

Republic of the Philippines
CIVIL SERVICE COMMISSION
Regional Office II
Tuguegarao City, Cagayan

Bid Form (Offer to Buy)

_____ Date

MARIA NOEMI S. BUSTAMANTE

Chairman, Disposal Committee
Civil Service Commission
Regional Office II
Tuguegarao City, Cagayan

Dear **Ms. Bustamante**:

I am offering to buy the following unserviceable equipment/motor vehicles owned by the Civil Service Commission Regional Office II in the bid amount opposite of the item.

BID FORM (Offer to Buy)

Name of Bidder: _____

Business / Residence Address: _____

Bus. License No./

Residence Cert. No.: _____

Quantity	Unit	Article / Description of the Unserviceable equipment / Motor Vehicle	CSC's Appraised Value / Floor Price	Bidder's Bid Amount per Lot	Total Bid Amount
1	Lot	Lot 1 - various unserviceable equipment	Php 18,245.00		
1	Lot	Lot 2 – One (1) unit Motor Vehicle and one (1) unit motorcycle	Php 57,000.00		
1	Lot	Lot 3 - various waste materials /corrugated sheets	Php 6.00 / kilo		
TOTAL:					

(Please see attached list of unserviceable equipment / motor vehicle per Lot)

Total Bid Bond (10% of the bid amount)

(In figures): _____

(In words): _____

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Reminders:

1. Bidder shall accomplish the Bid Form in at least three (3) copies, clearly indicating the following:
 - Description of the items/lots with the corresponding bid offer in words and figures;
 - Name and signature of the bidder
 - Business or residence address of the bidder
 - Proof of identification of the bidder
2. Bidders shall submit auction tenders/proposals for different lots in separate envelopes. If, however, the bidder is interested in all lots, the auction tender shall be submitted in only one (1) envelope.
3. Bidders shall be required to post a refundable **bidder's bond** equivalent to **ten percent (10%) of their total bid amount** either in cash, cashiers check or manager's check.
4. For the winning bidder, the bid bond shall constitute as the partial payment for the item/equipment.
5. In case of discrepancy between bid amount per lot and total bid amount, the bid amount per lot will prevail.
6. Bidder shall accomplish Bid Form in at least three (3) copies, preferably typewritten or computerized.
7. Any erasures or interlineations should be avoided or duly initialed by the bidder.
8. The Bid Form shall be properly signed and placed in an envelope, sealed and addressed to:

MARIA NOEMI S. BUSTAMANTE
Chairperson, Disposal Committee
Civil Service Commission
Regional Office II
Tuguegarao City, Cagayan

Name of Bidder:

Signature over Printed Name

Date

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LIST OF UNSERVICEABLE EQUIPMENT

Lot 1

QUANTITY	UNITS	Items / Description
9	unit	Laptop
17	unit	Desktop (CPU)
7	unit	Printer
17	unit	UPS
2	unit	Photocopier
4	unit	Television
1	unit	DVD Player
3	unit	Computer Table
9	unit	Chair (Executive and Swivel)
1	unit	Refrigerator
1	unit	Stand Fan
2	unit	Steel Cabinet
1	unit	Telephone
1	unit	Water Dispenser
1	unit	Coffee Maker
1	unit	Nikon D3100
9	unit	Aircon (window type)

Lot 2

QUANTITY	UNITS	Items / Description
1	unit	Motorcycle (Honda XRM 110)
1	unit	15 Seater Toyota Hi-Ace Van

Lot 3

QUANTITY	UNIT	Items / Description
5	pc	Gas Stove - Double Burner
1	lot	Waste Materials (Metal and Plastic)
1	lot	Corrugated Sheets (Roofing Sheet)