

**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		
RENTAL COPIER																					
1	COPIER MACHINE (RENTAL SERVICE), for 11 machine. Specifications: Copy/ Print Size: 11" x 17" max; 5 1/2" x 8 1/2" min., Paper Capacity: Four - 250 sheets tray + 100 sheets multi- bypass, Continuous copy: Max 999 Copies, Warm-up Time: 45 sec., 32MB, Copier Functions: Memory copy, Toner save mode, Preheat function, Space saving design, Scan once/Print many Dual page copy, Offset Shifting, multi shot Auto paper selection, Auto magnification selection, Auto back to back copies, Large LCD Control Display, Job Built for Volume copies, Including preventive maintenance.(Ready for Printing)	NCMH DIFFERENT OFFICES	PUBLIC BIDDING	NOV. 9, 2015	NOV.10, 2015	NOV.16, 2015	DEC. 4, 2015	DEC. 4, 2015	DEC. 10, 2015	DEC. 15, 2015	1ST WEEK OF JAN, 2016	2ND WEEK OF JAN. 2016	2ND WEEK OF JAN., 2016	DEC. 2016	GOP	877,800.00	877,800.00				
TOTAL																	PHP			877,800.00	

Prepared by:

Noted by:

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