



# Surplus Bid Form

☐ Personal Use

☐ Internal Dalhousie Use (Must complete the internal section below)

Name:

Email Address:

Phone Number:

Item Number:

Item Closing Date:

Item Description:

Bid Amount:

All bids must be in increments of one dollar.

It is the bidder's responsibility to view items before placing their bids. All sales are final and non-refundable.

The winning bidder will be e-mailed a link to pay by **Visa-Debit, Mastercard-Debit, Visa, Mastercard, or American Express** online through Touchnet.

By signing below, I acknowledge that I have read and understood the [Terms and Conditions of Bidding](#)

Signature:

Date:

## FOR DALHOUSIE INTERNAL BID USE ONLY

Department:

Account Number (for journal entry):

**Dalhousie Trucking does not transport between the Agriculture Campus and Halifax Campus's**

It is the responsibility of the Department to make transportation arrangements between these campuses

By signing below, I acknowledge that I have read and understood the [Terms and Conditions of Bidding](#)

### Spending Authority for Account:

Name and Title:

Signature:

I certify that I am authorized to approve expenditures for the account identified and comply with  
[University Spending Authority Policy](#)

**All Completed forms can be scanned and e-mailed to [surplus@dal.ca](mailto:surplus@dal.ca)**

Print Form

## TERMS AND CONDITIONS OF BIDDING

**All surplus items sold will give internal requirements precedence over external requests. Departments wishing to obtain any items are required to complete and submit a bid form.**

- All bid submissions must be on Surplus Bid Form.
- It is not necessary for departments to submit a bid price unless a reserve price has been identified. Reserve prices will be identified in the item description if there is one.
- If there is a reserve price, your bid must be equal to or higher than the reserve price.
- Closing dates will be posted with each item. All bids must be received by the Procurement Department on the closing date by end of day.
- Bids must be in increments of one dollar.
- All items are sold on an as is, where is, no return basis. The successful bidder is responsible for all costs associated with transportation of items from its current location.
- All sales are final. There will be no returns or refunds.
- Only the winning bidders will be contacted by the Procurement Department
- **External payments:** must be made Online through our payment tool Touchnet, a link will be provided to the winning bidder.
  - The following payment methods are accepted: Visa-Debit, Mastercard-Debit, Visa & Mastercard, or American Express
  - Receipts will automatically be emailed once payment is made. Receipts are required for pick-up.
- **Internal payments** must be made by journal entry and will be processed by the Procurement Department.
- Items must be paid and picked up within 5 business days of closing unless otherwise specified or pre-arranged with Surplus and the pick-up department.
  - If timely payment/pick-up is not made, the item(s) will be made available to the next highest bidder and/or will be re-listed at the sole discretion of the Procurement Department.
- The University reserves the right to accept or reject any or all bids.
- Preference will be given to reusing surplus items for University requirements.