

012

23 September 2025

HON. MAILA ROSARIO TING – QUE

City Mayor

Tuguegarao City, Cagayan

Dear Mayor Ting – Que:

Greetings!

We would like to formally bring to your attention a concern encountered by our representatives during our recent visit to the General Services Office on September 23, 2025, in relation to the procurement process of Bid Documents bearing PB -INF2025-060 – Construction of Masonry Drainage Structure along F. Danao Street, Atulayan Norte, Tuguegarao City.

Upon our arrival, we were informed that an order of payment for the bid documents could not be sold to us due to the absence of the authorized personnel responsible for issuing the Order of Payment. As a result, we were unable to proceed with the purchase of the bid documents as scheduled.

We respectfully seek your assistance in ensuring that authorized personnel are available during the prescribed period for the sale of bid documents, or that alternative arrangements are in place to avoid any disruption to interested bidders. This will help ensure a fair, transparent, and efficient bidding process.

We remain committed to complying with all procurement requirements and look forward to your favorable consideration of this matter.

Thank you very much, and we hope for your kind support.

Respectfully yours,

NOREEN VARILA

Liason Officer

MGY Builders Corporation

JENEVIE AXALAN

Liason Officer

MGY Builders Corporation

09/23/25
4:51 PM
myLINE PN

OFFICE OF THE CITY MAYOR

SEP 23 2025
Time: *4:43 PM*
By: *[Signature]*

