



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

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

APPRAISAL AND DISPOSAL COMMITTEE

7 February 2025

BID BULLETIN NO.1

Project: Disposal through Public Auction Sale of Unserviceable Office Equipment, Information Technology (IT) Equipment, Tools, and Furniture and Fixtures of UP Tacloban College (UPTC-ADC-IB-2025-01)

This bid bulletin is hereby issued to clarify and/or amend items in the Bid Documents issued for this project. This shall form an integral part of the Bidding Documents, to wit:

1) Section II, Number 7, Page 8

7. The first envelope shall contain the following Eligibility Requirements:
- a. Mayor's Business Permit for the Year 2024
 - b. DTI Registration/SEC Registration
 - c. Special Power of Attorney of the Representative (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.)
 - d. Photocopy of owner's ID and original ID of representative.
 - e. Cash bond not lower than ten percent (10%) of the total of bid proposals or at least P2,790.60 placed in a sealed envelope labeled as such. Any bond other than cash is not acceptable.
 - f. Bidder's Inspection Certificate duly signed by Disposal Committee/Property Officer.
 - g. Duly signed Terms and Conditions of Bid/ Instruction to Bidders

2) Section III, Number 6, Page 12

- 6.1. Eligible Bidders to participate in this bidding are those Scrap Buyers/Junk Shops 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 2024;
 - 6.1.b Certificate of Registration of the Department of Trade and Industry (DTI) /or Security and Exchange Commission (SEC) Registration;
 - 6.1.c Special Power of Attorney of the Representative;
 - 6.1.d Photocopy of owner's ID and original ID of representative.
 - 6.1.e Cash bond not lower than ten percent (10%) of the total of bid proposals or at least P2,790.60 placed in a sealed envelope labeled as such. Any bond other than cash is not acceptable.
 - 6.1.f Bidder's Inspection Certificate duly signed by Disposal Committee/ Property Officer
 - 6.1.g Duly signed Terms and Conditions of Bid/ Instruction to Bidders

3) Section IV, Page 18

A. ELIGIBILITY DOCUMENTS: (First envelope)

- ___ 1. Business Permit for Year 2024;
- ___ 2. DTI/SEC Registration documents;
- ___ 3. 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;
- ___ 4. Photocopy of owner's ID and original ID of representative;
- ___ 5. Cash Bond of at least **Two Thousand Seven Hundred Ninety pesos and 60/100 (Php2,790.60)** 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

For guidance and information of all concerned.



PROF. JOHN PAUL T. YUSIONG

Chairperson

Appraisal and Disposal Committee