

# Surplus Bid Form

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

Name:

Email Address:  Phone Number:

Cell Number:  Fax Number:

Item Number:  Item Closing Date:

Item Description:

Bid Amount:  All bids must be in increments of one dollar.

**By signing below, I acknowledge that I have read and understood the Terms and Conditions of Bidding**

Terms and Conditions can be found on page 2 of this document, or on our web site  
<http://www.dal.ca/dept/procurement/surplus-materials/bid-terms-and-conditions.html>

Items located in Halifax must be paid for in Halifax - Procurement Department, Room 101, MacDonald Building, 6300 Coburg Road.

Items located in Truro, must be paid for in Truro, Enrolment Services Centre, Room 100, Cox Institute, 21 Cox Rd.

Signature:  Date:

## FOR DALHOUSIE INTERNAL BID USE ONLY

Department:  Account Number (for journal entry):

**By signing below, I acknowledge that I have read and understood the Terms and Conditions of Bidding**

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

If purchasing internally between these campus's, it is the responsibility of the Department to make transportation arrangements and the costs associated with it.

**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 Policies regarding Spending Authority for Research Funds.

**All Completed forms can be faxed to 902-494-1534 or  
scanned and e-mailed to surplus@dal.ca**

# 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
- **For Items purchased in Halifax:**
  - Internal payments must be made by journal entry and will be processed by the Procurement Department.
  - External payments must be made in cash or certified check, payable to Dalhousie University delivered to the Procurement Department (between the hours of 8:30am to 4:00pm), MacDonald Building, Room 101, 6300 Coburg Road, Halifax. You will be issued a receipt to pick-up your item.
- **For Items purchased in Truro:**
  - Internal payments must be made by journal entry and will be processed by the Procurement Department.
  - External payments must be made in cash or certified check, payable to Dalhousie University delivered to the Enrolment Services Centre (between the hours of 8:30am to 4:00pm), Room 100, Cox Institute, 21 Cox Road, Truro. You will be issued a receipt to pick-up your item.
- Items must be picked up within **5 days** of closing unless otherwise specified or pre-arranged with [surplus@dal.ca](mailto:surplus@dal.ca).
- 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.