

UNIVERSITY COMMITTEE ON DISPOSAL OF UNSERVICEABLE AND CONDEMNABLE PROPERTIES

INVITATION TO BID

Disposal of Three (3) Unserviceable University Vehicle for Public Auction

Sealed bids, in **two (2) copies**, are hereby invited for the sale of **three (3) unserviceable university vehicles**, on an **“AS-IS, WHERE-IS”** and **“ONE WHOLE LOT”** basis.

Interested bidders may submit their sealed bids at **NEUST Production Office, General Tinio Street Campus, Quezon District, Cabanatuan City** not later than **October 21, 2026, at 4:00 P.M.**

All bidders are required to comply with the following Terms and Conditions and the schedule of activities stated below.

I. SUMMARY OF APPRAISED ITEMS

Item No.	Particulars / Articles	Property No.	Date Acquired	Acquisition Cost	Condition
1.	Isuzu Crosswind (SFJ-891)	11-19-05	4-Jan-02	695,000.00	Unserviceable / Scrap
2.	Mini Dump Truck 4BEI Engine (SHA-934)	07-006	18-Jan-08	352,770.00	Unserviceable / Scrap
3.	Hyundai Starex CRD GLS MT (SJX – 943)	2011-060	8-Nov-11	1,533,000.00	Unserviceable / Scrap
Lot Price for All Vehicles				200,000.00	

II. TERMS OF REFERENCE (TOR)

The following terms and conditions shall apply to the public auction and sale of the three (3) unserviceable university vehicles.

1. Bid Documents Fee

Interested bidders shall pay a non-refundable fee of Five Hundred Pesos (₱500.00) for the Bid Documents at the **Corporate and Business Affairs Division Office, Gen Tinio St. Campus**. The documents may be obtained from **Corporate and Business Affairs Division Office, Gen Tinio St. Campus** upon presentation of the official receipt.

2. Inspection of Vehicles

Interested bidders may inspect the vehicles at **Sumacab Campus** on October 22 & 26, 2026, 9:00 AM – 11:00 AM.

For assistance, bidders may contact Alfred Gerard D. Ferrer, **Property Custodian, Supply & Property Management Office, Gen. Tinio Campus, Cabanatuan City, 0906-607-3395**.

The vehicles are sold on an **AS-IS, WHERE-IS** basis, meaning they will be sold in their present condition and location. Bidders are encouraged to inspect the vehicles before submitting their bids.

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Bidders shall submit the required performance bond in the amount and form specified in the Bid Documents and applicable rules.

The performance bond shall be submitted to **Bids and Awards Committee (BAC) Office, Gen Tinio St. Campus Cabanatuan City** on or before **October 28, 2026, 9:00AM**.

The Bid Documents shall specify the conditions for its return or forfeiture.

4. Submission of Bids

Bids shall be prepared using the prescribed Bid Forms and placed in a sealed envelope together with all required documents, to wit:

- Auction / Bid Security (Bid Bond)
- Mayor's Permit
- Business or Identity Registration Documents:
 - For Individuals: At least two (2) valid government-issued IDs (e.g., Passport, Driver's License, UMID, TIN ID) with original copies presented for validation.
 - For Sole Proprietorships: DTI Business Registration Certificate.
 - For Partnerships or Corporations: SEC Certificate of Incorporation, Articles of Partnership/Incorporation, and Board Resolution or Secretary's Certificate naming the authorized signatory
- Special Power of Attorney (SPA) / Authorization: Required if an authorized representative is submitting or attending the auction on behalf of the bidder
- Bidder's Acknowledgment and Undertakings / Sworn Statements: Notarized declarations confirming agreement to auction terms, non-inclusion in blacklisted entities, and the authenticity of submitted documents.
- Official Receipt / Proof of Payment of Bidding Documents: Proof that you paid the non-refundable fee for securing the bidding/disposal package (if applicable).

The sealed bids shall be submitted to **Bids and Awards Committee (BAC) Office, Gen Tinio St. Campus Cabanatuan City** on or before **October 28, 2026, 9:00AM**

Late or incomplete bids shall be handled in accordance with the applicable rules and the Bid Documents.

5. Opening and Evaluation of Bids

The sealed bids shall be opened on **October 28, 2026, 9:00AM** at **Bids and Awards Committee (BAC) Office, Gen Tinio St. Campus Cabanatuan City**. Bidders or their authorized representatives may attend.

The designated Auction or Disposal Committee shall evaluate the bids. The award shall be recommended to and approved by the authorized university official in accordance with applicable rules.

The award shall be made to the highest qualified bidder who meets the requirements and applicable floor price.

6. Floor Price and Sale of Vehicles

The three (3) unserviceable vehicles shall be sold as **one whole lot**. Bidders must submit one bid covering all three vehicles. Bids for individual vehicles shall not be accepted.

The approved floor price for the entire lot is **₱200,000.00**.

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7. Payment of Winning Bid

The winning bidder shall pay the full bid amount after **3 calendar days** from receipt of the Notice of Award.

Payment shall be made at the **Corporate and Business Affairs Division Office, Gen Tinio St. Campus**. An official receipt shall be issued upon payment.

Failure to pay within the prescribed period shall be handled in accordance with the applicable rules.

8. Release and Hauling of Vehicles

After full payment and completion of the required documents, the winning bidder shall coordinate with **Property Custodian** for the release of the vehicles.

All vehicles must be removed from the university premises within **3 calendar days** from **November 3 to 5, 2026**.

The winning bidder shall pay all expenses for loading, hauling, transportation, and removal of the vehicles.

9. Failure to Remove Vehicles on Time

If the winning bidder fails to remove all vehicles within the prescribed period, a storage fee equivalent to **one percent (1%) of the total winning bid per day of delay** shall be charged until all vehicles have been removed, subject to applicable rules.

10. Cleaning of the Storage Area

After removing the vehicles, the winning bidder shall clean the storage area and remove any debris resulting from the hauling operation. Any damage caused to university property shall be addressed by the winning bidder in accordance with the conditions of sale.

11. Inquiries and Clarifications

For questions or assistance, interested bidders may contact:

- **Office:** Production Office
- **Contact Person:** Rhea Lyn F. La Penia
- **Email:** neustigpcenter@gmail.com
- **Office Hours:** October 15-21, 2026 8:00AM to 5:00PM

12. Compliance With the Terms and Conditions

By submitting a bid, bidders acknowledge that they have read and understood the Invitation to Bid and these Terms of Reference.

The winning bidder shall comply with all requirements, payment deadlines, and hauling conditions. Matters not covered by these terms shall be governed by applicable government disposal rules and university policies

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III. SCHEDULE OF ACTIVITIES

Interested bidders must strictly adhere to the timeline below:

Activity	Date	Time
Posting of Notice	October 15-21, 2026	—
Viewing and Inspection	October 22 & 26, 2026	9:00 AM – 11:00 AM
Payment of Bid Documents & Pre-Auction Conference	October 27, 2026	9:00 AM
Submission of Performance Bond & Opening of Sealed Auction Tenders	October 28, 2026	9:00 AM
Issuance of Notice of Award	October 29, 2026	9:00 AM - 10:00 AM
Payment of Bid Amount	November 3, 2026	9:00 AM - 10:00 AM
Hauling	November 3-5, 2026	9:00 AM – 4:00 PM

IV. IMPORTANT REMINDERS TO INTERESTED BIDDERS

Interested bidders are reminded to:

- Inspect the vehicles during the scheduled **viewing and inspection** period before submitting their bids.
- Attend the **Pre-Auction Conference** to ask questions and clarify any concerns about the auction.
- Submit all required documents on or before the deadline.
- Submit the required **bond** in the prescribed amount, form, and manner, and within the specified deadline.
- Be ready to pay the **full winning bid amount** within the period stated in the Notice of Award.
- Remove all awarded vehicles from the University premises within the prescribed hauling period.
- Clean the storage area after removing all awarded vehicles.

Failure to comply with the auction requirements, terms, and conditions may result in the rejection of the bid, **forfeiture of the required bond or other appropriate action**, in accordance with applicable rules and University policies.

Issued this 15th day of October 2026.

MYRA G. SANDOVAL CONCEPCION
 Chairperson, University Disposal Committee

CROSSWIND (SFJ-891)



MINI DUMP TRUCK



HYUNDAI 10-SEATER (SJX-943)

