



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

Magsaysay Boulevard cor. Sto. Niño Ext., Tacloban City 6500, Philippines

Appraisal and Disposal Committee

Date: 31 January 2025

**INVITATION TO BID THROUGH PUBLIC AUCTION SALE OF UNSERVICEABLE
OFFICE EQUIPMENT, INFORMATION TECHNOLOGY (IT) EQUIPMENT, TOOLS,
AND FURNITURE AND FIXTURES OF UP TACLOBAN COLLEGE
Bid No. UPTC-ADC-IB-2025-01**

The University of the Philippines Tacloban College (UPTC), through its Appraisal and Disposal Committee (ADC), now invites all interested parties to participate in the public bidding of various unserviceable Office Equipment, Information (IT) Equipment, Tools, and Furniture and Fixtures on an "AS IS" and "WHERE IS" basis, to wit:

Item No.	Particulars and Description	Qty	Unit	Appraisal Value	Government Minimum Selling Price (GSMP)
1	Cabinets	2	pc	300.00	600.00
2	Gas stove	1	pc	450.00	450.00
3	Desktop	12	unit	208.00	2,496.00
4	Laptop	6	unit	500.00	3,000.00
5	Lampshade	2	pc	300.00	600.00
6	Bathroom mirror	3	pc	150.00	450.00
7	Water dispenser	2	unit	225.00	450.00
8	Ironing Board	1	pc	400.00	400.00
9	Drinking fountain	4	unit	375.00	1,500.00
10	Air conditioner split type	2	unit	500.00	1,000.00
11	Float brush cutter	1	pc	300.00	300.00
12	Grinder	2	pc	250.00	500.00
13	Cash vault	1	unit	500.00	500.00
14	Paper cutter	1	unit	200.00	200.00
15	Fax machine	2	pc	100.00	200.00
16	Dot Matrix	2	pc	20.00	40.00
17	Washing machine	1	unit	300.00	300.00
18	Air conditioner window type	3	unit	700.00	2,100.00
19	Water Tank	2	pc	200.00	400.00
20	Stand fan	5	unit	60.00	300.00
21	Office chair	19	pc	150.00	2,850.00
22	Steel cabinet	6	pc	300.00	1,800.00
23	Orbit fan	24	unit	110.00	2,640.00
24	Desk fan	1	unit	200.00	200.00
25	Computer monitor	14	unit	60.00	840.00
26	UPS	14	pc	30.00	420.00
27	Typewriter	1	pc	100.00	100.00
28	Projector	3	unit	180.00	540.00

29	Computer printer	7	unit	150.00	1,050.00
30	Router	5	unit	10.00	50.00
31	Books and magazines	1	lot	1,250.00	1,250.00
32	Computer keyboard	24	pc	15.00	360.00
33	Internet switch	1	unit	20.00	20.00
TOTAL					Php 27,906.00

The bidding through Public Auction Sale shall be governed under the following terms and conditions:

1. The posting of the bidding for the public auction sale shall be made from January 31, 2025 to February 12, 2025, covering thirteen (13) calendar days, on the university website, on three conspicuous bulletin boards across the campus, and in other conspicuous locations.;
2. Prospective bidders may conduct an ocular inspection of the unserviceable items from February 3 to 7, 2025, at the Division of Management site between 9:00 AM and 12:00 Noon. The inspection will be coordinated by Mr. Delfin P. Aledro, Jr., who will promptly issue the Bidder's Inspection Certificate;
3. There will be Pre-bid Conference on February 7, 2025, 1:30 PM – 3:00 PM at the UPTC, TLRC Discussion Room;
4. The deadline for the submission of bids is on February 12, 2025, at 2:00 PM. Bids must be submitted to the Office of the Dean c/o Ms. Jaremel C. Cadiente.
5. The opening of bids and evaluation shall commence on February 12, 2025 at 3:00 PM at the UPTC, TLRC Discussion Room. Bids will be opened in the presence of the bidders or their duly authorized representatives;
6. Two (2) envelope systems must be used: One (1) for the Eligibility Requirements and one (1) for the bid proposal and the cash bond. These documents must be submitted to the Appraisal and Disposal Committee in accordance with Section IV;
7. The first envelope shall contain the following Eligibility Requirements:
 - a. Business Permit for the Year 2025
 - b. DTI Registration/SEC Registration
 - c. BIR Certificate of Registration
 - d. If the bidder is an authorized representative, an authorization from the owner/proprietor duly notarized to act on his behalf to attend the auction, to receive the award, and to pay the total amount of the awarded items.
 - e. Photocopy of owner's ID and original ID of representative.
 - f. Cash bond not lower than ten percent (10%) of the total of bid proposals or at least ₱2,790.60 placed in a sealed envelope labeled as such. Any bond other than cash is not acceptable.

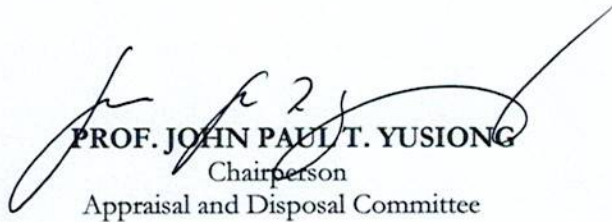
If the above requirements are met, the second envelope will be opened. If not, the second envelope will not be opened and will be returned to the bidder immediately;
8. The second envelope shall contain the bid proposals duly signed by the owner/proprietor.
9. The cash bond of the non-winning bidders shall be returned right after the auction sale. The cash bond of the winning bidder will be issued with the Official Receipt and is subject to refund after the awarded items are paid and upon request of refund and submission of original OR for processing of refund, or the cash bond shall be deducted from the total amount of the bid.
10. The cash bond of the non-winning bidders shall be returned immediately after the auction sale. The cash bond of the winning bidder will be issued with the Official Receipt and is subject to a refund after the awarded items are paid and upon request of refund and submission of the original Official Receipt. Alternatively, the cash bond may be deducted from the total bid amount.
11. Interested buyers **must bid on one lot with the above-stated floor price.**
12. A non-refundable Bid Fee of One Hundred Pesos only (₱100.00) per lot shall be paid to the UPTC Cash Office. Upon payment of the bid fee, the interested buyers may secure the Bid Form from **Ms. Jaremel C. Cadiente**, Secretariat, UPTC Appraisal and Disposal Committee, Office of the Dean, UPTC Magsaysay Blvd., Tacloban City with telephone number (053)832-2897.

13. The sealed bid/offer must be submitted on or before **2:00 PM, February 12, 2025**, to the Office of the Dean, UP Tacloban College, Magsaysay Blvd., Tacloban City, c/o Ms. Jarem C. Cadiente.
14. Late submission of bid proposals shall not be entertained. Bid proposals not accompanied by cash bond shall be rejected and returned;
15. The Notice to Proceed shall be issued *within **three (3) days** after signifying/ conforme of NOA*
16. The winning bidder will *pay in cash for all items and make the payment to UP Tacloban College within five (5) days.*
17. The *winning bidder shall be responsible for pulling out the unserviceable items auctioned out within five (5) days, with the issuance of an authority/ release order to pull out the items upon full payment of the contract and clearing of the area.*

The UP Tacloban College reserved the right to accept or reject any bid, to annul the bidding process, and to reject bids at any time prior to contract award without incurring any liability to the affected bidder or bidders.

For further information, please refer to:

Jarem C. Cadiente
Secretariat, Appraisal and Disposal Committee
UP Tacloban College, Office of the Dean
Magsaysay Blvd. Tacloban City
Telephone Number: 832-2897


PROF. JOHN PAUL T. YUSIONG
Chairperson
Appraisal and Disposal Committee