

BOARD OF TAX APPEALS
PROCUREMENT PLAN (CORE BUDGET)
Source of Funding: GOL National Budget
Fiscal year: 2015/2016

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBI)	DELIVERY, INSPECTION (SUBSTANTIAL)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	1	IFB NO. BOTA/RB/001/2015/16	Petroleum Product	G -4661	3600 gal.	12,276.00	RB	6/15/2015	6/19/2015	6/23/2015	6/29/2015	7/29/2015	8/4/2015	8/7/2015	8/11/2015	N/A	6/16/2016	6/30/2016	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. BOTA/RFQ/001/2015/16	Office Stationery	G - 4761	ASSORTED	\$3,500.00	RFQ	6/15/2015	6/19/2015	6/22/2015	6/26/2015	7/10/2015	7/14/2015	7/7/2015	7/21/2015	N/A	6/8/2016	6/22/2016	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. BOTA/RFQ/002/2015/16	Office Equipment	G - 4741	ASSORTED	\$ 6,654.00	RFQ	6/15/2015	6/19/2015	6/22/2015	6/26/2015	7/10/2015	7/14/2015	7/17/2015	7/21/2015	N/A	6/9/2016	6/23/2016	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. BOTA/RFQ/003/2015/2016	Internet	J - 6120	1 FIRM	\$ 4,500.00	RFQ	6/19/2015	6/23/2015	6/26/2015	6/29/2015	7/13/2015	7/16/2015	7/21/2015	7/27/2015	N/A	6/15/2016	6/30/2016	
UPDATE																			
		Grand Total				\$26,930.00													

Prepared By: _____

Mr. Saye L. Magbinne
Head of Procurement

Approved By: _____

Amb. Charles A. Minor
Head of Entity/ Chairman Proc. Cmttee

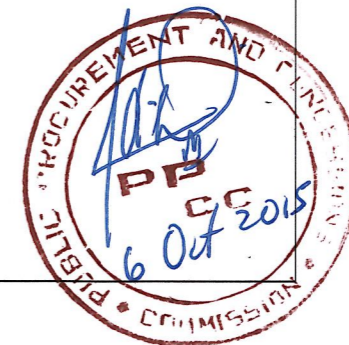
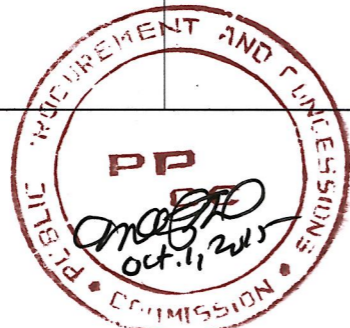
DATE: _____

Sept 22, 2015



Name of Entity: BOTA of Tax Appeals
Procurement Plan Explanatory Notes
Core Budget
Fiscal Year: 2015/2016

Item No.	Contract Package Code	Contract Package	Content of Contract Package																																		
1	IFB NO. BOTA/RB/001/2015/2016	Petroleum Product	The Board of Tax Appeals budget projected the usages of 3,600.00 gallons of Fuel/gas/lubricant for generator for the fiscal year 2015.2016. The unit cost is USD\$3.41 which will amount to USD\$12,276.00 for annual. This amount is certified under Restricted Bidding procurement method																																		
2	IFB NO. BOTA/RFQ/001/2015/2016	Stationery	<p>In the Board cash plan under “Stationeries” USD\$ 3,500.00 was budgeted for the following supplies.</p> <table><thead><tr><th><u>Items</u></th><th><u>Qty</u></th></tr></thead><tbody><tr><td>➤ Dell Laser Jet printer toner</td><td>2 sets</td></tr><tr><td>➤ HP 901 cartridge</td><td>4 sets</td></tr><tr><td>➤ HP 61 cartridge</td><td>4 sets</td></tr><tr><td>➤ A4 paper</td><td>8 ctn</td></tr><tr><td>➤ Legal paper</td><td>2ctn</td></tr><tr><td>➤ Brown envelop</td><td>2pks</td></tr><tr><td>➤ Corona cream</td><td>3bxs</td></tr><tr><td>➤ Manila folder</td><td>3ctn</td></tr><tr><td>➤ Adopter</td><td>6pcs</td></tr><tr><td>➤ Binding plastics</td><td>2pks</td></tr><tr><td>➤ Fastener</td><td>5pks</td></tr><tr><td>➤ Stipple pin/small</td><td>12pks</td></tr><tr><td>➤ Envelop</td><td>5pks</td></tr><tr><td>➤ Perforator</td><td>3pcs</td></tr><tr><td>➤ Box file</td><td>2dzn</td></tr><tr><td>➤ Desk Trail</td><td>3pcs</td></tr></tbody></table>	<u>Items</u>	<u>Qty</u>	➤ Dell Laser Jet printer toner	2 sets	➤ HP 901 cartridge	4 sets	➤ HP 61 cartridge	4 sets	➤ A4 paper	8 ctn	➤ Legal paper	2ctn	➤ Brown envelop	2pks	➤ Corona cream	3bxs	➤ Manila folder	3ctn	➤ Adopter	6pcs	➤ Binding plastics	2pks	➤ Fastener	5pks	➤ Stipple pin/small	12pks	➤ Envelop	5pks	➤ Perforator	3pcs	➤ Box file	2dzn	➤ Desk Trail	3pcs
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			➤ Stick on pad 5pks ➤ Note pad 2dzn ➤ Markers 2pcs ➤ Hanging Folders 2 dzn ➤ Laminating plastic 1 bx ➤ stapler pin/small 6pks
3.	IFB NO. BOTA/RFQ/002/2015/2016	Equipment and Office Materials	In the Board's cash plan under "Equipment and Office Materials" USD\$6,654.00 was budgeted for the purchase of office executive & Semi executive chairs, desk, cabinet etc.
4.	IFB NO.BOTA/RFQ/003/2015/2016	Internet	The Board's cash plan under "internet USD\$4,500.00 was budgeted for internet connectivity for the year.

NOTE:

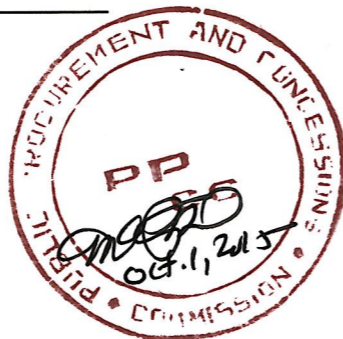
- ❖ Operational Expenses: This portion of the Board's budget will be used for various operations for the year: Petty cash, over time per dime to staff, transportation allowances to staff etc.
- ❖ Training and Development: This portion of the Board's budget will be used to train one staff at the United States in Taxation and Development studies.

Budget Notes as per cash plan:

- a. Office equipment-----6,654.00
- Office equipment-----3,924.00
- Computer and Accessories-----2,730.00

Prepared by: _____

Saye L. Magbinne
Head of Procurement



Date: _____

September 23, 2015

