office shall be included;
2. If maintaining a warehouse or branch office in the City of Bacoor; a Contract of Lease and Lessor's Mayor's Permit and Business License (for those renting/leasing);
3. Certified true copy of a contractor's license duly issued by the Philippine Contractors Accreditation Board (PCAB);
4. Name of the principal project proponent for which it is rendering contract service;
5. Name, duration, and location of its project/s within the City of Bacoor;
6. List of ongoing and completed projects;
7. The total number of employees of the business and the number of employees residing in the City

City Ordinance No. 368-2024, (**Contractors Special Permit Ordinance**) 22 April 2024



DISTRICT I

ION, CATHERINE SARINO-EVARISTO
City Councilor

ION, MICHAEL E. SOLIS
City Councilor

ION, ADRIELITO G. GAWARAN
City Councilor

ION, VICTORIO L. GUERRERO, JR.
City Councilor

ION, ALEJANDRO F. GUTIERREZ
City Councilor

ION, LEVY M. TELA
City Councilor

DISTRICT II

ION, ROBERTO L. ADVINCULA
City Councilor

ION, REYNALDO D. PALABRICA
City Councilor / President Pro-Tempore

ION, REYNALDO M. FABIAN
City Councilor

ION, ROGELIO M. NOLASCO
City Councilor

ION, ALDE JOSELITO F. PAGULAYAN
City Councilor

ION, SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RANDY C. FRANCISCO
Liga ng mga Barangay Vice President

SICK LEAVE
HON. PALM ANGEL S. BUNCIO
Federation President

Attested by:

MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Certified by:

ION, ROWENA BAUTISTA-MENDIOLA
City Vice Mayor

Approved by:

ION, STRIKE B. REVILLA
City Mayor

of Bacoor, if any. This shall include registered engineers and licensed architects, as the case may be;

8. Proof of payment of Special Permit;
9. Other supporting documents as may be required.

Section 8. APPLICATION PROCESS.

1. Applicant shall submit a duly accomplished Contractor's Special Permit unified application form along with the required supporting documents to the Business Permit and Licensing Department.
2. Pay the required fees for the Special Permit application.
3. The Business Permit and Licensing Department shall process the application within three (3) working days from the date of submission.
4. Upon approval, the contractor shall be issued a Contractor's Special Permit valid for a period of ninety (90) days or the period specified in the project duration as applied by the contractor, whichever is longer.

Section 9. EXTENSION OF PERMIT. Should the completion of the project not be met within the 90-day period or extended beyond the given project duration due to the contractor's fault, the contractor shall notify the BPLD of such fact and apply for a new Special Permit.

Section 10. REVOCATION OF PERMIT. Upon proper and written notice, the City Mayor, through the BPLD, may revoke the permit and close the establishment for any of the following reasons:

1. Violation of any condition set forth in the permit;
2. Abuse of privilege to do business or pursuit of activity to the injury of public morals, disruption of peace and order, and the endangerment of the health of the community;
3. Refusal to pay an indebtedness or liability to the City;
4. Deliberate submission of false or inaccurate documents, data, or information that led to the grant of the permit;
5. Performing activities in order to avoid compliance with this Ordinance; and
6. Other analogous acts,



Office of the Sangguniang Panlungsod

CGBCR-SPBac-F001.04
04/05/2024

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MICHAEL E. SOLIS
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. VICTORIO L. GUERRERO, JR.
City Councilor

HON. ALEJANDRO B. GUTIERREZ
City Councilor

HON. LEVY M. TELA
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor / President Pro-Tempore

HON. REYNALDO M. TABLAN
City Councilor

HON. ROGETIO M. NOLASCO
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RANDY C. FRANCISCO
Liaa na mao Barangay Vice President

BICK LEAVE
HON. PALM ANGEL S. BUNCIO
SK Federation President

Attested by:

MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor

Approved by:

HON. STRIKE B. REVILLA
City Mayor

Section 11. PENALTIES FOR NON-COMPLIANCE. Any contractor found operating without a valid temporary business permit before undertaking its contracted project shall be imposed a fine of P2,500.00 after inspection and issuance of a Notice of Violation.

Section 12. COMPLIANCE MONITORING. The City Business Permit and Licensing Department shall conduct regular inspections to ensure compliance with this ordinance. It shall coordinate with the City Engineering Office in monitoring the compliance of the service contractors prior to the actual commencement of their respective project work.

Section 13. EFFECTIVITY. This ordinance shall take effect immediately after its publication at least once in a newspaper of general circulation.

ENACTED this 22nd day of April 2024 by the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite.

I hereby certify that the foregoing Ordinance was duly approved in accordance with law.

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor/Presiding Officer

Attested by:

MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Approved by:

HON. STRIKE B. REVILLA
City Mayor

Date of Approval: 09 MAY 2024