



# UNIVERSITY OF THE PHILIPPINES CEBU

## INVITATION TO BID FOR THE SALE OF ASSORTED EMPTY TONERS/CARTRIDGES

ITB # 2023-002  
15 December 2023

ITEMS /DESCRIPTION	LOCATION	FLOOR PRICE
LOT 1 : Empty ink cartridges 80A/35A/85A	UP Cebu Administration Building - Supply & Property Management Office (SPMO)	P20.00/crtgd
LOT 2 : Empty ink cartridges of assorted toner sizes and brands		P7.00/kl.

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:

1. No bid shall be accepted lower than the said floor price.
2. Submit your proposals printed in your company's/firm's personal letterhead with your name, signature, company name (if any), address and contact numbers. The non-refundable Bid Fee will be One Hundred Pesos (Php100.00) per bid proposal.
3. 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.
4. 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 **19 December to 29 December 2023** (excluding Saturday, Sunday and Holiday), from 7:00 a.m. to 4:00 p.m.
5. Sealed bids will be received at SPMO on or before 12:00 n.n. of **05 January 2024**. The bidder (company owner) shall enclose in a sealed envelope the Fully-accomplished Bid Form.
6. The company owner or his/her duly notarized representative may be present during the opening of the bids.
7. 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.
8. Opening of bids will be held on **09 January 2024**, at exactly 1:00 p.m. at UP Cebu (SPMO) Room 107, Administration Building, Lahug, Cebu City.
9. 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.

Very truly yours,

  
**GRACE MENDEZ**  
Head, SPMO

  
**JASON NIEVA**  
Chairperson, Disposal Committee