



University
of Windsor

Invitation & Offer Form for Surplus Goods & Casual Sale

Disposal File No: _____

Closing Date _____

Offers are invited for the purchase and removal of surplus goods listed below.
Offers must be on an "as is where is" basis and subject to conditions of sale set forth herein and on the reverse.

Terms of Sale: **Cash , Debit Card or Certified Cheque**

Sales Tax: **Extra**

F.O.B. University of Windsor

Inspection prior to submitting an offer is the responsibility of the bidder and may be arranged during regular working hours by contacting:

Dept: _____ Ext: _____

Unless otherwise provided for herein and unless notified within ten(10) days after closing date, the **bidder may assume that their offer is not accepted.**

Please submit offer by completing and returning one signed copy of this form in a sealed envelope to:

Purchasing Services
401 Sunset Ave.
University of Windsor
Windsor, Ontario, Canada N9B 3P4

MARK ENVELOPE: TENDER FOR

ITEM	QUANTITY	DESCRIPTION	PRICE OFFERED	
			UNIT	TOTAL

We, the undersigned, are satisfied as to the quality, type, kind and condition of the items listed and submit this offer to purchase subject to the conditions contained herein and on the reverse. We state that we have read, understand and accept all conditions as listed.

Bidder's Name and Address: (please print)

Signature & Title:

Departmental transfer, indicate account number to be charged:

Phone Number: _____

Email: _____

See "General Conditions of Sale" on the reverse side of this form

GENERAL CONDITIONS OF SALE

1. **WITHDRAWAL- UNIVERSITY OF WINDSOR** (hereinafter referred to as the “Corporation”) reserves the right to withdraw from the sale any property which has not been delivered to the Purchaser, without incurring any liability except to refund to the Purchaser the amount paid on account of such property without interest.
2. **CONDITION OF PROPERTY** – The property listed herein is offered for sale “as-is-where is”. The Corporation makes no warranty express or implied as to the condition of the property or its fitness for any use or purpose. This property has been given no general check for condition.
3. **REMOVAL** – The Purchaser, upon acceptance of this offer by the Corporation, shall at his expense, pack, load and remove the property within seven (7) days after the date indicated on the Corporations Invoice or if no date is shown, seven (7) days after receiving notice from the Custodian that the property is ready for removal.
4. **PROPERTY SHALL NOT BE REMOVED** until an official University of Windsor receipt in the amount of the offered price plus applicable taxes has been secured from the Cashier’s Office and presented to the seller.
5. **THE PURCHASER** will provide at least one working day prior notice to the University Purchasing Department, of the Date and time that removal will be made.
6. **FAILURE TO REMOVE** - Should the purchaser fail to remove the property in accordance with Paragraphs 3,4 and 5 the Corporation, without prejudice to any other remedies, may cancel the contract without notice to the Purchaser and retain as liquidated damages any deposit or amount paid on account of the property. The Purchaser shall lose all claim to and interest in the property and may be held responsible for all loss, cost and expense incurred by the Corporation due to his failure or default.
7. **WEIGHING-** Goods sold by weight shall be weighed at or near the loading point on a public or other suitable scale selected by the Corporation or by the Custodian on behalf of the Corporation.
8. **DAMAGE TO PROPERTY** – The Purchaser shall be responsible for any damage to Corporation property real or otherwise resulting from the removal of the property sold. The Corporation shall have final say as to the manner in which property is removed.
9. **ADJUSTMENTS** – If, through withdrawal, loss or error, material cannot be delivered to the Purchaser, the Corporation’s liability shall be limited to refund of the purchase price, or such portion thereof as the Corporation may determine to be equitable, without interest.
10. **UNDISCLOSED PRINCIPAL;, BRIBES, ETC.** – The Corporation reserves the right to cancel the sale and limits its liability to a refund of the purchase price without interest if the property is purchased on behalf of an undisclosed principal; the same shall apply if the sale is brought about by a bribe, gift, or gratuity, or other inducement, to any official or employee of the UNIVERSITY OF WINDSOR.
11. **SELLER’S LIABILITY** – The Corporation does not assume my liability for injury, or loss, incurred by anyone in the inspection, removal, use or handling of the property listed herein.
12. **RESERVATION-** The University reserves the right to refuse any or all bids if in its opinion they are unacceptable for any reason.
13. **IDENTICAL BIDS** – In the event of identical bids from two or more bidders for the same item, the bidders will have the option of withdrawing their individual bid or re-submit another bid to be placed in a sealed envelope and given to Purchasing Services within twenty-four hours of notification. Bid may be submitted in a sealed envelope with Disposal File number or faxed to 519-973-7080 at Bidder’s risk.