



INVITATION TO BID

Caraga State University through its Disposal Committee invites interested bidders/buyers on an "As is – where is" basis on the following unserviceable equipment and waste materials:

| LOT | DESCRIPTION | MINIMUM BID |
|-----|---|-------------------|
| 1 | One lot consisting of IT Equipment (Printers, CPU's, Desktop Monitor, UPS, AVR, Speakers, LCD Projectors) | 10,000.00 |
| 2 | One lot consisting of Furniture and Fixtures (Office Chairs) | 5,000.00 |
| 4 | Office Equipment (Electric Fans, Type Writer, Fax Machines, Airconditioner, Photocopier Machine, Television Unit) | 10,000.00 |
| 5 | Other Machineries (Gas Range, Refrigerator, Television Unit) | 5,000.00 |
| 6 | Other Supplies (Sports Equipment, Musical Instruments) | 3,000.00 |
| 7 | One lot consisting of Waste Materials (Empty Ink Cartridge, Empty Ink/ Toner Cartridge, Emergency Lights, Fire Extinguishers. Automotive waste such as tires, vehicle used spare parts. Mechanical Waste such cooling coils, pit valves, fan motors, bearings, empty plastic containers, cans and compressors. Demolished Waste Materials such as Galvanized Iron Sheets, Steel Bars, C-Purlins, Galvanized Pipes, Steel French Windows | 150,000.00 |

The bidders bond shall be required in the amount equal to 10% of the minimum Bid Price per lot set by Caraga State University in the form of Cash, Manager's Check or Cashier's Check acquired from a reputable bank within Butuan City.

The Invitation to Bid will be posted in the conspicuous places in Butuan City (Butuan City Hall, Agusan del Norte Provincial Hall & Caraga State University) and it will also be posted at the Caraga State University Official Website on April 19-30, 2021.

Prospective bidders are invited to physically inspect the unserviceable properties and waste materials located at Caraga State University-Main Campus compound on April 19-30, 2021 and look for **Mr. Karl Mars Glenn R. Cane** at Telephone Number **341-2296 local number 245**.

Deadline of submission of sealed bids, addressed as follows, shall be on May 3, 2021 at 12 PM:

DR. TOMAS M. AUSTRAL, JR.

Chairperson, Disposal Committee

Attention:

Supply and Property Management Office

Room 14 Hostel Building, Caraga State University-Main Campus,
Barangay Ampayon, Butuan City

Opening of Bids will be on May 3, 2021 at exactly 2:00 PM at the **CSU Conference Room**, New Administration Building, Caraga State University-Main Campus, Barangay Ampayon, Butuan City.



Prospective bidder shall conform to the following **TERMS and CONDITIONS** that apply to the public bidding of various unserviceable properties and waste materials of Caraga State University, as follows:

1. At the date of the submission of bids on May 3, 2021, all bidders shall register their names and addresses at the **Public Auction Log Sheet** and drop the sealed envelope on or before 12:00PM of the same day containing the bid at the Supply and Property Management Office of the Caraga State University, Room 14, Hostel Building, Caraga State University, Ampayon, Butuan City. The envelope should also include certified true copies of the following documents:
 - a. DTI Or SEC Registration
 - b. Mayors Permit
 - c. Tax Clearance
 - d. Audited Financial Statement
2. Bids received shall be opened on May 3, 2021 at exactly 2:00 PM at the CSU Conference Room, New Administration Building, Caraga State University-Main Campus as prescribed in the Invitation to Bid. Bids shall be prepared wherein the highest price offered for every lot shall be the winning bid provided that the amount shall be higher or equal to the minimum bid amount;
3. Immediately after the winning bidder has been declared by the CSU Disposal Committee, the winning bidder shall submit for authentication the original copies of his/her DTI/SEC Registration and Mayors Permit and pay in cash his bid amount within five (5) working days from the date of receipt of the Notice of Award (NOA);
4. The winning bidder shall pick-up all specified unserviceable items and waste materials in the list within seven (7) working days from payment of the bid amount;
5. In case of failure of bidding, a re-bidding shall automatically be re-scheduled three (3) days after the announcement of a failure of bidding. Unsuccessful bidding shall fall under any of the following cases:
 - a. No bid was received.
 - b. All bidders failed to comply with the terms and conditions prescribed in the Invitation to Bid.
 - c. Complying bidders failed to meet the minimum bid price.

Under any of the above instances, the CSU Disposal Committee shall re-advertise and re-bid and shall observe the same process according to the same rules and regulations followed during the first bidding. In case of second failed bidding, the CSU Disposal Committee may resort to negotiated bidding.

The CSU Disposal Committee reserves the right to reject any or all bids or without cause, to waive any defect in them and to award the bidder whose offer is the most advantageous to the government.

For clarifications, questions and further information, please call the CSU Supply and Property Management Office (Mr. Karl Mars Glenn R. Cane) at Telephone No. 341-2296 local no. 245.


DR. TOMAS M. AUSTRAL, JR.
Chairman
CSU Appraisal & Disposal Committee

Noted:


ANTHONY M. PENASO, Ph.D.
University President