



Republic of the Philippines
CENTRAL PHILIPPINES STATE UNIVERSITY
 Kabankalan City, Negros Occidental 6111
 Website: www.cpsu.edu.ph
 E-mail add: nsca_kabcity@yahoo.com.ph or cpsu_main@cpsu.edu.ph
 Contact No.: 09173015565 (Mobile); (034) 702-9903 (Landline)
 ISO 9001:2015 Certificate Registration Number: 01 100 1834939

May 3, 2024

INVITATION TO BID

The Central Philippines State University – Department of Budget and Management (CSPU-DBM) through its Disposal Committee (CPSU-DC) will conduct public bidding through sealed bids on May 13, 2024, 10:00 AM at the VPAF Office, 2nd Floor, ALC Building, CPSU, Barangay Camingawan, Kabankalan City, Negros Occidental for the sale of the following unserviceable motor vehicle:

Lot No.	Item Name/Description	Floor Price	Location
1	Unserviceable Motor Vehicles (4) units Service Vehicle, (2) motorcycle and (1) school bus	Php 800,500.00	Central Philippines State University- Main Campus, Barangay Camingawan, Kabankalan City, Negros Occidental

Bidding mechanics:

1. The public bidding will be conducted in accordance with COA and DBM Joint Circular No. 2024-1 dated January 30, 2024;
2. The bid form may be obtained personally from the CPSU Disposal Committee (CPSU-DC) on May 6-13, 2024 from 10:00 AM to 12:00 NN at the VPAF Office, 2nd Floor, ALC Building, CPSU, Barangay Camingawan, Kabankalan City Negros Occidental.
3. All bid proposals shall use the bid form obtained from the CPSU Disposal Committee. The bid form shall be accomplished in **three (3) original copies** with signature in each and every page and shall be submitted in a sealed envelope properly addressed to:

Conforme:

 Signature over Printed Name



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The Chairperson

Central Philippines State University Disposal Committee

VPAF Office, 2nd Floor, ALC Building, CPSU

Barangay Camingawan, Kabankalan City

Negros Occidental

4. All bids must be accompanied by Invitation to Bid with signature in each and every page as a proof of understanding the mechanics of public bidding and bid bond/s in the form of cash, manager's check or cashier's check acquired from a reputable bank with an amount equivalent to at least 10% of the floor price for the lot to be bid. All checks should be payable to the Central Philippines State University.
5. Qualification of bidders: all individuals, including CPSU-DBM employees, partnerships and/or corporations are qualified to participate in the public auction subject to the submission of qualification documents, as may be required by the CPSU-Disposal Committee. For this bidding, the latest Mayor's Permit, in the case of business entities, shall be required from participating bidders.
6. All interested bidders may conduct an ocular inspection of the unserviceable vehicles starting May 6-13, 2024 at the VPAF Office, 2nd Floor, ALC Building, CPSU, Barangay Camingawan, Kabankalan City Negros Occidental.
7. Bid proposals shall be submitted not later than May 13, 2024 until 10:00 AM only through the CPSU-Disposal Committee at Central Philippines State University, Barangay Camingawan, Kabankalan City, Negros Occidental. The public bidding shall be conducted on a lot and "As is, Where is" bases subject to other terms and conditions which CPSU-Disposal Committee may impose. Late bids shall not be accepted. The opening of the bids will be on May 13, 2024, immediately after the deadline at the VPAF Office, 2nd Floor, ALC Building, CPSU.
8. The envelope containing the bid form and other requirements should be sealed and signed by the bidder and properly labeled containing the name of the bidder and the lot to be bid. The bid tenders that are not in the prescribed form or format (e.g. unsigned bids, etc.) and/or those not accompanied by the signed Invitation to Bid and/or bid bonds at the time the of opening of bids shall be considered defective bids which automatically disqualify the respective bidder.
9. A bidder may be allowed to withdraw a bid tender before the time of opening of bids. The bid/s shall be returned unopened. Changes shall not be allowed on the bid forms after the deadline for the submission of bids.
10. Sealed bids shall be dropped in the bid box located at the VPAF Office, 2nd Floor, ALC Building, CPSU. All bids will be opened in the presence of all bidders or their duly designated representative/s and CPSU COA representative.



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11. The winning bidder shall be the proposal with the highest offered price which shall not be lower than the floor price. The declaration of the winning bidder shall immediately follow. The winning bidder shall pay the bid bond to the CPSU Cashier Section afterwards and shall submit a photocopy of the Official Receipt (OR) to the CPSU-DC secretariat before issuance of the Notice of Award. Bid bond of non-winning bidder/s shall be returned outright after the declaration of the winning bidder.
 12. Should there be a tie in the highest offered price, the concerned bidders shall participate in a “toss coin” to break the tie.
 13. The winning bidder’s bond shall automatically be considered as a partial payment and the balance shall be paid in full to the CPSU Cashier Section in the form of cash, manager’s check or cashier’s check acquired from a reputable bank within five (5) working days from the receipt of the Notice of Award. Payment through salary deduction, in case of winning bidders from CPSU-DBM, shall not be allowed.
 14. In case of failure of payment of the bid price within the required period, the award shall be cancelled and the bid bond shall be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future biddings for a period of one (1) year from the date of award. The subject items for disposal shall be awarded to the next highest bidder.
 15. The Official Receipt (OR) showing full payment of the bid price shall be presented to the Supply Officer which shall serve as the basis for the preparation of the Gate Pass within five (5) days upon receipt of the OR. Plate numbers of the auctioned items is not included in the purchase and shall be removed by the Supply Office prior to hauling of the vehicles.
 16. The highest winning bidder shall be responsible for the expenses incidental to the cost of hauling the items subject for disposal. The awardee has fifteen (15) calendar days from the receipt of the Notice of Award to clear the area where the items are located. In case the winning bidder fails to complete the pick-up/hauling of the property within prescribed period, the award shall be revoked/cancelled and the bid bond will be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future biddings for a period of one (1) year from the date of award. The next highest bidder shall be awarded the bid, so forth and so on.
 17. Failure of bidding shall be declared if all prospective bidders are declared ineligible; no bids are received; all bids fail to comply with the bid requirements; all bids are below the floor price; the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.
 18. The Central Philippines State University – DBM reserves the right to reject any or all bids, or part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government. The decision of the CPSU-DBM is final and binding.



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Schedule of Activities:

ACTIVITIES	SCHEDULE
Posting of Invitation to Bid	May 6, 2024
Issuance and availability of Bid Tender	May 6-13, 2024
Pre-Bid conference	May 10, 2024 / 9:00AM
Viewing of items for sale	May 6-13, 2024, 2024
Deadline of submission of bids	May 13, 2024 / 9:00AM
Opening and awarding of bids	May 13, 2024 / immediately after 10:00AM

For queries or concerns, you may call Mrs. Ma. Socorro T. Llamas the Administrative Officer V, Head of Supply Office.

Digitally signed by
Marc Alexei
Caesar B. Badajos

MARC ALEXEI CAESAR B. BADAJOS, Ph. D.
Chairperson, CPSU Disposal Committee

Conforme:

Signature over Printed Name



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**INVITATION TO BID FOR THE SALE OF ONE (1) LOT
OF UNSERVICEABLE VEHICLES ON "AS-IS WHERE-IS BASIS"**

BID NUMBER: CPSU-2024-001-DBID
DESCRIPTION: ONE (1) Lot Unserviceable Vehicle
MINIMUM BID PRICE: Eight Hundred Thousand Five Hundred Pesos (800,500.00)
BID OPENING DATE: May 13, 2024
BID OPENING TIME: 10:00 A.M.
**LOCATION: VPAF Office, 2nd Floor, Administration Building
CPSU Campus, Kabankalan City, Negros Occidental**

The **Central Philippines State University** is seeking bids to sell assorted unserviceable equipment as described above. The bids should be addressed to:

MARC ALEXEI CAESAR B. BADAJOS, Ph. D
Chairman, Disposal and Awards Committee
Central Philippines State University
Main Campus, Kabankalan City, Negros Occidental

The bid envelope should be marked "BID DOCUMENT FOR THE ONE (1) LOT OF UNSERVICEABLE VEHICLES".

Bids will not be accepted if received after **10:00 A.M. of May 13, 2024**

Digitally signed by
Marc Alexei Caesar
B. Badajos

MARC ALEXEI CAESAR B. BADAJOS, Ph. D.
Chairman, Disposal and Awards Committee



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