



Republic of the Philippines  
City Government of Meycauayan  
Province of Bulacan  
**Bids and Awards Committee**

**Invitation to Bid**  
for

**PROCUREMENT OF TOKENS (GIFT BASKET) FOR THE YEAR END ASSEMBLIES  
OF EMPLOYEES AND BARANGAY OFFICIALS**

1. The City Government of Meycauayan, Bulacan, through the General Fund 2023 intends to apply the sum of **One Million Eight Hundred Thousand Pesos (Php 1,800,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **“Procurement of Tokens (Gift Basket) for the Year End Assembly of employees and Barangay Officials”**, with the Project Identification Number : **G2023 041**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The City Government of Meycauayan, Bulacan, now invites bids for the above Procurement Project. Completion of the Works is required **Thirty (30) calendar days**. Bidders should have completed a contract similar to the project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary *“pass/fail”* criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from the BAC Secretariat of the City Government of Meycauayan, Bulacan and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested bidders on **October 23, 2023 to November 13, 2023**, from the given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand (Php 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The City Government of Meycauayan, Bulacan will hold a **Pre-Bid Conference** on **12:30 N.N., October 31, 2023**, at BAC Office, 4<sup>th</sup> Floor, City Hall Building, City of Meycauayan, Bulacan, which shall be open to prospective bidders.



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7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **9:00 A.M., November 13, 2023**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. **Bid opening shall be on 11:00 A.M., November 13, 2023**, at the BAC Office, 4<sup>th</sup> Floor, City Hall Building, City of Meycauayan, Bulacan. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **City Government of Meycauayan, Bulacan** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**EDNA GONZALES**

Administrative Assistant III  
4F Meycauayan City Hall  
Mc-Arthur Highway, Saluysoy  
City of Meycauayan, Bulacan  
Philippines 3020  
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Telephone No.: 63-44-9198020 Ext. 1015

12. You may visit the following websites:

For downloading of Bidding Documents: *PhilGeps Website and [meycauayan.gov.ph](http://meycauayan.gov.ph)*

October 23, 2023

  
**PIA S. RAMIREZ-DELOS SANTOS**  
BAC Chairperson