



UNIVERSITY OF THE PHILIPPINES CEBU

INVITATION TO BID

ITB # 2023-08-001
04 September 2023

The University of the Philippines Cebu invites all parties to participate in the public bidding of waste materials (toner cartridges/tanks) on an “As Is” - “Where-Is” basis as indicated below:

ITEMS /DESCRIPTION	LOCATION	FLOOR PRICE
LOT 1 : Empty ink cartridges 35/85A (assorted brands)	UP Cebu Administration Building - Supply & Property Management Office (SPMO) - Central Store	P15.00/crtdg
LOT 2 : Empty ink cartridges 80A/83A (assorted brands)		P15.00/crtdg
LOT 3 : Empty ink cartridges, ink bottles, ink tanks (assorted brands)		P5.00/kilo

- No bid shall be accepted lower than the said floor price.
- Submit your proposals printed in your company's/firm's personal letterhead with your name, signature, company name (if any), address and contact numbers. Your proposal/s may be submitted on a lot basis, depending on what can be covered by your service or business. The non-refundable Bid Fee will be One Hundred Pesos (Php100.00) per bid proposal.
- Interested bidders may get the bid documents from Supply & Property Management Office (SPMO) upon payment of a non-refundable Bid Fee of One Hundred Pesos (Php100.00) at the UP Cebu Cashier Section.
- Prospective bidders may view and inspect the empty ink cartridges/toners at Supply & Property Management Office (SPMO) with office address at Room 107 Administration Building, UP Cebu, Lahug, Cebu City or inquire at telephone number (02) 268-7992 / 232-8187 local 121, from 11 September to 15 September 2023 (excluding Saturday, Sunday and Holiday), from 7:00 a.m. to 4:00 p.m.
- Sealed bids will be received at SPMO on or before 12:00 n.n. of **18 September 2023**. The bidder (company owner) shall enclose in a sealed envelope the **Fully-accomplished Bid Form**.
- The company owner or his/her duly notarized representative must be present during the opening of the bids, otherwise, his/her envelope shall not be opened.
- The bid shall be declared void if it does not comply with the requirements mentioned in item nos. 2, 3, 4, and 5. Prior to the issuance of the Notice of Award and to Proceed (NAP), the winning bidder shall present the original copy of the foregoing documents for validation.



UNIVERSITY OF THE PHILIPPINES CEBU

9. Opening of bids will be held on **19 September 2023**, at exactly 1:00 p.m. at UP Cebu (SPMO) Room 107, Administration Building, Lahug, Cebu City.

10. It is understood that the quoted price is good for sixty (60) calendar days from bid opening; and UP Cebu reserves the right to accept or reject any bid, including that a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

For more details, please see Instructions to bidders (ITB) that will be provided upon payment of Bid Fee.

Very truly yours,


GRACE L. MENDEZ
Head, SPMO


JASON NIEVA
Chairperson, Disposal Committee



INSTRUCTION TO BIDDERS (ITB)

DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING (Located at SPMO, Room 107, Administration Building, UP Cebu, Lahug, Cebu City)

Attachment to ITBid No. 2023-001

- A. Inspection of Serviceable and Unserviceable Properties Waste materials for sale are available for viewing from 11 September to 15 September 2023 (excluding Saturday, Sunday and Holiday), from 7:00 a.m. to 4:00 p.m. at the SPMO Central Store, Administration Building.
- B. Schedule of Public Bidding
The public bidding shall be conducted on an “as is, where is” on a per lot basis by UP Cebu Disposal Committee on **19 September 2023**, at exactly 1:00 p.m. at the SPMO.
- C. Qualification of Bidders
Individuals, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the Disposal Committee. Duly authorized representative/s, if any, shall submit a certification issued by the Chancellor/Vice Chancellor for Administration, as may be applicable, authorizing him/her to speak for and submit bids on behalf of the latter.
- D. Floor Price
A floor price per lot of the waste materials, has been set in accordance with the accounting and auditing rules and regulations with the following amount per lot:

ITEMS /DESCRIPTION	LOCATION	FLOOR PRICE	BID PRICE
LOT 1 : Empty ink cartridges 35/85A (assorted brands)	UP Cebu Administration Building - Supply & Property Management Office (SPMO) - Central Store	P15.00/crtgd	
LOT 2 : Empty ink cartridges 80A/83A		P15.00/crtgd	
LOT 3 : Empty ink cartridges, ink bottles, ink tanks (assorted brands)		P5.00/kilo	

E. Submission of Bids

- The bid must be submitted using the company’s/firm’s or personal letterhead (see attached Annex A) to the SPMO (Administration Building), UP Cebu, Lahug, Cebu City, in a sealed envelope and shall be labeled with the ITBid No. 2023-001, the bidder’s name, address and contact number;
- The SPMO shall receive the sealed envelope acknowledging receipt indicating the date and time received;
- Deadline of submission of bids is at **12:00 NOON, 18 September 2023**. Bids submitted beyond said deadline shall not be accepted.



UNIVERSITY OF THE PHILIPPINES CEBU

F. Opening of the Bids

1. The opening of the bids will immediately follow after the deadline of submission of bids on **19 September 2023**, at exactly 1:00 p.m. at UP Cebu (SPMO) Room 107, Administration Building, Lahug, Cebu City. UP Cebu, Lahug, Cebu City, in the presence of at least 2 SPMO/Di members and the bidders who choose to attend;
2. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids; and,
3. An Abstract of Bids shall be prepared by SPMO for reference.

G. Awarding of Bids

1. Award shall be made to the highest bidder;
2. In case of a tie, the SPMO will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder; and
3. If the winning bidder refuses to accept the award, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

H. Payment

1. One-time payment in cash shall be made within five (5) calendar days, from receipt of the Notice of Award.
2. An Official Receipt shall be issued by the UP Cebu Cash Section covering the payment made by the winning bidder; and
3. In case the winning bidder fails to make the payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

I. Pick-up/ Hauling of the Property by the Winning Bidder

1. The winning bidder shall be given five (5) calendar days from receipt of the Notice to Proceed, to pick-up and haul the property;
2. Incidental expenses to the pick-up/hauling of the property shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the contract shall be revoked /canceled and payment made shall not be returned.

J. Failure of Bidding

Failure of bidding shall be declared in the following instances:

If 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 and, subject to the conditions in Sections G.3, and H.3, the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.

CONFORME:

Name and Signature of Bidder's Authorized Representative

Position

Date



UNIVERSITY OF THE PHILIPPINES CEBU

ANNEX A

Bidder's Company or Personal Letterhead (with address and contact number)

The UP Cebu Disposal Committee % SPMO:

Submitted herewith is my bid proposal in response to UP Cebu ITBid No. 2023-001.

ITEMS /DESCRIPTION	LOCATION	FLOOR PRICE	BID PRICE
LOT 1 : Empty ink cartridges 35/85A (assorted brands)	UP Cebu Administration Building - Supply & Property Management Office (SPMO) - Central Store	P15.00/crtgdg	
LOT 2 : Empty ink cartridges 80A/83A		P15.00/crtgdg	
LOT 3 : Empty ink cartridges, ink bottles, ink tanks (assorted brands)		P5.00/kilo	

It is understood that UP Cebu / Disposal Committee reserves the right to accept or reject any bid, including that of a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

I have read and fully understood the Instruction to Bidders.

Very truly yours,

Signature

Printed Name

Tax ID No. (TIN)

Address

Mobile No./Tel. No.



UNIVERSITY OF THE PHILIPPINES CEBU

ANNEX B

LOT 1

No.	Item/Description	Quantity	Remarks	BID PRICE
1	HP 35A/80A	43	Empty	
2	HP85A	78	Empty	
3	HP85A	78	Empty	
4	HP 35A	16	Empty	
5	HP 35A	16	Empty	
6	PRISTINE 85A	75	Empty	
7	PREMIUM 85A	1	Empty	
8	MAXPRINT 85A	1	Empty	
9	UBUNTO 85A	2	Empty	
10	IKON 85A	7	Empty	
11	L&C 85A	7	Empty	
12	COMPUPRINT 85A	2	Empty	
13	SOLNCE 85A	25	Empty	
	TOTAL	351		

LOT 2

No.	Item/Description	Quantity	Remarks	BID PRICE
1	HP 83A	3	Empty	
2	HP 80A	43	Empty	
3	PRISTINE 80A	10	Empty	
4	PRISTINE 83A	3	Empty	
5	PREMIUM 80A	21	Empty	
6	PLATINUM 80A	10	Empty	
7	SOLNCE 80A	5	Empty	
8	MAXPRINT 80A	1	Empty	
	TOTAL	96		



LOT 3

No.	Item/Description	Quantity	Remarks	BID PRICE
1	HP 78A	4	Empty	
2	HP12A	8	Empty	
3	HP15A	7	Empty	
4	HP 80X	1	Empty	
5	HP 125A	29	Empty	
6	HP 3972A	2	Empty	
7	HP 210A	1	Empty	
8	HP 3973A	1	Empty	
9	HP 3960F	2	Empty	
10	HP 3971A	2	Empty	
11	HP 3960A	1	Empty	
12	HP 685 BLK	2	Empty	
13	HP 685 Tricolor	8	Empty	
14	HP 933 Tricolor	3	Empty	
15	HP 17 Tricolor	1	Empty	
16	HP15 Blk	1	Empty	
17	HP 27 Blk	1	Empty	
18	HP 45 Blk	3	Empty	
19	HP 41 Tricolor	3	Empty	
20	HP 704 Blk	145	Empty	
21	HP 704 Tricolor	83	Empty	
22	HP 680 Blk	18	Empty	
23	HP 680 Tricolor	8	Empty	
24	Canon Pixma 3e	13	Empty	
25	Canon Pixma 5	1	Empty	



UNIVERSITY OF THE PHILIPPINES CEBU

26	Canon Pixma 8	4	Empty	
27	PRISTINE 210A	1	Empty	
28	TONERKING 125A	9	Empty	
29	L&C 12A	2	Empty	
30	L&C 210A	1	Empty	
31	L&C 213A	1	Empty	
32	DELSAN 78A	38	Empty	
33	GOGREEN 78A	3	Empty	
34	BETTER DAY 210A	1	Empty	
35	ECONOMIC VERSION 201E	14	Empty	
36	MAGIC COLOR 1600	24	Empty	
37	ICOLOR 12A	21	Empty	
38	OPTIMUM 404s	2	Empty	
39	TONER CARTRIDGE 1810	6	Empty	
40	SAMSUNG 404s	8	Empty	
41	LASERJET 12A	34	Empty	
42	FUJI XEROX 2011	1	Empty	
43	DRUM CARTRIDGE 2450-D	2	Empty	
44	SAMSUNG 406s	25	Empty	
45	SAMSUNG 105L	12	Empty	
46	SAMSUNG 104s	4	Empty	
47	SAMSUNG 104	2	Empty	
48	TOSHIBA TN116	6	Empty	
49	TOSHIBA	9	Empty	



UNIVERSITY OF THE PHILIPPINES CEBU

	1800DS			
50	TOSHIBA 2507P	19	Empty	
51	TOSHIBA 250SP	13	Empty	
52	TOSHIBA FC30P	3	Empty	
53	CANON NPG-68	4	Empty	
54	CANON NPG 322	2	Empty	
55	CANON NPG 59	1	Empty	
56	TK TK100	2	Empty	
57	TK 1124	3	Empty	
58	Platinum International Limited 210EV	2	Empty	
59	DEVELOP TN116	2	Empty	
60	L&C 211A	1	Empty	
61	HP 17A	2	Empty	
62	HP 226	1	Empty	
63	HP 12A	29	Empty	
64	PRISTINE 17A	1	Empty	
65	PRISTINE 226	4	Empty	
66	SOLNCE 17A	4	Empty	
67	BROTHER TN1000	4	Empty	
68	TN113	1	Empty	
	TOTAL	676		