



INVITATION TO BID
Disposal of Unserviceable Property through Public Auction

1. The **Cebu Normal University** invites all interested parties to participate in the public auction of unserviceable property (ICT, Office Equipment and machinery) as indicated below.

Item No	Item Description	Floor Price
Lot 1	ICT and Office Equipment <ul style="list-style-type: none">• Printer (124)• Copier (13)• CPU Desktop (64)• Laptop (19)• Aircon (2)• Tread Mill (1)• Korg Keyboard (1) Machinery <ul style="list-style-type: none">• Generator (1)• Water pump (2)	PhP 77,032.28

All lots are located at Cebu Normal University, Osmeña Blvd. Cebu City.

2. Submit your proposal printed in the Bid Proposal Form with your name, signature, company name (if any), address and contact numbers. Submit the duly accomplished bid proposal form on or before **4 July 2025 at 10:00 A.M.** at **Cebu Normal University, Osmeña Blvd. Cebu City.**
3. Place your proposal together with the corresponding bid bond equivalent to 10% of the total bid amount, in a sealed envelope indicating the Lot Number above, your Name, Address and Contact Numbers.
4. Unsigned proposal, proposal lower than the floor price and those without the corresponding bid bond shall automatically be disqualified.
5. A complete set of the Bid Proposal Form and Instruction to Bidders (ITB) may be acquired by interested bidder from **1-3 July 2025 from 08:00 a.m. to 05:00 p.m.** at Cebu Normal University, Osmeña Blvd. Cebu City or email us at garciac@cnu.edu.ph.

6. For further information, please refer to:

Ms. CONEE FRANCIS GARCIA

Member, Disposal Committee

Cebu Normal University, Osmeña Blvd. Cebu City.

E-mail Add: garciac@cnu.edu.ph

Contact No. 254-6813

DR. JOSEPH ELVIR TUBILAN

Chairman, Disposal Committee

27 June 2025



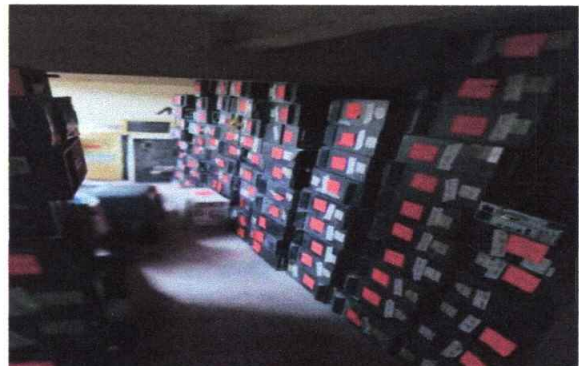


Lot 1. ICT and Office Equipment

PRINTER



CPU DESKTOP



Photocopier





Laptop



Generator



Aircondition Unit



Treadmill





INSTRUCTION TO BIDDERS

Disposal of Unserviceable Property through Public Auction

(Items to be disposed are located at at Cebu Normal University, Osmeña Blvd. Cebu City.
Tel No. (254-6813)

I. Inspection of Unserviceable Properties

Unserviceable properties for sale consisting of Information and Communication Technology Equipment and Aircon are available for inspection from 1-3 July 2025 from 08:00 a.m. to 05:00 p.m. at Cebu Normal University, Osmeña Blvd. Cebu City and look for Ms. CONEE FRANCIS GARCIA.

II. Qualification of Bidders

Individuals, partnerships and/or corporations are qualified to participate in the auction subject to the submission of qualification documents, such as SEC Registration Certificates for corporations or DTI Registration Certificates for sole proprietorship and valid business permit. On the other hand, individual bidders are required to submit community tax certificate (cedula).

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 price

Item No	Item Description	Floor Price
Lot 1	ICT and Office Equipment <ul style="list-style-type: none">• Printer (124)• Copier (13)• CPU Desktop (64)• Laptop (19)• Aircon (2)• Tread Mill (1) Machinery <ul style="list-style-type: none">• Generator (1)• Water pump (2)	PhP 77,032.28

IV. Schedule of Public Auction

The public auction shall be conducted on an "as is, where is" basis on **4 July 2025 at 10:00 A.M.**





V. 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 **Cebu Normal University** equivalent to 10% of the lot amount to bid. A bid without the corresponding Bid Bond or below the required amount shall be disqualified;

The bid bond may be submitted and presented by the bidder during the actual opening of the respective/individual bid, which shall be properly accounted for and receipted upon submission to the authorized PSA personnel.

VI. Submission of Bids

The bid must be submitted using the prescribed Bid Proposal Form (see attached Annex A) to the **Cebu Normal University, Osmeña Blvd. Cebu City** in a **duly signed sealed envelope** and **shall be properly labelled with the Lot No., bidder's name, address and contact numbers.**

- a) Bid submitted below the floor price for each lot and without corresponding Bid Bond shall be disqualified and;
- b) Deadline for submission of bids is at **4:00 p.m., 3 July 2025**. Bids submitted beyond said deadline shall not be accepted.

VII. Opening of Bids

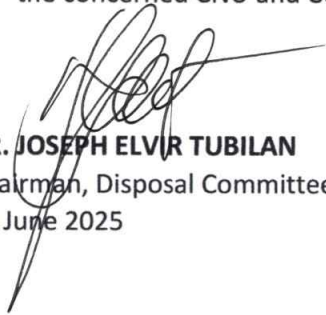
- a) Opening of bids is at **10:00 a.m., 4 July 2025** in the presence of the CNU Disposal Committee and the bidders who choose to attend via **Zoom Video Conferencing**.
- b) A bid submitted cannot be changed or withdrawn after the deadline of submission of bid;
- c) An Abstract of Bids shall be prepared by the Disposal Committee.

VIII. Awarding of Bids

Award shall be made to the highest bidder.

IX. Pull-out/Taking Out of Awarded Items

The winning bidder shall be given ten (10) calendar days from receipt of the Notice of Award to pull out from **PSA Pampanga, Cebu Normal University, Osmeña Blvd. Cebu City** the unserviceable items awarded subject to the supervision, witnessing and approval by the concerned CNU and COA during the actual disposal.



DR. JOSEPH ELVIR TUBILAN
Chairman, Disposal Committee
27 June 2025



{Letterhead of the Bidder}

BID QUOTATION FORM

Date

DR. JOSEPH ELVIR TUBILAN
Chairman, Disposal Committee

Sir/Madam:

In response to your Invitation to Bid (IB) and in accordance with the stipulations of the Instruction to Bidders (IB) and Terms and Conditions, which I duly signed and submitted as part of my eligibility documents, hereunder is my bid:

Lot No. – Description	Minimum Bid Price	Bid Offer (In Figures and Words)
Lot 1 ICT ,Office Equipment and Machinery		

I have actually seen and inspected the above items and my bid is based on my own estimate.

Enclosed is the required Bid Security (BS) in the amount of Php _____
which is equivalent to ten (10%) of my total bid price.

Very truly yours,

Printed Name of Bidder/Business Name

Printed Name and Signature of the Bidder/Authorized Representative/Date Signed

Complete Business Address

Mobile No., Telephone No., Fax No.

Email Address