



University of Windsor

Bid Form for Surplus Goods

The purpose of this form is to allow any interested individuals to bid on goods being sold as surplus by the University. Upon closing date, Purchasing will notify the highest bidder and provide instructions on how to pay and claim the item.

Disposal File No.: _____ **Closing Date:** _____

<p>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.</p> <p>Terms of Sale: Cash , Debit Card, Certified Cheque or Internal Account</p> <p>Internal Account Number: _____</p> <p>Sales Tax: Extra F.O.B. University of Windsor</p>	<p>Inspection prior to submitting an offer is the responsibility of the bidder and may be arranged during regular working hours by contacting:</p> <p>Dept: _____ Ext: _____</p> <p>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.</p>
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Please submit offer by completing and returning one signed copy of this form, scanned and e-mailed to procurement@uwindsor.ca. Please include Name, Disposal File Number and item description in the e-mail subject line

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: (please print)

Address/Department: _____

City and Province: _____

Email: _____

Signature & Title:

Date: _____

Phone Number: _____

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 Corporation's Invoice.
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 Procurement Office, 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. 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.
8. 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.
9. 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.
10. 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.
11. RESERVATION- The University reserves the right to refuse any or all bids if in its opinion they are unacceptable for any reason.
12. 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 the University Procurement Office. Bid may be submitted electronically by scanning the completed and signed form to **procurement@uwindsor.ca**. Please include Name, Disposal File Number and item description in the e-mail subject line.