Subject: Sale of Surplus Property

On Saturday, May 5, 2018, the Consulate will hold a sale of surplus property in our offsite warehouse. **Items include household furniture, office furniture, computers, printers, cell phones, and many other exciting items.**

- Items are available for inspection from 8:30 a.m. - 12:00 p.m. on Saturday, May 5, 2018.
- All interested bidders are welcome to attend and participate (except GSO Property Staff and their family members).
- Bidders are encouraged to pre-register no later than May 4, 2018. Pre-register by sending your name, red card or Dip ID number, and phone number to ShanghaiGSOPropertyandSupply@state.gov. GSO/Property and Supply will issue a bidder number for use on the day of the auction. Warehouse location and any further updates will be provided to those who register. Questions may be addressed to this same email address or by phone at 8011-2259.
- **All bidders need to show their bidder number and diplomatic card or ID card to gain access to the auction on auction day.**
- **A successful bidder must certify that the property is for his or her personal use and must pay local customs duty and any taxes due.**

All items are sold on a “NO GUARANTEE” and “AS IS” basis, without any warranty as to their condition. Any described condition is only for reference and does not constitute any certification of use. Buyers should personally inspect items. Buyers without diplomatic status shall be responsible for paying tax to a local customs office for purchased items.

**The bidding procedure is as follows:**

1. Interested buyers may examine sale items on the day of sale at the appointed times.

2. By 12:00 p.m. on May 5, 2018, interested bidders shall submit sealed bids for each item with their name, the number of the item bid on, and an RMB-denominated bid into the bidder box at the GSO warehouse. Blank bid forms can be obtained from ShanghaiGSOPropertyandSupply@state.gov and will be on-hand at the auction.

3. Bidding will close at 12:00 p.m. on May 5, 2018, and the highest bid wins. Ambiguous or illegible bids are invalid. Please keep a copy of your bids for confirmation upon pick up.

4. The winner will be contacted by May 7, 2018 and instructed to pay the Consulate Cashier. Payment must be received by May 10, 2018. The Cashier will issue a receipt for payment. The second highest bidder may purchase items for which the winners have not paid by May 10, 2018.
We may also reconsider the winner's credibility in the next auction if the winner does not pay on time.

5. Please be advised that the Consulate reserves the right to accept or decline any or all bids on any lot or from any bidder. Some of the items from the attached list may be withdrawn from the sale and other items may be added.

6. **All sales are final and items are sold on a “NO GUARANTEE,” “AS IS” basis.**

7. Winners will be expected to remove their purchases from the GSO warehouse on Saturday, May 12, 2018, between 9:00 a.m. and 5:00 p.m.