



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF KIDAPAWAN CITY

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## **PUBLIC BIDDING**

(NOTICE OF SALE)

“DISPOSAL OF VARIOUS UNSERVICEABLE  
OFFICE EQUIPMENT  
of SDO Kidapawan, Kidapawan City”



**Address:** JP Laurel St., corner Quirino Drive, Poblacion, Kidapawan City  
**Telephone No.:** (064) 5779654  
**Email Address:** kidapawan.city@deped.gov.ph  
**Website:** depedkidapawancity.net



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**Department of Education**  
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SCHOOLS DIVISION OF KIDAPAWAN CITY

**INVITATION TO BID**  
(NOTICE OF SALE)

**SDOKID-PB2023-001**

Please quote your offer price in the item/s indicated below and submit your proposals printed in your company/firm or your personal letterhead with your name, signature, company name (if any), address and contact numbers. Submit your proposals (format attached), together with the corresponding bid bond (10% of the floor price) in a sealed envelope on or before **November 14, 2023 at 9:00 AM** at SDO Kidapawan, Kidapawan City. Unsigned proposals below the floor price and those without the corresponding bid bond shall result to disqualification.

Lot No.	Item/Description	Minimum Floor Price	Location	BID
Lot No. 1	a. One (1) Lot – 1 Unit Unserviceable Gestetner Photocopier	Twenty-Six Thousand Nine Hundred Forty-Nine and 57/100 Pesos <b>Php 26, 949.57</b>	2 <sup>nd</sup> floor SGOD Old Bldg., SDO Kidapawan	Price per Lot
	b. One (1) Lot – 1 Unit Unserviceable Gestetner Risograph Machine	Twenty-Six Thousand One Hundred Sixty-Nine and 54/100 Pesos <b>Php 26, 169.54</b>	Computer Room, KCPES	Price per Lot
	c. One (1) Lot – 1 Unit Unserviceable Kyocera Digital Copier	Fifteen Thousand Six Hundred Eighty-Nine and 13/100 Pesos <b>Php 15, 689.13</b>	Computer Room, KCPES	Price per Lot

Bidding documents may be obtained from SDO Kidapawan. It may also be downloaded from the website of the SDO Kidapawan.

Subject to the observance of minimum health protocols, prospective bidders are enjoined to inspect the above-mentioned items stored within SDO Kidapawan Office before submitting your bids. The sale of the properties shall be on “AS IS, WHERE



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IS” basis. The winning bidder shall take possession of the awarded properties without seeking assistance from this Office.

The SDO Kidapawan reserves the right to reject any or all bids, to waive any formality therein, or accept the bid proposals which in its judgement is most advantageous to the agency. Thus, SDO Kidapawan decision on this matter shall be final and binding.

  
**NATIVIDAD G. OCON EdD, CESO VI**  
Schools Division Superintendent



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## **INSTRUCTIONS TO BIDDERS**

### **DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING**

(Located at SDO Kidapawan, Kidapawan City)

Attachment to **SDOKID-PB2023-001**

#### **A. Inspection of unserviceable Properties**

Unserviceable properties consisting of Office equipment for sale are available for viewing from **November 7-14, 2023** at the SDO Kidapawan. Prospective bidders are enjoined to observe the minimum health protocols.

#### **B. Schedule of Public Bidding**

The public bidding shall be conducted on an “as is, where is” on a per lot basis by the SDO Kidapawan Disposal Committee on **November 14, 2023, 9:00 AM** at the SDO Kidapawan Lobby, Kidapawan City.

#### **C. Qualification of Bidders**

Individuals, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the SDO Kidapawan Disposal Committee.

Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Governing Board/Owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.

#### **D. Floor Price**

A minimum floor price of the property has been set in accordance with accounting and auditing rules and regulations in the amount of **Twenty-Six Thousand Nine Hundred Forty-Nine and 57/100 Pesos (Php 26, 949.57) - Lot 1.a; Twenty-Six Thousand One Hundred Sixty-Nine and 54/100 Pesos (Php 26, 169.54) - Lot 1.b; and Fifteen Thousand Six Hundred Eighty-Nine and 13/100 Pesos (Php 15, 689.13) - Lot 1.c**, for the Office Equipment of SDO Kidapawan, respectively.

#### **E. Submission of Bids and Bid Bonds**

1. Each bidder shall prepare his bid in the prescribed bid form (**Annex A & Part I – Proposal Form**) including data in support thereof in triplicate copies marked as “original”, “second copy” and “third copy”. In case of discrepancy among the copies, the original shall govern.



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2. The bid shall be contained in a sealed envelope. **All pages of the bid shall be duly signed by the bidder.** Erasures or interlineations should be avoided or duly initialed by the bidder.
3. The bid shall contain the following:
  - a) Valid and Current Mayor's Permit, if applicable;
  - b) Valid SEC/DTI/CDA Registration Certificate, if applicable;
  - c) Signed Instruction to Bidders;
  - d) Bid bond per item/lot in the form of cash and should be at least 10% of the minimum floor price or equivalent to 10% of the bidder's bid price; and
  - e) Bidder's proposal in the prescribed bid form  
**(Annex A and Part I – Proposal Form)**
4. The bid must be submitted using the company's/firm's personal letterhead (see attached Annex A) to the SDO Kidapawan, J.P. Laurel St., Kidapawan City, in a sealed envelope and shall be labeled with **SDOKID-PB2023-001, bidder's name, address and contact number.**
5. A Bid Bond amounting to **10% of the floor price/bidder's bid price** in the form of cash, must be submitted and placed inside the sealed bid envelope. Bids submitted below the floor price and/or without the corresponding Bid Bond shall be disqualified.
6. A Tender Box shall be made available at the SDO Kidapawan Lobby, where bidders should place their bids.
7. Deadline of submission of bids is at **9:00 A.M., November 14, 2023.** Bids submitted beyond said deadline shall not be accepted.

#### **F. Opening of Bids**

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of the SDO Kidapawan Disposal Committee Members and the bidders who chose to attend.
2. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids.
3. An Abstract of Bids shall be prepared by the SDO Kidapawan Disposal Committee Secretariat for reference.



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**G. Awarding of Bids**

1. Award shall be made to the highest complying bidder;
2. In case of a tie, the SDO Kidapawan Disposal Committee will resort to nondiscretionary criteria (toss coin or draw lots) to determine the winning bidder; and
3. If the winning bidder refuses to accept the award, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

**H. Payment**

1. One-time **payment in cash** shall be made within **five (5) working days** from the date of the Notice of Award;
2. An Official Receipt shall be issued by SDO Kidapawan covering the payment made by the winning bidder; and
3. In case the winning bidder fails to make payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

**I. Pick-up/Hauling of the Property by the Winning Bidder**

1. The winning bidder shall be given **ten (10) calendar days** from receipt of the Notice to Proceed, to pick-up and haul the property;
2. Expenses incidental to the pick-up/hauling of the property shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth and so on.

**J. Forfeiture/Return of the Bid Bond**

1. The Bid Bond shall be forfeited in favor of SDO Kidapawan in the following instances:
  - a. If the winning bidder refuses to accept the award;
  - b. In case the winning bidder fails to make the payment within the prescribed period; and
  - c. If the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period.
2. The Bid Bond shall be returned to the concerned bidder/s after the winning bidder has completed the pick-up/hauling of the properties.



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**K. Failure of Bidding**

Failure of bidding shall be declared in the following instances: If prospective bidders are declared ineligible, no bids are received, all bids fail to comply with the bid requirements/terms and conditions, all bids are below the floor price, only one bidder submitted a bid tender for each lot and, subject to the conditions in Sections G.3 and H.3, the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.

CONFORME:

Name and Signature of Bidder's Authorized Representative

Position

Date



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**PART I – PROPOSAL FORM**

From : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To : BIDS AND AWARDS COMMITTEE FOR DISPOSAL OF  
UNSERVICEABLE SDO KIDAPAWAN PROPERTIES  
SDO Kidapawan  
J.P. Laurel St., Kidapawan City

A. I/WE, the undersigned have carefully examined and understood the Bidding Documents as my/our basis in the preparation of my/our bid estimate. I/we agree to purchase the item/s listed under Annex B of this document in conformity with the General Terms and Conditions in the Sale of Government Property (Part II of this bid document).

1. The following document shall form part of my/our proposal: Items purchased
  - i. Items purchased
  - ii. Price Offer
  - iii. General Terms and Conditions in the Sale of Government Property duly signed.
  - iv. Tax Identification Number
2. Sale shall be in “As-Is-Where-Is” basis.

B. I/We understand that minimum price offer shall be for the lot to be purchased.

	<b>Lot 1.a</b> One (1) Lot – 1 Unit Unserviceable Gestetner Photocopier
Amount of Price Offer (Philippine Peso)	Php _____
(Amount in Figures)	
	<b>Lot 1.b</b> One (1) Lot – 1 Unit Unserviceable Gestetner Risograph Machine
Amount of Price Offer (Philippine Peso)	Php _____
(Amount in Figures)	
	<b>Lot 1.c</b> One (1) Lot – 1 Unit Unserviceable Kyocera Digital Copier
Amount of Price Offer (Philippine Peso)	Php _____
(Amount in Figures)	



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C. I/We agree with the terms and conditions of the Deed of Sale (Part III of the bid documents).

D. Bid bond in the amount of (In Cash). \_\_\_\_\_

E. I/We agree that in the event I/we are awarded the contract, our bond shall be converted into and considered as down payment and the difference between such down payment and my/our bond, if any, shall be paid in the form of Cash, within five (5) working days from receipt of the Notice of Award.

F. I/We agree that in case of unjustifiable refusal and/or failure on my/our part to accept the award or to pay the balance of the award price within the above specified time or to comply with the bid conditions of the contract, my bid bond posted shall be forfeited in favor of the SDO Kidapawan.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2023 at Philippines

\_\_\_\_\_  
(Signature of Bidder or Authorized Representative)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(State Position in the Company/Firm)

\_\_\_\_\_  
(Date and Seal of the Company/Firm)



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**PART II – GENERAL TERMS AND CONDITIONS IN THE SALE OF  
GOVERNMENT PROPERTIES**

Sealed proposal for the purchase of various unserviceable SDO Kidapawan equipment stored at 2<sup>nd</sup> Floor, SGOD Old Bldg. and KCPES, Kidapawan City will be received by the SDO Kidapawan City not later than **November 14, 2023 at 9:00AM.**, at which time and place, said proposal will be opened and read publicly.

Sale of government property thru public bidding shall be subject to the following terms and conditions:

- A) Sale shall be on “AS IS” and “WHERE IS” basis in cash.
- B) Items for sale are not to be re-exported to other countries.
- C) Accomplishment and submission of bids:
  - 1. It is understood that the bidder shall conduct a thorough inspection of the property for which he or she will bid, for his or her basis in preparing his or her estimate. Schedule of inspection can be conducted starting November 7-14, 2023 during official government office working hours.
  - 2. A bidder shall accomplish the bid tender in three (3) copies, typewritten as much as possible.
  - 3. The amount of the offer shall be clearly indicated in words and in figures, and in case of discrepancy, the amount in words shall prevail.
  - 4. The bidder shall sign the bid tender on all pages.
  - 5. Erasures, interlineations or alterations shall be avoided or duly initialed by the bidders.
  - 6. The bid tenders shall be enclosed in sealed envelope addressed properly and correctly as directed in the Invitation to Bid, and shall be submitted on the date and time fixed for the opening of bid.
  - 7. Late bid/s shall be returned to the bidder/s unopened.



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D) Bid Bond and Payment:

1. To guarantee the acceptance of awards and the faithful compliance of the bid conditions, the sealed bid tender must be supported by a bid bond in another envelope in the form of Cash payable to the SDO Kidapawan in the amount equivalent to **10% of the bid price.**

2. Upon approval of the award, the bid bond of the awardee shall be converted into and considered as down payment, and the difference between such payment and his bid, if any, shall be paid in the form of Cash within five (5) working days from receipt of the Notice of Award.

3. In case of unjustifiable refusal and/or failure of the winning bidder to accept the award or to pay the balance of the award price within the above specified time or to comply with the bid conditions of the contract, the bid bond posted shall be forfeited in favor of the government.

E) Minimum Bid – Minimum Bid acceptable is the price per lot for the Office Equipment indicated in the advertised Invitation to Bid

F) Withdrawal of Bids – A bidder may be allowed to withdraw his tender or offer before the time of opening of bid. Such withdrawal shall be in writing duly signed by the bidder or his duly authorized representative. His bid shall be returned to him unopened. After the opening of the bids, no bidder shall be allowed to withdraw his tender or offer.

G) Opening of the bids – The SDO Kidapawan Disposal Committee shall open all bids received at the time, date and place set in the Invitation to Bid. Bidders or their authorized representative may witness the proceedings.

H) The bid bond shall first be opened and if it is found to be defective as defined and mentioned in paragraph M below, subject bid bond together with the sealed offer unopened shall be returned to the bidder and shall not be considered.



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- I) All bids shall be valid for at least 30 days.
- J) After opening of the bids and preliminary evaluation by the SDO Kidapawan Disposal Committee has been made, an official receipt shall be issued to the evaluated winning bidder to cover his bid bond. All other bid bonds shall be returned immediately to the other bidders. Immediately after, the evaluated winning bidder may immediately assign his own security guard to secure the equipment for disposal to protect his own interest until final delivery is effected.
- K) Evaluation – The SDO Kidapawan Disposal Committee shall evaluate the bid submitted and recommend awards within thirty (30) days from the date of the opening of bids.
- L) The government reserves the right to reject any or all bids and to waive any informality or technical defect or defects in the bid and to accept such bid or offer as may be considered most advantageous to the best interest of the government. The decision of the government on this matter shall be final and binding.
- M) Defective Bids – The following are considered as defective bids:
- a. Bids not in the prescribed forms
  - b. Bids without sufficient bid bond
  - c. Unsigned bids
  - d. Bids with bidder's bond not in accordance with Provision No. D (1).
- N) Basis of Award – Award shall be given to the evaluated highest complying bidder. Where two or more complying bidder made identical offers, the award may be divided equally as practicable among them; unless the interest of the government demands that it should be given to only one bidder.
- O) Unsuccessful Bidding – When the bids received are lower than the appraised value or when there are no bidders, a re-bidding shall be conducted. If impractical or uneconomical, the Disposal Committee of SDO Kidapawan may effect the disposal of the property in any manner advantageous to the SDO Kidapawan and the government in accordance with Executive Order No. 868.





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P) Deed of Sale – The Deed of Sale in the form attached herewith shall be signed by the awardee within five (5) working days from receipt of the Notice of Award. Unjustifiable failure or refusal on the part of the awardee to sign and deliver to SDO Kidapawan the Deed of Sale within said period shall cause the forfeiture of the Bid Bond in favor of the government.

Q) Delivery

1. Notice to Proceed shall be issued to the awardee or his authorized representative after the invoice price is fully paid as evidenced by an official receipt.
2. Loading – The awardee shall provide all labor and equipment necessary for loading and all expenses incidental to the withdrawal of the property shall be for the account of the bidder.
3. Should the delivery of any items under the contract award extend beyond the prescribed office hours of this Office, the representative of the different participating offices shall be entitled to overtime payment of the rates prescribed by this Office, all expenses to be borne by the awardee.

R) Penalty – Withdrawal of property shall be made within ten (10) calendar days from the date of contract award and failure on the part of the awardee to take withdrawal within the stipulated period shall have the effect of cancellation of the award and the ownership of the contracted property shall automatically revert to the government, who shall have the right to re-sell or dispose same thru whatever manner that may be deemed most advantageous. The government shall confiscate whichever account is higher of the following:

1. Fifty percent (50%) of the full payment or;
2. The difference between the original award amount paid by the awardee and the net proceeds of the re-sale amount of the subject property.

S) The original awardee shall not sell or transfer the goods under the contract to any other party until after full payment and complete delivery has been effected.



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T) Warranty

1. The awardee shall warrant that he has not given or prompted to give any money or gift to any official or employee to secure contract and any violation of warranty shall be sufficient grounds for the government to revoke and cancel the contract.
2. The awardee shall warrant that the equipment and/or property purchased by him shall not be resold to the government.
3. The awardee shall warrant that his bid or offer is without collusion with any other person, firm or corporation bidding in the materials and equipment herein proposed to be sold, and no officer, agent or elected or appointive official of the government of the Republic of the Philippines or any political subdivision or instrumentality thereof is directly or indirectly interested in this bid.

U. Contract award shall not be made to winning bidder or bidders unless they submit to this Office their respective Tax Identification Numbers and Income Tax Return for the year 2022.

V. The awardee holds the government and/or SDO Kidapawan free and harmless from any and all claims, liabilities, damages, suit or causes of action in connection with the sale/transaction.



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**PART III – DEED OF SALE**

KNOW ALL MEN BY THESE PRESENTS:

This contract executed in \_\_\_\_\_, Philippines on \_\_\_\_ day of \_\_\_\_\_, 2023 by and between:

The **SDO Kidapawan City**, of the Philippines (hereinafter called “the Entity”), herein represented by **NATIVIDAD G. OCON EdD, CESO VI**, Schools Division Superintendent, who is duly authorized to represent in this Agreement, hereinafter referred to as SELLER;

and

The \_\_\_\_\_, an individual/private corporation/partnership, organizes and existing by virtue of the laws of the Republic of the Philippines with principal office address at herein represented by \_\_\_\_\_ who is duly authorized and empowered for this purpose, as shown by \_\_\_\_\_ as Annex A and made an integral part hereof, hereinafter referred to as BUYER

WITNESSETH that:

WHEREAS, SELLER is the owner of various unserviceable SDO Kidapawan equipment that have been advertised for sale through public bidding;

WHEREAS, pursuant to the advertisement caused to be published by the SELLER in, the BUYER submitted bid for one (1) lot unserviceable equipment (Attached Schedule as Annex B) in accordance with conditions and specifications contained in the bid document, and which bid of P \_\_\_\_\_ was found to be the highest complying and most advantageous to the SELLER;

WHEREAS, the SELLER, through its Bids and Awards Committee for the Disposal of Unserviceable Equipment of SDO Kidapawan with Memorandum No. \_\_\_\_ dated \_\_\_\_\_, resolved to award the sale of unserviceable equipment and scrap/waste materials (Attached Schedule as Annex B) in favor of the BUYER per Notice of Award dated \_\_\_\_\_ subject to the terms and conditions hereinafter stipulated.



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NOW, THEREFORE, for and in consideration of the premises and covenants and agreements expressed, parties hereto agree:

1. SUBJECT

The BUYER hereby undertake to purchase the various unserviceable equipment and scrap/waste materials (*Attached Schedule as Annex B*) on an "AS IS –WHERE IS" basis which shall be in condition and specifications particularized in the bid document hereof.

2. DELIVERY

a. The withdrawal of equipment shall be made by the BUYER or his authorized representative after the invoice price is fully paid as evidenced by an official receipt in the presence of the Disposal Committee or their duly authorized representatives.

b. The BUYER shall provide all labor and equipment

c. Withdrawal of property and materials shall be made only during official government working hours.

d. Should the withdrawal of any of the items under the contract award extend beyond the prescribed office hours of this Office, the representative of this Office shall be entitled overtime payment of the rates prescribed by this Office, all expenses to be borne by the BUYER.

e. Withdrawal of the equipment shall be made within ten (10) calendar days from the date of contract award and failure on the part of the BUYER to withdraw within the stipulated period shall have the effect of cancellation of the award and the ownership of the contracted property shall automatically revert to the government, who shall have the right to re-sell or dispose same through whatever manner that may be deemed most advantageous. The government shall confiscate whichever account is higher of the following:

1) Fifty (50%) of the full, or

2) The difference between the original award amount paid by the awardee and the net proceeds of the re-sale amount of the subject property.



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f. The BUYER shall not sell or transfer the goods under the contract to any other party until after full payment and complete delivery has been effected.

3. CONSIDERATION

a. For and in consideration of the various equipment hereof, BUYER shall pay the SELLER the amount of \_\_\_\_\_ (**Php** \_\_\_\_\_) in the manner hereinafter provided.

4. PAYMENT

a. BUYER shall pay the SELLER the consideration in accordance with the terms provided for in the bid document.

5. WARRANTY

a. The BUYER shall warrant that he has not given or prompted to give any money to any official or employee to secure contract and any violation of this warranty shall be sufficient grounds for the government to revoke and cancel the contract.

b. The BUYER shall warrant that the equipment and/or property purchased by him shall not be resold to the government or re-exported to other countries.

c. The BUYER shall warrant that his bid or offer is without collusion with any other person, firm or corporation bidding in the materials and equipment herein proposed to be sold, and no officer, agent or elected or appointive official of the Government of the Republic of the Philippines or any political subdivision or instrumentality thereof is directly or indirectly interested in this bid.

6. OTHER CONSIDERATIONS

a. The BUYER holds the government and/or SDO Kidapawan, Region XII free and harmless from any and all claims, liabilities, damages, suits or causes of action in connection with the sale/transaction.



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7. ENTIRE CONTRACT

a. All documents and other pertinent papers referred to hereof are hereby annexed and adopted to form an integral part of this Agreement.

b. There is no understanding or agreement to this contract on any subject that is not fully expressed herein. The contract shall take effect upon signing thereof by the parties and approval by the proper authorities, if necessary, subject to whatever addition, alteration, deletion and amendment that may be suggested by the Government Corporate Counsel which shall be binding, effective and shall form part of this contract.

SELLER:

BUYER:

SDO Kidapawan  
 Region XII

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BY:

BY:

  
**NATIVIDAD G. OCON EdD, CESO VI**  
 Schools Division Superintendent

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