

**NATIONAL CENTER FOR MENTAL HEALTH
ANNUAL PROCUREMENT PLAN FY 2016**

NO.	PROCUREMENT PROGRAM PROJECT	END-USER	MODE OF PROCUREMENT	PRE-PROCUREMENT CONFERENCE	ADS/POST OF ITB	PRE-BID CONFERENCE	ELIGIBILITY CHECK	SUBMISSION AND OPENING OF BIDS	BID EVALUATION	POST QUALIFICATION	NOA	CONTRACT SIGNING	NTP	DELIVERY COMPLETION	ACCEPTANCE TURN OVER	SOURCE OF FUND	ESTIMATED BUDGET (PHP)			REMARKS (BRIEF DESCRIPTION)
																	TOTAL	MOOE	CO	
1	Adding Machine Tape	120	roll	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	1,200.00	1,200.00		
2	Brown Envelope, Expanding	200	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	1,900.00	1,900.00		
3	Brown Envelope, Short	1,000	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	1,000.00	1,000.00		
4	Brown Envelope, long	2500	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	6,250.00	6,250.00		
5	Carbon Film, polyethylene, 210mm x 297mm (A-4), 100's/box	120	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	30,000.00	30,000.00		
6	Cartolina, 572mm x 724mm, 99gsm, basic weight min. 0.12mm thickness, 20 sheets/budle	700	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	4,900.00	4,900.00		
7	Clip, paper, backfold, 32mm, vinyl plastic coated, 100 pcs./box	250	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	2,000.00	2,000.00		
8	Clip, paper, jumbo, 48mm, vinyl/plastic coated, 100 pcs./box	200	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	3,000.00	3,000.00		
9	Continuous Form - short 11 X 9 1/2 - 3 ply	80	bundle	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	72,000.00	72,000.00		
10	Continuous Form - short 11 X 14 7/8 - 3 ply	60	bundle	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	78,000.00	78,000.00		
11	Correction fluid, water base, white opaque, 15 ml.	300	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	10,800.00	10,800.00		
12	ENVELOPE, documentary, golden kraft, 150gsm, 254 mm x 381 mm (10" x 15") for legal size papers, 500 pcs./box	2000	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	4,000.00	4,000.00		
13	Envelope, mailing white ordinary 500's/box	120	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	18,000.00	18,000.00		
14	Envelope, window white ordinary 500's/box	36	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	17,640.00	17,640.00		
15	Eraser, rubber, soft	200	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	700.00	700.00		
16	Filing box, large	60	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	13,200.00	13,200.00		
17	Filing box, medium	60	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	12,000.00	12,000.00		
18	Folder short, 240mm x 320mm leaf, 100 pcs./pck.	220	pack	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	66,000.00	66,000.00		

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																	TOTAL	MOOE	CO	
42	PAPER FASTENER, metal non-corrosive, non-sharp edges, able to hold 25 mm thickness of paper, 70 mm between prongs, 50 sets / box	1000	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	60,000.00	60,000.00		
43	Record Book, 300pp	500	book	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	32,500.00	32,500.00		
44	Record Book 500 pages	300	book	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	27,000.00	27,000.00		
45	Ribbon (nylon for typewriter)	90	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	1,800.00	1,800.00		
46	Loose-leaf cover, for legal size doc., 214mmx354mm, 50 pcs./bundle	50	bundle	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	27,500.00	27,500.00		
47	Ruler, plastic 12"	60	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	180.00	180.00		
48	Ruler, plastic 18"	60	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	900.00	900.00		
49	Signpen, Blue	300	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	13,500.00	13,500.00		
50	Signpen, red	150	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	6,750.00	6,750.00		
51	Signpen, Black	300	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	13,500.00	13,500.00		
52	Stamp pad, felt	100	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	6,500.00	6,500.00		
53	Stamp pad, ink	50	bot.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	2,250.00	2,250.00		
54	Tape, Masking, 2' width	350	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	38,500.00	38,500.00		
55	Tape, Masking, 1' width	350	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	16,500.00	16,500.00		
56	TAPE, Transparent 1"	500	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	10,000.00	10,000.00		
57	Tape, Transparent, 2"	200	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	8,000.00	8,000.00		
COMMON OFFICE DEVICES																				
58	Puncher (Heavy Duty)	200	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	24,000.00	24,000.00		
59	Scissors	200	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	4,000.00	4,000.00		
60	Staple remover, plier type	150	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	3,000.00	3,000.00		
61	Staple wire, standard #35	1200	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	24,000.00	24,000.00		
COMMON OFFICE EQUIPMENT																				
62	CALCULATOR	50	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	17,500.00	17,500.00		
63	Electric Fan, stand, 380mm min	80	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	144,000.00	144,000.00		
64	Electric Fan, ceiling, 380mm min	120	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	225,000.00	225,000.00		
65	Electric Fan, wall, 380mm min	120	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	225,000.00	225,000.00		
66	Industrial Fan, 422mm min	5	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	75,000.00	75,000.00		

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COMMON JANITORIAL SUPPLIES

67	Broom, stick (tingting)	2500	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	75,000.00	75,000.00		
68	Broom, soft (tambo)	1000	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	110,000.00	110,000.00		

MISCELLANEOUS SUPPLIES

69	Monoblock Chair	300	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	78,000.00	78,000.00		
70	Monoblock Table, 4 seater	60	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	75,000.00	75,000.00		
71	Air Freshener	600	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	51,000.00	51,000.00		
72	Insecticide	300	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	39,000.00	39,000.00		
73	Tissue Paper, 12 pcs./pack	100	pack	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	8,000.00	8,000.00		
74	Battery, dry cell, AAA, 1.5 volts, alkaline, 2 pcs./pack	60	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	1,200.00	1,200.00		
75	Battery, dry cell, size AA, 1.5 volts, alkaline, 2 pcs./ blister pack	60	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	1,200.00	1,200.00		
76	In / Out Tray	30	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	10,800.00	10,800.00		
77	CD Rewritable	100	pcs.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	3,000.00	3,000.00		
78	Ball pen, black, blue & red	3500	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	21,000.00	21,000.00		
79	WINDOW ENVELOPE, 9-1/2 x 4", 500's/box	10	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	7,000.00	7,000.00		
80	BUSINESS ENVELOPE, 9-1/2 x 4", 500's/box	20	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	14,000.00	14,000.00		
81	PAY ENVELOPE, 8" x 3", 500's/box	5	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	2,500.00	2,500.00		
82	Manila Paper	500	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	1,500.00	1,500.00		
83	Parchment Paper, 10pcs./sheet	200	sheet	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	6,000.00	6,000.00		
84	Rubber Band, Big	12	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	3,000.00	3,000.00		
85	Plastic Cover, # 8	24	roll	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	43,200.00	43,200.00		

SPECIAL FORMS

86	Prescription Slip with Charge Slip, 50 x 4	1000	pad	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	155,000.00	155,000.00		
87	Charge Slip	1000	pad	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	130,000.00	130,000.00		
88	Municipal Form # 103 Cert. of Death	20	pad	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	6,500.00	6,500.00		

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																	TOTAL	MOOE	CO		
89	Invidual Record of Check Issued Carbonless Official Receipt, Accountable	1000	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	12,000.00	12,000.00			
90	Form No. 51-C Customize Order of Payment	3000	pad	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	300,000.00	300,000.00			
91	Letterhead Book, 60 full color printing size:8.25 x 11.75	1000	bklet	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	60,000.00	60,000.00			
92	General Form No. 18 Stock Card	50	ream	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	45,000.00	45,000.00			
93	Employees ID(NCMH)	3000	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	10,500.00	10,500.00			
94	Parking Ticket, x100's	1000	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	20,000.00	20,000.00			
95	Car Sticker	200	pad	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	42,500.00	42,500.00			
96	Patient ID Card w/ plastic jacket(3-3/4 x7 spread)	1000	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	50,000.00	50,000.00			
97	Patients Index Card	30000	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	150,000.00	150,000.00			
98	Leave of Absence Card	15000	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	22,500.00	22,500.00			
99	Requisition & Issue Slip	1000	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	15,000.00	15,000.00			
100	Social Service Record Card	2000	pad	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	300,000.00	300,000.00			
101	Ledger Card	1000	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	10,000.00	10,000.00			
102		1000	pc.	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	10,000.00	10,000.00			
RISSOGRAPH INK																					
103	Duplo Ink DU14L	36	cart.	Alternative mode	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	17,040.00	17,040.00			
104	Duplo Master DRU55	12	roll	Alternative mode	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	52,980.00	52,980.00			
105	Risograph Master Roller EZ 8473	30	pc.	Alternative mode	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	117,450.00	117,450.00			
106	Risograph Ink Rz black, EZ230A machine	72	pc.	Alternative mode	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	122,400.00	122,400.00			
PATIENT'S SOAP																					
107	Soap, Bayabas, 130gms.	24000	box	Agency to Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	648,000.00	648,000.00			
108	Soap, Acapulco, 130gms	24000	pad	Alternative mode	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Dec.2016	GOP	648,000.00	648,000.00			
TOTAL																	PHP	6,196,440.00	6,196,440.00		

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