



DISPOSAL COMMITTEE

INSTRUCTION TO BIDDERS

Disposal for Various Unserviceable Properties

I. Viewing/Inspection of Unserviceable Properties

All items are located at the **Eastern Visayas State University - Main Campus, Arch. Lino R. Gonzaga Ave., Tacloban City**. Please visit the **Property Management Office, ground floor, Learning Commons Building, Eastern Visayas State University – Main Campus, Arch. Lino R. Gonzaga Ave., Tacloban City** for viewing and inspection during **office hours from June 10 to 18, 2024**.

II. Qualification of Bidders

Natural and juridical persons, associations, partnerships or corporations with legal capacity may participate in the auction subject to the submission of qualification documents:

- A **valid business permit, SEC Registration Certificates** for corporations or **DTI Registration Certificates** for sole proprietorship and.
- individual bidders are required to submit **community tax certificate (cedula)** and a **Valid Government Issued Identification Card**.

Duly authorized representative if any, shall submit a certification issued by the President/General Manager/Governing Board/Owner of the firm/company, as may be applicable, authorizing him/her to speak for, sign and submit bids in behalf of the Owner or officers of the firm/company.

III. Floor Prices

Item No.	Description	Floor Price
Lot 1	Air Conditioners of Various Brands and Models (27 units)	P7,500.00
Lot 2	Electronics, Office and ICT Equipment and peripherals. <ul style="list-style-type: none">- Laptops of Various Brands and Model (26 units)- Desktops of Various Brands and Models (78 units)- Projectors (9 units)- Printers (12 units)- Microscope (1 unit)- Refrigerator (1 unit)- Photocopying Machines (2 units)- Various electronic equipment	P15,500.00
Lot 3	Sewing Machines (7 Units)	P2,500.00
Lot 4	Machineries (estimated to be more or less 10 tons weight) <ul style="list-style-type: none">- Pumps (7 units)- Lathe Machines (3 units)- Milling Machine- Ship Engine- Vacuum Pump- Motor Engines (4 units)	P7.00/Kilo

IV. Bid Bond

The Bid Proposal shall be accompanied by a Bid Bond in the form of CASH or Cashier's/Manager's Check payable to the Eastern Visayas State University Main Campus equivalent to 10% of the bid amount or consolidated bid amount for all lots. A bid without the corresponding Bid Bond or below the required amount shall be disqualified.

V. Submission of Bids

The bid must be submitted using the prescribed Bid Form (see attached Annex A) in **three (3) copies**, together with the corresponding qualification documents and bid bond to the **Chairperson, EVSU Disposal Committee, Office of the Chief for Administrative Officer for Administration, ground**





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floor, Administration Building, Eastern Visayas State University – Main Campus, Arch. Lino R. Gonzaga Ave., Tacloban City, in a duly signed sealed envelope and shall be properly labelled with the Lot No. bidder's name, address and contact numbers.

bidders shall submit bids for different lots in separate envelopes. If, however, the buyer is interested in all lots, the bid forms shall be submitted in only one (1) envelope.

Any erasures or interlineations shall be avoided or duly initialed by the bidder.

- a) Bids submitted below the floor price for each lot and/or without corresponding Bid Bond and qualification documents shall be disqualified and;
- b) Deadline for submission of bids is at **1:00 p.m. on 18 June 2024**. Bids submitted beyond said deadline shall not be accepted.

VI. Opening of Bids

- a) Opening of bids is at **1:00 p.m., 18 June 2024** in the presence of the EVSU Disposal Committee and COA Representative at the **Office of the Chief for Administrative Officer for Administration, ground floor, Administration Building, Eastern Visayas State University – Main Campus, Arch. Lino R. Gonzaga Ave., Tacloban City**.
- b) A bid submitted cannot be changed or withdrawn after the deadline of submission of bid;
- c) An Abstract of Bids shall be prepared by the Disposal Committee.

VII. Awarding of Bids

The EVSU Disposal Committee reserves the right to reject any or all of the bids with or without cause, to waive any defect and to award the bidder whose bid is the most advantageous to the government.

Upon award, the bid bond shall be considered as partial payment and the difference between such payment and the bid price shall be paid in the form of cash or cashier's/manager's check. The **full payment** shall be made **within five (5) working days** from the date of the notice of award.

Failure to pay within the prescribed period shall result in the cancellation of the award and forfeiture of the bid bond. Subsequently, the award shall be given to the second highest bidder who shall post a new bond upon acceptance of the award.

VIII. Pull-out/Taking Out of Awarded Items

The winning bidder shall be given ten (15) calendar days from receipt of the Notice of Award to pull out from Eastern Visayas State University – Main Campus, Arch. Lino R. Gonzaga Ave., Tacloban City the unserviceable items awarded subject to the supervision, witnessing and approval by the concerned EVSU and COA representatives during the actual disposal.

All expenses incidental to the withdrawal of the properties shall be borne by the winning bidder.

If the properties remain unclaimed after the lapse of the period to withdraw, ownership of the properties shall automatically revert to the government and may be disposed of in accordance with prescribed guidelines.


DORIS ANN S. ESPINA, Ph.D.
Chairperson, EVSU Disposal Committee

