



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

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

**BID DOCUMENT FOR THE
DISPOSAL THROUGH PUBLIC
AUCTION SALE OF
UNSERVICEABLE OFFICE
EQUIPMENT, INFORMATION
TECHNOLOGY (IT) EQUIPMENT,
AND FURNITURE
OF UP TACLOBAN COLLEGE**

Bid No. UPTC-ADC-IB No. 2026-02-01

**APPRAISAL AND DISPOSAL COMMITTEE
UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE**

19 February 2026

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SECTION I

SCHEDULE OF REQUIREMENTS



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

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

Appraisal and Disposal Committee

SCHEDULE OF REQUIREMENTS

The **APPRAISAL & DISPOSAL COMMITTEE – UP Tacloban College**, upon clearance by the **Commission on Audit (COA)**, shall conduct the disposal in accordance with the **Guidelines on the Disposal of Unserviceable Property, Plant and Equipment (PPE)**, and hereby posts on the University website and on three conspicuous bulletin boards on campus the **Invitation to Bid through Public Auction Sale of Unserviceable Office Equipment, Information Technology (IT) Equipment, and Furniture** of UP Tacloban College under **Bid No. UPTC-ADC-IB-2026-02-01**, Tacloban City, and in such other conspicuous places for the conduct of the public auction, together with the herein **Schedule of Requirements**, to wit:

Posting of Invitation for Bid	Active: February 19, 2026 Closing: March 3, 2026, 12:00 Noon
Ocular Inspection for Bidders Viewing of Unserviceable items	Weekdays from February 19-25, 2026, 9:00 AM-12:00 Noon <i>UPTC CDMO / SPMO Complex, Tacloban City</i>
PRE-BID CONFERENCE	February 25, 2026, 1:30PM – 3:00PM <i>UPTC TLRC Discussion Room</i>
Deadline of Submission of Bids	March 3, 2026, 12:00 Noon <i>To be submitted at the AS Administration Building, c/o Ms. Jaremel C. Cadiente (Office of the Associate Dean for Administration)</i>
BID OPENING	March 3, 2026, 1:30 PM <i>UPTC TLRC Discussion Room Appraisal and Disposal Committee</i>
Evaluation of Bids	March 3, 2026, 2:30 PM – 3:30 PM <i>UPTC TLRC Discussion Room Appraisal and Disposal Committee</i>
Notice of Award	March 6, 2026
Notice to Proceed	<i>Within three (3) working days after signifying Conformance of the Notice of Award (NOA)</i>
Payment of Contract	<i>Within five (5) working days, payment shall be made by the winning Bidder to UP Tacloban College, in the form of Cash for all items.</i>
Pull-Out of PPEs	<i>The winning bidder shall have the responsibility to pull out, within five (5) working days, the unserviceable office equipment, information technology (IT) equipment, tools, and furniture, with the issuance of an authority/ release order to pull out the items upon full payment of the contract and clearing of the area.</i>

SECTION II
INVITATION TO BID



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

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

Appraisal and Disposal Committee

Date: 19 February 2026

**INVITATION TO BID THROUGH PUBLIC AUCTION SALE OF UNSERVICEABLE
OFFICE EQUIPMENT, INFORMATION TECHNOLOGY (IT) EQUIPMENT, AND
FURNITURE OF UP TACLOBAN COLLEGE
Bid No. UPTC-ADC-IB-2026-02-01**

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 Technology (IT) Equipment, and Furniture 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	Air Conditioner - window type	4	unit	550.00	2,200.00
2	Air Conditioner – split type	8	unit	550.00	4,400.00
3	Orbit Fan	22	unit	50.00	1,100.00
4	Desktop computer	3	unit	100.00	300.00
5	Aircon 3 tonner floor mounted	1	unit	800.00	800.00
6	Stand Fan	1	unit	55.00	55.00
7	Printer	6	unit	50.00	300.00
8	HP design jet printer	1	unit	50.00	50.00
9	Computer monitor	5	unit	50.00	250.00
10	UPS	2	unit	20.00	40.00
11	Thermal scanner with alcohol dispenser	2	unit	20.00	40.00
12	Vault	1	unit	200.00	200.00
13	Laminator	1	unit	200.00	200.00
14	Wall Fan	17	unit	50.00	850.00
15	Air purifier	1	unit	20.00	20.00
16	Office chair	20	pc	25.00	500.00
17	Wheelchair	1	pc	100.00	100.00
18	Bed Foam	60	pc	100.00	6,000.00
19	Bed Deck	1	pc	200.00	200.00
20	Console Mixer	1	unit	22.00	22.00
21	Speaker stand	1	pc	50.00	50.00
22	Water bucket	1	pc	22.00	22.00
23	VGA cable	20	meters	30.00	600.00
24	HDMI cable	2	meters	30.00	60.00
25	Stereo shielded mic cable	30	meters	100.00	3,000.00
26	LED TV 55 inches	1	unit	100.00	100.00
TOTAL					Php21,459.00

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

1. Posting of bidding through public auction sale shall be made on February 19, 2026 to March 3, 2026, a period of thirteen (13) calendar days in three (3) conspicuous places in the campus premises.
2. Prospective bidders shall be allowed ocular inspection of unserviceable items on February 19-25, 2026 at its location in UPTC CDMO or SPMO Complex from 9:00 AM to 12:00 Noon through Mr. Delfin Aledro, Jr., who will issue the Bidder's Inspection Certificate. Bidders who attended the previous failed bidding can resubmit their Certificate of Inspection.
3. There will be a Pre-bid Conference on February 25, 2026, 1:30 PM – 3:00 PM at the UPTC TLRC, Discussion Room.
4. The deadline for submission of bids is on March 3, 2026 at 12:00 Noon, to be submitted at the AS Administration Building, c/o Ms. Jarem C. Cadiente (*Office of the Associate Dean for Administration*).
5. Opening of bids and evaluation shall commence on March 3, 2026, at 1:30 PM in the UPTC TLRC Discussion Room. Bids will be opened in the presence of the bidders or their duly authorized representatives.
6. A two (2)- envelope system must be used: one (1) for the Eligibility Requirements and the cash bond, and one (1) for the bid proposal. These documents must be submitted to the ADC members in accordance with paragraph 4.
7. The first envelope shall contain the following Eligibility Requirements:
 - a. Business Permit for the Year 2025 or 2026
 - b. Certificate of Registration from the Department of Trade and Industry (DTI) /or the Securities and Exchange Commission (SEC)
 - c. If the bidder is an authorized representative, an authorization from the owner/proprietor, duly notarized (Special Power of Attorney of the Representative), to act on his behalf, to attend the auction, to receive the award, and to pay the total amount of the awarded items
 - d. A photocopy of the owner's ID and the original ID of the representative
 - e. Bidder's Inspection Certificate duly signed by the Disposal Committee/ Property Officer
 - f. Cash bond not lower than ten percent (10%) of the total of bid proposals or at least Php2,145.90 placed in a sealed envelope labeled as such. Any bond other than cash is not acceptable.
 - g. Duly signed Terms and Conditions of Bid/ Instruction to Bidders.

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 bonds of the non-winning bidders shall be returned immediately after the auction. The cash bond of the winning bidder shall be issued an Official Receipt and is subject to refund after the awarded items are fully paid, upon request and submission of the original Official Receipt for processing, or the cash bond shall be deducted from the total bid amount.
10. Interested buyers **must bid on one lot at the above-stated floor price.**
11. 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. Jarem C. Cadiente**, Secretariat, UPTC Appraisal and Disposal Committee, Office of the Associate Dean for Administration, UPTC Magsaysay Blvd., Tacloban City, with telephone number (053)832-2897.
12. The sealed bid/offer must be submitted on or before **12:00 NN, March 3, 2026**, to the Office of the Associate Dean for Administration, UP Tacloban College, Magsaysay Blvd., Tacloban City, c/o Ms. Jarem C. Cadiente.
13. Late submission of bid proposals shall not be entertained. Bid proposals not accompanied by cash bond shall be rejected and returned.
14. The Notice to Proceed shall be issued *within **three (3) working days** after signifying/ conforme of NOA*
15. The winning bidder will *pay for all items in cash and remit payment to UP Tacloban College **within five (5) working days.***

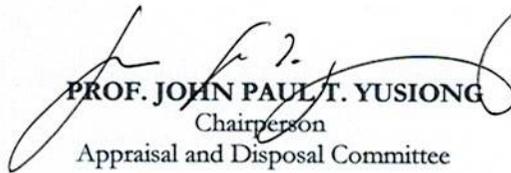
16. *The winning bidder shall be responsible for pulling out the unserviceable items auctioned out **within five (5) working days**, with the issuance of an authority/release order to pull out the items upon full payment of the contract and clearing of the area.*

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 thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

Jaremel C. Cadiente

Secretariat, Appraisal and Disposal Committee
UP Tacloban College, Office of the Associate Dean for Administration
Magsaysay Blvd. Tacloban City
Telephone Number: 832-2897


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

SECTION III
TERMS AND CONDITIONS AND
INSTRUCTIONS TO BIDDERS

TERMS AND CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

1.1 The Appraisal and Disposal Committee (ADC), referred to as the **UPTC Appraisal and Disposal Committee**, will receive bids for the public auction sale of **Unserviceable Office Equipment, Information Technology (IT) Equipment, and Furniture**, as described in the Invitation to Bid on an **“AS-IS WHERE-IS”** basis.

1.2 This Section provides the Terms and Conditions and Instructions to Bidders for the Public Auction. The UPTC Appraisal and Disposal Committee may issue Special Instructions to Bidders and may require additional documents from the bidders, if found necessary.

2. OCULAR INSPECTION/ VIEWING OF THE ITEMS TO BE DISPOSED

2.1 Bidders may participate in the conduct of the **Ocular Inspection/Viewing of Unserviceable Office Equipment, Information (IT) Equipment, and Furniture for Bidding**, which shall be conducted on **February 19, 2025 to March 3, 2026 at 9:00 AM-12:00 PM**, at **UPTC CDMO or SPMO Complex at Tacloban City, Leyte**. Bidders who attended the previous failed bidding can resubmit their Certificate of Inspection.

2.2 Bidders shall be accompanied by the Appraisal and Disposal Committee representative/ Property Officer and shall be allowed to view and inspect the items **only on said dates and times**.

2.3 A Certificate of Inspection shall be issued, duly signed and witnessed by the Appraisal and Disposal Committee Representative or the Property Officer, which shall be one of the attachments to the Bidding document as proof of actual inspection.

3. COST OF BID

2.1. The Bidder shall bear all costs in the preparation and delivery of their bids and shall pay the amount of **One hundred pesos only (₱ 100.00)** for the bid document before the deadline of submission and/or dropping of bid proposal at the *UP Tacloban College, Office of the Associate Dean for Administration (Ms. Jaremél C. Cadiente)* and in no case be responsible or liable for such costs, regardless of the outcome of the bidding process.

4. BID DOCUMENTS

4.1 A Complete set of Bid Documents shall include:

4.1.1. Section I - Schedule of Requirements;

4.1.2. Section II - Invitation to Bid

4.1.3. Section III - Terms and Conditions and Instructions to Bidders;

4.1.4. Section IV - Checklist of Requirements;

4.1.5 Section V - Prescribed Bidding Forms;

4.1.6. Amendment and/or Addendum on the original bid documents, if any; and

4.1.7. Special Instructions, if any.

5. TIME AND PLACE FOR RECEIPT OF THE BIDS

4.1 All sealed bid proposals should be submitted/dropped on or before the deadline of submission at **12:00NN on March 3, 2026**. Late bids shall no longer be accepted.

4.2 Opening of bids will immediately follow on **March 3, 2026 at 1:30 PM**.

- 4.3 The venue is at **UPTC TLRC Discussion Room, Sto. Niño Extension, Tacloban City.**
- 4.4 All Bidders shall register their names and addresses in the logbook and drop the sealed envelope containing the bid.

6. ELIGIBLE BIDDERS

- 6.1. Eligible Bidders to participate in this bidding are any legitimate businesses that are duly registered and possess updated legal documents based on the hereunder Checklist of Requirements:
- 6.1.a Mayor's Business Permit for Year 2025 or 2026;
 - 6.1.b Certificate of Registration from the Department of Trade and Industry (DTI) /or the Securities and Exchange Commission (SEC);
 - 6.1.c If the bidder is an authorized representative, an authorization from the owner/proprietor, duly notarized (Special Power of Attorney of the Representative), to act on his behalf, to attend the auction, to receive the award, and to pay the total amount of the awarded items.
 - 6.1.d Bidder's Inspection Certificate duly signed by the Disposal Committee/ Property Officer.
 - 6.1.e A photocopy of the owner's ID and the original ID of the representative.
 - 6.1.f Cash bond not lower than ten percent (10%) of the total of bid proposals or at least Php2,145.90 placed in a sealed envelope labeled as such. Any bond other than cash is not acceptable.
 - 6.1.g Duly signed Terms and Conditions of Bid/Instruction to Bidders.

7. BIDS TO BE CONSIDERED

- 7.1. Only bids from parties and their authorized representatives who have bought and duly issued the Bid Document shall be opened. Bids from parties who have not been issued the Bid Document will be rejected outright.
- 7.2. Bids submitted without a Bid Bond, or bids submitted with a materially defective or otherwise unacceptable Bid Bond, will be rejected outright and returned to the bidder.

8. SUBJECT OF BID

- 8.1. Bids shall be for the auction/sale of the following unserviceable Office Equipment, Information (IT) Equipment, and Furniture specified below:

Item No.	Particulars and Description	Qty	Unit	Appraisal Value	Government Minimum Selling Price (GSMP)
1	Air Conditioner - window type	4	unit	550.00	2,200.00
2	Air Conditioner – split type	8	unit	550.00	4,400.00
3	Orbit Fan	22	unit	50.00	1,100.00
4	Desktop computer	3	unit	100.00	300.00
5	Aircon 3 tonner floor mounted	1	unit	800.00	800.00
6	Stand Fan	1	unit	55.00	55.00
7	Printer	6	unit	50.00	300.00
8	HP design jet printer	1	unit	50.00	50.00
9	Computer monitor	5	unit	50.00	250.00
10	UPS	2	unit	20.00	40.00
11	Thermal scanner with alcohol dispenser	2	unit	20.00	40.00

12	Vault	1	unit	200.00	200.00
13	Laminator	1	unit	200.00	200.00
14	Wall Fan	17	unit	50.00	850.00
15	Air purifier	1	unit	20.00	20.00
16	Office chair	20	pc	25.00	500.00
17	Wheelchair	1	pc	100.00	100.00
18	Bed Foam	60	pc	100.00	6,000.00
19	Bed Deck	1	pc	200.00	200.00
20	Console Mixer	1	unit	22.00	22.00
21	Speaker stand	1	pc	50.00	50.00
22	Water bucket	1	pc	22.00	22.00
23	VGA cable	20	meters	30.00	600.00
24	HDMI cable	2	meters	30.00	60.00
25	Stereo shielded mic cable	30	meters	100.00	3,000.00
26	LED TV 55 inches	1	unit	100.00	100.00
TOTAL					Php21,459.00

9. BIDDING INFORMATION

9.1. No government official and employee shall directly or indirectly give, nor shall any prospective or intending bidders be entitled to, any information regarding the bidding or on the prospective bidders, other than what is contained in the Bid Documents, or disclosed prior to the bid opening and in the official announcement of bid results.

10. PREPARATION OF BIDS

10.1 Bidders shall prepare their bids using the forms specified in these Bidding Documents and submit one (1) sealed bid envelope. The envelope shall contain the eligibility component of the bid and the financial component/price quotations of the bid, as outlined in the Checklist of Requirements.

10.2 Each bidder shall submit **one (1) original copy** of the components of its bid.

10.3 Each envelope should be securely sealed, signed on the flap, and marked as follows:

TO: **PROF. JOHN PAUL T. YUSIONG**
Chairperson
Appraisal and Disposal Committee
University of the Philippines Tacloban College
Magsaysay Blvd., Tacloban City, 6500

FROM: <NAME OF BIDDER>
<ADDRESS OF BIDDER>

RE: < **Invitation to Bid through Public Auction Sale of Unserviceable Office Equipment, Information Technology (IT) Equipment, and Furniture of UP Tacloban College under Bid No. UPTC-ADC-IB- 2026-02-01**>

11. VALIDITY OF THE PROPOSAL

- 11.1. A bid will be deemed valid for a period of **thirty (30) working days** from the date of bid opening, which shall be stated in the Price Quotation Form (PQF). A bid with a shorter validity period shall not be considered.
- 11.2. UP Tacloban College may, after the expiration of the validity period of a bid, solicit the bidder's consent for an extension of said validity. The response shall be made in writing, fax, or e-mail.

12. ADDENDA TO SPECIFICATIONS

- 12.1 UP Tacloban College shall reserve the right to amend, revise, or modify the Bid Documents prior to the date of opening of bids. Such amendments, revisions, modifications, or clarifications, if any, will be made through the issuance of a Bid Bulletin properly published for the information of all prospective bidders.
- 12.2. In consideration of its best interest, the Appraisal and Disposal Committee may postpone the opening of bids to a later date. In any such case, the Bid Bulletin to be issued will also include an announcement of the new date for the opening of bids.
- 12.3. Bidders are required to acknowledge receipt of all addenda to the Bid Documents in the space provided on the Letter of Transmittal or by e-mail prior to the opening of bids.
- 12.4. Failure to acknowledge all addenda may cause the bid to be considered as not responsive to the Invitation to Bid (IB), which could result in the rejection of the bid.

13. BIDDER'S EXCEPTIONS

- 13.1. It is the desire of the Appraisal and Disposal Committee to eliminate or minimize as much as possible post-bidding discussions of the bidder's clarifications, deviations, or exceptions. Therefore, any bidder who desires to make any clarifications, deviations, or exceptions on some provisions of the Bid Documents shall communicate such clarifications, deviations, or exceptions right after the bid document purchase and/or before the schedule of bid submission and opening, giving the reasons therefore.

14. BID SECURITY

- 14.1. Each bidder shall submit a Cash Bond in the amount of **Two Thousand One Hundred Forty-Five pesos and 90/100 (Php2,145.90)**, which is equivalent to **ten (10%)** of the floor price.
- 14.2. A bid submitted without the required Cash Bond or in an amount less than the required amount shall be rejected and will be returned to the bidder.
- 14.3. Upon determination of the highest calculated responsive bidder, the Committee shall return outright the bid security of the other bidders without interest.
- 14.4. The Bid Security of the winning bidder shall be subject to forfeiture in the event the winning bidder fails or refuses to secure, sign, or acknowledge the Notice of Award ***within three (3) working days*** after receipt of written advice.
- 14.5. The Cash Bond of the winning bidder shall be converted into a Performance Bond and shall only be refunded/deducted after all the awarded items have been completely withdrawn, and all provisions of the Notice of Award/Release Order/NTP have been met by the awardee.

15. SUBMISSION AND OPENING OF BIDS

- 15.1. Bidders or their authorized representatives shall deliver by hand their bid on the date, time, and place as set out in the Schedule of Requirements.

Opening of Bids: March 3, 2026 at 1:30 PM

Venue: UPTC TLRC Discussion Room

- 15.2. After the time set for bid opening, the Appraisal and Disposal Committee will open and read the bids in the presence of the bidders or their authorized representatives and observers from COA and Internal Audit Service (IAS).

16. BIDS EVALUATION AS READ

- 16.1. At the time of opening of bids, an Abstract of Bids as read shall be prepared wherein all the necessary requirements shall be evaluated using a non-discretionary “pass/fail” criterion.

17. WITHDRAWAL OF BIDS

- 17.1. A bidder may be allowed to withdraw his Bid before the time of opening of bids. Such bid shall be returned unopened.
17.2. After the opening of bids has commenced, no bidder shall be allowed to withdraw their offer.

18. RESERVATION CLAUSE

- 18.1 The Appraisal and Disposal Committee reserves the right to reject any or all bids and to waive any formality found therein and to accept such bids as may be considered most advantageous to its interest, without any obligation on its part to explain the reasons thereof.

19. ACCEPTANCE OF THE BID

- 19.1. The Bidder whose bid is the highest, responsive or complying bid, and which is most advantageous to the Appraisal and Disposal Committee, shall be declared the Successful Bidder for the lot.
19.2. The Successful bidder must signify its consent/ conforme ***within three working (3) days*** from receipt of the Notice of Award from the Appraisal and Disposal Committee.

20. FAILURE OF BIDDING

- 20.1. The Appraisal and Disposal Committee shall declare the bidding failure in any of the following cases:
- a. There is no bidding participant.
 - b. All bidders failed to comply with the Terms and Conditions and Instructions to Bidders.
 - c. Complying bidders failed to meet the floor bid price.

21. AWARD OF CONTRACT

- 21.1. Award shall be made to the highest complying bidder.
22.2. Notice of Award shall be issued to the winning bidder after approval of the concerned approving authority.
23.3. No transfer and/or assignment of the Award shall be allowed.
24.4. The Award shall be cancelled, rendered ineffective, and the Bid Bond forfeited in favor of the University if the winning bidder fails to secure, sign, or acknowledge the Notice of Award, ***within three (3) working days*** after receipt of written advice.

22. PAYMENT

- 22.1. The full amount covering the awarded items shall be paid in full by the awardee in the form of cash payable at the Cash Office of UP Tacloban, Tacloban City, ***within five (5) working days*** upon receipt/ acknowledgement of the Notice to Proceed (NTP).

- 22.2. No other form of payment shall be accepted.
- 22.3. In case of failure of full payment within the prescribed period, the awardee shall be penalized through cancellation of the award and forfeiture of the bond in favor of the University of the Philippines.

23. RELEASE/WITHDRAWAL OF AWARDED ITEMS

- 23.1. After payment of the awarded items, the awardee shall withdraw all the listed items stated in ITB *within five (5) working days* as stipulated in the Pull Out/ Release Order. Otherwise, the awardee shall pay the University the corresponding storage fee, equivalent to one-tenth percent (1%) of the price of the unwithdrawn items or Php100.00/day of delay, whichever is higher, but not to exceed ten percent (10%) of the total amount of the Award.
- 23.2. The actual release/withdrawal of awarded items shall have made *within five (5) working days, during regular office hours (8:00 AM - 5:00 PM, Monday through Friday)*, and shall be administered and witnessed by the designated representatives of the Appraisal and Disposal Committee, Property Officer, Guard on duty, COA Representative and Winning Bidder who shall affix their signatures on the “Pull Out/Release Order”.
- 23.3. The awardee shall withdraw and clear the area of the unserviceable Office Equipment, Information (IT) Equipment, Tools, and Furniture and Fixtures immediately.

24. TAXES, CUSTOMS DUTIES, COST OR CHARGES

- 24.1. The awardee shall pay, in addition to the purchase price, any taxes, customs duties, costs, charges of any kind or nature whatsoever levied, or levied by law, arising from the sale of items.
- 24.2. All expenses incidental to the withdrawal of the items shall be borne by the awardee.

25. ACCEPTANCE OF BID AND WAIVER OF RIGHTS TO ENJOIN PROTEST

- 25.1. The bidder after having been issued the Bid Documents (BD), has deemed accepted the terms and specifications established by the Appraisal and Disposal Committee and therefore waive any right it may have to seek and obtain a writ of injunction or prohibition or restraining order against Appraisal and Disposal Committee to prevent or restrain the bidding process or any proceedings related thereto, the negotiation or award of the contract to the successful bidder and the implementation of the awarded contract

CONFORME:

BIDDER’S NAME/COMPANY : _____

BIDDER’S REPRESENTATIVE: _____

BIDDER’S SIGNATURE : _____

BIDDER’S ADDRESS : _____

BIDDER’S CONTACT NO. : _____

SECTION IV
CHECKLIST OF REQUIREMENTS



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

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

**Disposal through Public Auction Sale of Unserviceable Office Equipment,
Information Technology (IT) Equipment, and Furniture of UP Tacloban
College**

Bid No. UPTC-ADC-IB-2026-02-01

CHECKLIST OF REQUIREMENTS

The **Checklist** hereunder shall be the guide for the bidder in the preparation of its Bid Proposal in one **(1) set**, that is, **ONE (1) ORIGINAL**:

A. ELIGIBILITY DOCUMENTS: (First envelope)

- ___ 1. Mayor's Business Permit for Year 2025 or 2026;
- ___ 2. Certificate of Registration from the Department of Trade and Industry (DTI) /or the Securities and Exchange Commission (SEC);
- ___ 3. If the bidder is an authorized representative, an authorization from the owner/proprietor, duly notarized (Special Power of Attorney of the Representative), to act on his behalf, to attend the auction, to receive the award, and to pay the total amount of the awarded items;
- ___ 4. Photocopy of the owner's ID and the original ID of the representative;
- ___ 5. Cash Bond of at least **Two Thousand One Hundred Forty-Five pesos and 90/100 (Php2,145.90)** labeled as cash bond for the Public Auction;
- ___ 6. Bidder's Inspection Certificate duly witnessed by the Appraisal and Disposal Committee/ Property Officer;
- ___ 7. Duly signed Terms and Conditions of Bid/ Instruction to Bidders.

B. FINANCIAL DOCUMENTS: (Second envelope)

- ___ 1. Properly filled out and duly signed Price Quotation Form

SECTION V

BIDDING FORMS



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

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

Appraisal and Disposal Committee

Bid No. UPTC-ADC-IB-2026-02-01

PRICE QUOTATION FORM

Date

PROF. JOHN PAUL T. YUSIONG

Chairperson
Appraisal and Disposal Committee
UP Tacloban College, Tacloban City

Sir:

In response to your **Invitation to Bid through Public Auction Sale of Unserviceable Office Equipment, Information Technology (IT) Equipment, and Furniture of UP Tacloban College under Bid No. UPTC-ADC-IB-2026-02-01** and in accordance with the Terms and Conditions and Instructions to Bidders indicated therein, which I duly signed and submitted as part of my eligibility documents, hereunder is my bid:

1 LOT

Item No.	Particulars and Description	Qty	Unit	Price	TOTAL AMOUNT
1	Air Conditioner - window type	4	unit		
2	Air Conditioner – split type	8	unit		
3	Orbit Fan	22	unit		
4	Desktop computer	3	unit		
5	Aircon 3 tonner floor mounted	1	unit		
6	Stand Fan	1	unit		
7	Printer	6	unit		
8	HP design jet printer	1	unit		
9	Computer monitor	5	unit		
10	UPS	2	unit		
11	Thermal scanner with alcohol dispenser	2	unit		
12	Vault	1	unit		
13	Laminator	1	unit		
14	Wall Fan	17	unit		
15	Air purifier	1	unit		
16	Office chair	20	pc		
17	Wheelchair	1	pc		
18	Bed Foam	60	pc		
19	Bed Deck	1	pc		
20	Console Mixer	1	unit		
21	Speaker stand	1	pc		
22	Water bucket	1	pc		

23	VGA cable	20	meters		
24	HDMI cable	2	meters		
25	Stereo shielded mic cable	30	meters		
26	LED TV 55 inches	1	unit		
TOTAL					

Very truly yours,

Printed Name of Bidder/ Business Name

Printed Name and Signature of the Authorized Representative

Date Signed

Complete Business Address

Tax Identification No.

Bidder's Contact Number

Note:

Validity of the Proposal

A bid will be deemed valid for a period of thirty (30) working days from the date of bid opening.



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

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

Appraisal and Disposal Committee

PULL-OUT/RELEASE ORDER

Date:

Dear _____,

Pursuant to the **Notice of Award** issued by UP Tacloban College dated _____, this **PULL-OUT/RELEASE ORDER** is hereby given to you or your representative/s to pull-out the unserviceable office equipment, information technology (IT) equipment, and furniture of UP Tacloban College as per duly conformed Notice of Award for the herein items:

Item No.	Particulars and Description	Qty	Unit	Remarks
1	Air Conditioner - window type	4	unit	
2	Air Conditioner – split type	8	unit	
3	Orbit Fan	22	unit	
4	Desktop computer	3	unit	
5	Aircon 3 tonner floor mounted	1	unit	
6	Stand Fan	1	unit	
7	Printer	6	unit	
8	HP design jet printer	1	unit	
9	Computer monitor	5	unit	
10	UPS	2	unit	
11	Thermal scanner with alcohol dispenser	2	unit	
12	Vault	1	unit	
13	Laminator	1	unit	
14	Wall Fan	17	unit	
15	Air purifier	1	unit	
16	Office chair	20	pc	
17	Wheelchair	1	pc	
18	Bed Foam	60	pc	
19	Bed Deck	1	pc	
20	Console Mixer	1	unit	
21	Speaker stand	1	pc	
22	Water bucket	1	pc	
23	VGA cable	20	meters	
24	HDMI cable	2	meters	
25	Stereo shielded mic cable	30	meters	
26	LED TV 55 inches	1	unit	

Please coordinate with the Appraisal and Disposal Committee and/or the Supply and Property Management Officer to ensure proper recording and tallying of disposed properties prior to their hauling and withdrawal.

Thank you.

Very truly yours,

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

Approved:

PATRICIA B. ARINTO
Dean
UP Tacloban College

RECEIVED BY:

NAME OF WINNING BIDDER:	:	_____
ADDRESS	:	_____
SIGNATURE	:	_____
DATE RECEIVED	:	_____



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

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

Appraisal and Disposal Committee

BIDDER'S INSPECTION CERTIFICATE

This is to **CERTIFY** that I have personally inspected the unserviceable **Office Equipment, Information Technology (IT) Equipment, and Furniture** of UP Tacloban College under **Bid No. UPTC-ADC-IB-2026-02-01** in their present location, which are subject to public auction to be conducted on **03 March 2026 at 1:30 PM**, to wit:

Item No.	Particulars and Description	Qty	Unit	Remarks
1	Air Conditioner - window type	4	unit	
2	Air Conditioner – split type	8	unit	
3	Orbit Fan	22	unit	
4	Desktop computer	3	unit	
5	Aircon 3 tonner floor mounted	1	unit	
6	Stand Fan	1	unit	
7	Printer	6	unit	
8	HP design jet printer	1	unit	
9	Computer monitor	5	unit	
10	UPS	2	unit	
11	Thermal scanner with alcohol dispenser	2	unit	
12	Vault	1	unit	
13	Laminator	1	unit	
14	Wall Fan	17	unit	
15	Air purifier	1	unit	
16	Office chair	20	pc	
17	Wheelchair	1	pc	
18	Bed Foam	60	pc	
19	Bed Deck	1	pc	
20	Console Mixer	1	unit	
21	Speaker stand	1	pc	
22	Water bucket	1	pc	
23	VGA cable	20	meters	
24	HDMI cable	2	meters	
25	Stereo shielded mic cable	30	meters	
26	LED TV 55 inches	1	unit	

Inspection of the above unserviceable Office Equipment, Information (IT) Equipment, and Furniture of UP Tacloban College under Bid No. UPTC-ADC-IB-2026-02-01 was conducted on _____ in the presence of the authorized Appraisal and Disposal Committee representative/s/ Property Officer.

Signature over Printed Name of Bidder

Business Name

Date

INSPECTION ATTESTED BY:

DELFIN P. ALEDRO, JR. _____

Signature over Printed Name

Appraisal and Disposal Committee Representative/s



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

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

APPRAISAL AND DISPOSAL COMMITTEE

TALLY-OUT SHEET

Unserviceable Office Equipment, Information Technology (IT) Equipment, and Furniture of UP Tacloban College under UPTC-ADC-IB-2026-02-01

DATE: _____

Item No.	Particulars and Description	Qty	Unit	Location
1	Air Conditioner - window type	4	unit	UP Tacloban College, CDMO Complex, Tacloban City
2	Air Conditioner – split type	8	unit	
3	Orbit Fan	22	unit	
4	Desktop computer	3	unit	
5	Aircon 3 tonner floor mounted	1	unit	
6	Stand Fan	1	unit	
7	Printer	6	unit	
8	HP design jet printer	1	unit	
9	Computer monitor	5	unit	
10	UPS	2	unit	
11	Thermal scanner with alcohol dispenser	2	unit	
12	Vault	1	unit	
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14	Wall Fan	17	unit	
15	Air purifier	1	unit	
16	Office chair	20	pc	
17	Wheelchair	1	pc	
18	Bed Foam	60	pc	
19	Bed Deck	1	pc	
20	Console Mixer	1	unit	
21	Speaker stand	1	pc	
22	Water bucket	1	pc	
23	VGA cable	20	meters	
24	HDMI cable	2	meters	
25	Stereo shielded mic cable	30	meters	
26	LED TV 55 inches	1	unit	

Checked & tallied by:

Received by:

DELFIN ALEDRO, JR

Supply Officer
SPMO, UPTC

Signature & Printed Name Winning Bidder

Date : _____
Time : _____

Date: _____
Time: _____

Witnessed by:

Printed Name & Signature
Position/Designation

Witnessed by:

Printed Name & Signature
Position/Designation