



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
Andrews Campus
Caritan, Tuguegarao City

INVITATION TO BID
DISPOSAL BY SALE OF VARIOUS UNSERVICEABLE PROPERTIES, SCRAP AND WASTE MATERIALS ON AN "AS-IS WHERE IS" BASIS.
Ref. No. CSUSW-2025-02-01-ANDREWS

SEALED BIDS for the sale of "AS-IS WHERE IS, CLEAN UP, ALL MUST GO" basis of the hereunder unserviceable property subject to the general terms and conditions for the sale of items below will be received by the Chairman, Appraisal and Waste Disposal Committee not later than **10:00 am February 21, 2025 at the SUPPLY OFFICE, ANDREWS CAMPUS**, the bids will be opened in the presence of the bidders or their duly authorized representatives to wit:

| Item No | QTY | ITEM DESCRIPTION AND LOCATION VARIUOS UNSERVICEABLE PROPERTY, SCRAP AND WASTE MATERIALS At Andrews Campus, Cagayan State University | MIN. BID PRICE |
|---------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Lot 1 | 130 | CLASSMATE CHAIR M-3 W/O BOOK TRAY | |
| GRAND TOTAL: | | | 2,400.00 |

You may visit the Campus for inspection and contact Mr. Earl John P. Fortozo Campus Supply Officer.

PREPARATION OF BIDS:

Bidders shall prepare their bids using the CSU PRICE QUOTATION FORM and submit two (2) separate sealed bid envelopes which shall be submitted simultaneously. The first shall contain the eligibility component of the bid and second shall contain the financial component of the bid.

The first (1) envelope shall contain the following eligibility requirements:

1. Registration Certificate (DTI or SEC Registration)
2. Mayor's Permit

The second (2) envelope shall contain the following financial documents:

1. Price Quotation Form (PQF); and
2. Bid Security

BID SECURITY:

BID BOND is presented at the time of the opening of bids, shall be required from each bidder and should be at least 10% of the minimum bid price set by the WASTE DISPOSAL COMMITTEE. Bid Bond should be in the form of cash, manager's check, or cashier's check acquired from a reputable bank with the area where bidding is to be held. Upon determination of the awardee, the bid bond shall be considered as partial payment and the difference between such payment and the offered bid price shall be paid in the form of CASH. Bid Bonds of losing bidders shall be returned upon presentation of the receipt immediately after awarding of the winning bidder.

Each envelope should be securely sealed, signed on the flap and marked as follows:

To: Atty. Carla Marie L. Sumigad, CPA
Chairperson - Waste Committee
Andrews Campus
Caritan, Tuguegarao City

FROM: NAME OF BIDDER
ADDRESS OF BIDDER
RE: **CSUSW-2025-02-01-ANDREWS**

The agency reserves the right to reject any or all bids, waive any defects contained therein and accept the offer most advantageous to the government.

PRICE QUOTATION SHEET

Name of Bidder

Address of Bidder

Date

Atty. Carla Marie L. Sumigad, CPA
 Chairperson – Waste Disposal Committee
 Andrews Campus, Cagayan State University

Ma'am:

In response to your Invitation to Bid (IB) hereunder is my bid:

| Lot No. | Lot Description | Minimum Bid Price | Bid Officer (in words & figures) |
|---------|-----------------|-------------------|----------------------------------|
| | | | |

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

The above offer shall be valid for, _____ . Enclosed is the required Bid security (BS) in the amount of Php. _____ which is equivalent to ten (10%) of CSU Minimum Bid Price.

Very truly yours,

Printed Name of Bidder/Business NAME

Printed Name Signature of the Authorized Representative/Date Signed

Complete Business Address

Tax Identification No.

Mobile No., Telephone No. /Fax No.

Email Address

