



**UNIVERSITY OF THE PHILIPPINES  
TACLOBAN COLLEGE**

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

**Appraisal and Disposal Committee**

Date: 06 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 (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
<b>TOTAL</b>					<b>Php21,459.00</b>

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 6-18, 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 11-18, 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.
  3. There will be a Pre-bid Conference on February 12, 2026, 1:30 PM – 3:00 PM at the UPTC TLRC, Discussion Room.
  4. The deadline for submission of bids is on February 18, 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 February 18, 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, February 18, 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