



*Consulate General of the United States of America  
Shanghai, China*

September 16, 2015

**Subject: Sale of Surplus Property**

On September 19, 2015, the Consulate will hold a sale of surplus property in offsite warehouse. **Items include household furniture, office furniture, computers, printers, cell phones, among other things.**

- Items are available for inspection from 9:00 a.m. - 12:00 p.m. on Saturday, September 19, 2015.
- All buyers are welcome to attend and participate (except GSO Property Staff and their family members).
- Bidders must pre-register no later than the end of day on September 18, 2015. Pre-register by sending name, red card or ID number, phone number to [ShanghaiGSOPropertyandSupply@state.gov](mailto:ShanghaiGSOPropertyandSupply@state.gov). GSO/Property and Supply will issue a bidder number for use the day of the auction. Warehouse location and any further updates will be provided to those who register. Questions may be addressed to this email address or by phone at 6433-6880 x2213.
- **All bidders need to show their bidder number and diplomatic card or ID card to gain access to the auction on auction day.**

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 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 September 19, 2015, 12:00 p.m., interested buyers shall submit sealed bids for each item with their name, the number of the item bid on, and an RMB-denominated bid to warehouse. Blank bid forms can be obtained from [ShanghaiGSOPropertyandSupply@state.gov](mailto:ShanghaiGSOPropertyandSupply@state.gov) and will be on-hand at the auction.

3. Bidding will close at 12:00 p.m. on September 19, 2015, and the highest bid wins. Ambiguous bids are invalid. Please keep a copy of your bids for confirmation upon pick up.
4. The winner will be contacted by September 21, 2015 and instructed to pay the Consulate Cashier. Payment must be received by September 22, 2015. The Cashier will issue a receipt for payment. The second highest bidder may purchase items for which the winners have not paid by September 22, 2015. 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 on September 24, 2015, between 8:30 a.m. and 3:00 p.m.
8. Buyers without diplomatic status shall be responsible for paying tax to local customs office for purchased items.