



UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE

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

Appraisal and Disposal Committee

Date: 11 June 2025

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-2025-02

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	Computer monitor	122	unit	50.00	6,100.00
2	Desktop CPU	110	unit	103.00	11,330.00
3	Printer	7	unit	119.00	833.00
4	Mouse	73	pc	5.00	365.00
5	UPS	27	unit	13.00	351.00
6	Computer keyboard	108	pc	10.00	1,080.00
7	Projector	13	unit	150.00	1,950.00
8	Projector screen	3	pc	201.00	603.00
9	Paper shredder	1	unit	22.00	22.00
10	Photocopier	1	unit	125.00	125.00
11	Router	2	unit	20.00	40.00
12	AVR	1	unit	10.00	10.00
13	Office chair	1	pc	100.00	100.00
14	Airconditioner window type	5	unit	1,000.00	5,000.00
15	Airconditioner split type	4	unit	1,008.00	4,032.00
16	Airconditioner 3-tonner	3	unit	1,025.00	3,075.00
TOTAL					Php 35,016.00

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 June 11, 2025 to June 23, 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 June 11 to 22, 2025, at the UPTC DM Complex 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 June 17, 2025, 1:30 PM – 3:00 PM at the UPTC, TLRC Discussion Room;
4. The deadline for the submission of bids is on June 23, 2025, at 12:00 NN. Bids must be submitted to the Office of the Dean c/o Ms. Jarem C. Cadiente.
5. The opening of bids and evaluation shall commence on June 23, 2025 at 1:00 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. 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. 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 Php 3,501.60 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 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 the 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 for a 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 (P100.00) 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 **12:00 NN, June 23, 2025**, to the Office of the Dean, UP Tacloban College, Magsaysay Blvd., Tacloban City, c/o Ms. Jaremel 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:

Jaremel 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