



**UNIVERSITY OF THE PHILIPPINES MANILA  
DISPOSAL AND APPRAISAL COMMITTEE**  
*(The Health and Sciences Center)*  
8/F Philippine General Hospital  
Taft Avenue, Manila

**INVITATION TO BID "AS IS, WHERE IS"**

Sealed bid for the sale of unserviceable/condemned properties/equipment stated below will be received by the University of the Philippines Manila not later than **Monday, 09 March 2026, 3:00 P.M. at the School of Health Sciences - Palo, Administrative Office**. Sealed bids will be opened by the Unit Dean/Administrative Office to be witnessed via zoom by the Disposal and Appraisal Committee in the presence of the attending bidders at **8:30 A.M., Tuesday, 10 March 2026 at A.G. Sison Conference Room, College of Medicine**.

| <b>LOT #</b> | <b>UP MANILA/ACADEMIC UNITS</b>   | <b>BID SECURITY</b> | <b>MINIMUM BID PRICE</b> |
|--------------|---|---------------------|--------------------------|
| 1            | <p>One (1) Lot condemned/unserviceable properties/equipment of UP Manila units below:</p> <p><b>School of Health and Sciences</b></p> <ul style="list-style-type: none"><li>-IIRUP Non-IT equipment dated 2025-Sep-09 (PAL12223425)</li><li>-IIRUP Non-IT equipment dated 2025-Oct-09 (PAL12227939)</li><li>-IIRUP Non-IT equipment dated 2025-Oct-25 (PAL12228242)</li><li>-WMR dated 2025-Oct (PAL12231473)</li></ul> | <b>Php1,871.20</b>  | <b>Php 18,712.00</b>     |

Inspection of property/waste materials for disposal will be on **Monday, 09 March 2026, 9:00 A.M. only**. Meeting place: **Administrative Office, SHS-Palo**.

Only those with bid documents will be allowed to join the site inspection. Bid documents costing P20.00 per page will be available starting on **4-6 March 2026, from 8:00 A.M. to 3:00 P.M.** at the Disposal and Appraisal and Committee Secretary at Supply and Property Management Office (SPMO), Joaquin Gonzales Bldg. Padre Faura St., Ermita, Manila. Payment will be online through GCASH ACCOUNT (see

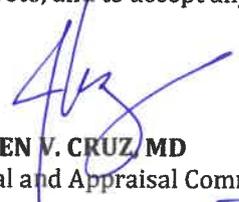
attached method of payment). Bid documents will be issued through email only upon presentation of proof of payment by sending it via email to Mr. Rommel A. Delgado with email address [radelgado@up.edu.ph](mailto:radelgado@up.edu.ph) and [upm-cash@up.edu.ph](mailto:upm-cash@up.edu.ph).

**Requirements of participating bidders:**

1. **Bid Form**
2. **Mayor's / Business permit (Updated)**
3. **Bid Security Bond**

**CONDITIONS OF SALE:**

1. The unserviceable properties/waste materials described above will be sold "as is, where is".
2. Participating bidders are presumed to have seen and inspected the above listed unserviceable properties and waste materials at the place where the same are located.
3. Cash bonds should be presented during the bidding. The amount of cash bond indicated in the bid documents to be secured by prospective bidders before the conduct of site inspection. The cash bond serves as guarantee that the winner will comply with the terms and conditions of the sale and cannot be converted as down payment in case of award. The same shall be forfeited without further proceedings should the winner fail to proceed with the sale.
4. All items covered by this Invitation to Bid must be paid and picked up by the winning bidder within ten (10) days from the date of receipt of notice of award. Storage fee equivalent to 1% of the total winning bid price will be charged per day and shall be deducted from the bond until the whole amount is exhausted, after which the University may resell the items.
5. The University of the Philippines Manila reserved the right to reject any or all bids, to waive any formality thereto, and to accept any or all offers that may be considered advantageous to UP Manila.

  
**JOSE JOVEN V. CRUZ, MD**  
Chair, Disposal and Appraisal Committee

**NOTED:**

  
**JOHANNA PATRICIA A. CAÑAL, MD, MHA, MSc**  
Vice Chancellor for Administration and Finance

Posting: UPM Web ([disposalandappraisal.upm.edu.ph](http://disposalandappraisal.upm.edu.ph))  
Bulletin board: SPMO & CPDMO Bulletin Board



# University of the Philippines Manila CASH OFFICE

## PAYMENT OPTIONS AND INSTRUCTIONS

### GCASH ACCOUNT

1. Open your **Gcash** app and go to **BILLS**.
2. Go to **SCHOOLS** and select "**UP MANILA**".
3. In the **TRANSACTION TYPE**, select your transaction:
  - Tuition/Matriculation/Residency/Student Fund.
  - TOR/F5/TCG/COG/Verification/CTD/GMC/Other OUR Requests.
  - UPM Phi House
  - UPM Dorm
  - Processing Fee
  - Application Fee
  - Admission Fee - College of Medicine
  - Dean's Cert - College of Medicine
  - Rental / Use of Facilities
  - Graduation Fee/University Clearance
  - Bidding Documents
  - Bidding Security/Performance Bond
  - NHSRC
  - Certificate of Employment/Service Record
  - Overpayment of Salaries and Allowances
  - Student Loan Board (SLB)
  - Translation Services/Editing Services
  - Other (not included in items above)
4. Enter the **REFERENCE NUMBER** (in alphanumeric, no spacing).
  - Use the **SAIS Number** for tuition Fees
  - use the **SOA/Billing Number** for other fees
5. Print/Save Confirmation Receipt as this will serve as an Official Receipt

#### INSTRUCTIONS AFTER PAYMENT

Payors are required to send a copy of the **Payment Confirmation Receipt**, together with the **Bill/SOA** to the **UP Manila CASH Office** via email at [upm-cash@up.edu.ph](mailto:upm-cash@up.edu.ph), copy furnish the **unit/college/office** concerned for immediate action on the requested transaction or document.