



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 properties and waste materials as indicated below.

ITEM NO	ITEM DESCRIPTION	FLOOR PRICE
1.	ONE (1) UNIT TV - SMART TV WITH INSTALLATION AND WALL BRACKET	100.00
2.	Three (3) units table - Chemistry Laboratory Center Table with Sink	800.00
3.	Waste Materials and Unserviceable Properties <ul style="list-style-type: none"> Includes scrap metal (1 lot), scrap aluminum (1 lot), scrap lumber (1 lot) plastic arm chairs (110 pc.), bench chairs (10 units), Iwata air cooler (3 unit), home gym (2 unit), steel cabinet (1 unit), chair maroon color (39 pc.), Glass cover aluminum frame (2 unit), Lateral cabinet (2 unit), table tennis (1 unit), folding table set (6 unit), wooden computer table (2 unit), wooden teacher's table (5) Includes hauling, clearing and cleaning of area.	10,600.00

All items are located at the Ground Floor of the Library Building and the Ground Floor of the College of Teacher Education (CTE), Cebu Normal University, Osmeña Blvd., Cebu City.

- 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 **29 June 2026 at 01:00 P.M.** at **Cebu Normal University, Osmeña Blvd., Cebu City.**
- Place your duly accomplished bid proposal in a sealed envelope indicating the Lot Number, Name of Bidder, Address, and Contact Number.
- Unsigned proposals, proposals lower than the floor price, and those without the corresponding auction bond shall automatically be disqualified.
- A complete set of the Bid Proposal Form and Instructions to Bidders (ITB) may be acquired by interested bidders from **June 24-27, 2026 from 08:00 A.M. to 05:00 P.M.**, at Cebu Normal University, Osmeña Blvd., Cebu City, or through the Supply and Property Management Unit.
- For further information, please refer to:
MR. LOUIE JOY C. CODIÑERA
 Head Secretariat, Disposal Committee
 Supply and Property Management Unit
 Cebu Normal University, Osmeña Blvd., Cebu City
 E-mail Address: codineralj@cnu.edu.ph
 Contact No.: 0997-0823-660

ATTY. ROCHE E. OCAMPO, CPA, MBA
 Chairperson, Disposal Committee



Certification Date: 24 January 2024
 Recertification due date: 24 January 2027
 For verification of the certificate please
 Access www.nclintl.com (Certification
 Check and type the registration number)



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INSTRUCTIONS TO BIDDERS (ITB)

Public Auction for the Disposal of Unserviceable Properties and Waste Materials

I. INSPECTION OF UNSERVICEABLE PROPERTIES

Interested bidders are encouraged to inspect the unserviceable properties and waste materials prior to submitting their bids. The items may be inspected at the Ground Floor of the Library Building and the Ground Floor of the College of Teacher Education (CTE), Cebu Normal University, during office hours on the dates specified in the Invitation to Bid.

All items shall be sold on an "AS IS, WHERE IS" basis. By participating in the auction, bidders acknowledge that they have examined the items or have waived their right to inspect the same.

II. QUALIFICATION OF BIDDERS

Any individual, sole proprietorship, partnership, corporation, junkshop operator, or scrap buyer legally authorized to transact business in the Philippines may participate in the public auction.

Interested bidders shall present the following documents:

- Valid government-issued identification card (for individuals);
- Business Permit and DTI/SEC/CDA Registration, if applicable;
- Authority to represent the bidder, if represented by another person.

III. FLOOR PICE

- ONE (1) UNIT TV - SMART TV WITH INSTALLATION AND WALL BRACKET – Php 100.00
- Three (3) units table - Chemistry Laboratory Center Table with Sink – Php 800.00
- Waste Materials and Unserviceable Properties - Includes hauling, clearing and cleaning of area.
Includes scrap metal (1 lot), scrap aluminum (1 lot), scrap lumber (1 lot) plastic arm chairs (110 pc.), bench chairs (10 units), Iwata air cooler (3 unit), home gym (2 unit), steel cabinet (1 unit), chair maroon color (39 pc.), Glass cover aluminum frame (2 unit), Lateral cabinet (2 unit), table tennis (1 unit), folding table set (6 unit), wooden computer table (2 unit), wooden teacher's table (5) – Php 10,600.00

Total: Php 11,500.00

IV. Schedule of Public Auction

The public auction shall be conducted on an "as is, where is" basis on 29 June 2026 at 02:00 P.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.
- b) Deadline for submission of bids is at 01:00 p.m., 29 July 2026. Bids submitted beyond said deadline shall not be accepted.

VII. Opening of Bids

- a) Opening of bids is at 02:00 PM, 29 July 2026.
- 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 three (3) calendar days from receipt of the Notice of Award to pull out from 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.


ATTY. ROCHE E. OCAMPO, CPA
Chairman, Disposal Committee





BID QUOTATION FORM

Date _____

ATTY. ROCHE E. OCAMPO
Chairperson of 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)
1. Chemistry Table (3 units) 2. Smart TV (1 Unit) 3. One (1) lot of assorted scrap (lumber, metal bars, aluminum, plastics, unserviceable semi-expandable property)—includes hauling, clearing, and cleaning. <ul style="list-style-type: none"> • Scrap metal (1 lot), scrap aluminum (1 lot), scrap lumber (1 lot) plastic arm chairs (110 pc.), bench chairs (10 units), Iwata air cooler (3 unit), home gym (2 unit), steel cabinet (1 unit), chair maroon color (39 pc.), Glass cover aluminum frame (2 unit), Lateral cabinet (2 unit), table tennis (1 unit), folding table set (6 unit), wooden computer table (2 unit), wooden teacher's table (5) 		

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

Very Truly Yours,



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Republic of the Philippines
CEBU NORMAL UNIVERSITY
Osmeña Blvd., Cebu City, 6000, Philippines



Supply & Property Management Unit

Telephone No.: (+63 32) 254 1452 loc. 131
Email: psmu@cnu.edu.ph | Website: www.cnu.edu.ph

Printed name of Bidder/Business Name

Complete Business Address

Mobile No., Telephone No., Fax No.

Mobile No., Telephone No., Fax No.

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



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