

Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
Muntinlupa City



# **PHILIPPINE BIDDING DOCUMENTS**

# **RENOVATION OF HR OFFICE**

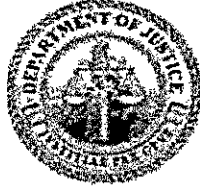
(Procurement/ID No.017)

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*Section I. Invitation to Bid*



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## **Invitation to Bid**

### **RENOVATION OF HR OFFICE**

1. The **Bureau of Corrections**, through the General Appropriations Act (GAA) of 2025 intends to apply the sum of **Two Million Five Hundred Thousand Pesos Only (₱2,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Renovation of HR Office with Identification Number 2025-017**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Bureau of Corrections** now invites bids for the above Procurement Project. Completion of the Works is required within **one hundred eighty (180) calendar days** from the date of issuance of Notice to Proceed. Bidders should have completed a contract similar to the Project amounting to at **least fifty percent (50%)** of the ABC **within the last four (4) years**. 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 **Bureau of Corrections** and inspect the Bidding Documents at the address given below from Monday to Friday from 8:00am to 5:00pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **NOVEMBER 22, 2025 (08:00am to 05:00pm) to DECEMBER 4, 2025 (08:00am to 09:59am)** from the given address and website(s) below. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity bucor.gov.ph, provided that Bidders shall pay the applicable fee of **Five Thousand (₱5,000.00) Pesos Only** for the Bidding Documents not later than the submission of their bids. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or by facsimile.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **DECEMBER 4, 2025 (09:59am)**. Late bids shall not be accepted.
7. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15.

8. Bid opening shall be on DECEMBER 4, 2025 (10:00am) at the BAC Conference Room NBP Reservation Muntinlupa City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **Bureau of Corrections** 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.
10. For further information, please refer to:

**MARIA ADORACION VIÑAS**

Office of the BAC Secretariat

Supply Office, Bureau of Corrections, Muntinlupa City

Tel # 02-8809-8587/02-8478-0907/02-8659-0833

[bacsec2022@gmail.com](mailto:bacsec2022@gmail.com)

13. You may visit the following websites:  
For downloading of Bidding Documents: [bucor.gov.ph](http://bucor.gov.ph)

Date of Issue: \_\_\_\_\_

  
**CCSUPT MELENCIO S FAUSTINO**  
Chairman, Bids and Awards Committee