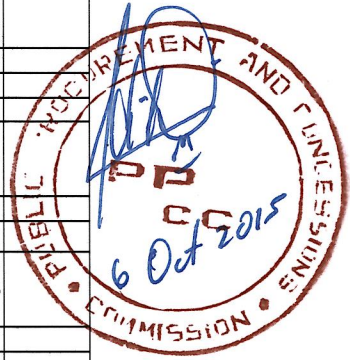
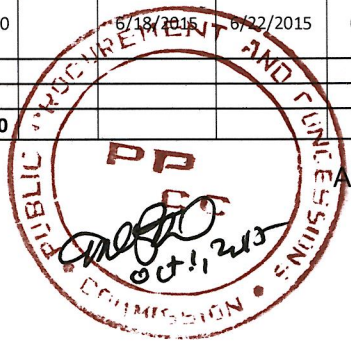


**BOARD OF TAX APPEALS
PROCUREMENT PLAN (SBA)
Source of Funding: GOL National Budget
Fiscal year: 2015/2016**

| 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 | | | | | | | | | | | | REMARKS |
| | | 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 (MOBILIZATION) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCEPTANCE & FINAL PAYMENT | | |
| PLANNED | 1 | IFB NO. BOTA/SBA/RFQ/01/2015/16 | Printing & Publication | C - 8111 | ASSORTED | 4,000.00 | 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 | 6/15/2016 | 6/30/2016 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 2 | IFB NO. BOTA/SBA/RFQ/02/2015/16 | Routine Repair & Building Maintenance | F - 4390- | 1 Building | \$ 5,000.00 | 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 | 6/15/2016 | 6/30/2016 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFB NO. BOTA/SBA/RFQ/03/2015/16 | Scratch Card | J - 6120 | Assorted | \$ 870.00 | 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 | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 4 | IFB NO. BOTA/SBA/RFQ/04/2015/16 | Catering Service | I - 5621 | Assorted | \$ 5,550.00 | RFQ | 6/18/2015 | 6/22/2015 | 6/25/2015 | 6/30/2015 | 7/14/2015 | 7/20/2015 | 7/24/2015 | 7/28/2015 | N/A | 6/18/2016 | 6/30/2016 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 5 | IFB NO. BOTA/SBA/RFQ/05/2015/16 | Jingles, Radio Production & Distribution | J - 5920 | 2 radio stations | \$ 1,950.00 | 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 | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 6 | IFB NO. BOTA/SBA/RFQ/06/2015/16 | Vehicle Rental | H - 4922 | 2 vehicles | 1,500.00 | | 6/18/2015 | 6/22/2015 | 6/25/2015 | 6/30/2015 | 7/14/2015 | 7/20/2015 | 7/24/2015 | 7/28/2015 | N/A | 6/18/2016 | 6/30/2016 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| | | Grand Total | | | | \$18,870.00 | | | | | | | | | | | | | | |



Prepared By: Mr. Saye L. Magbinne
Head of Procurement

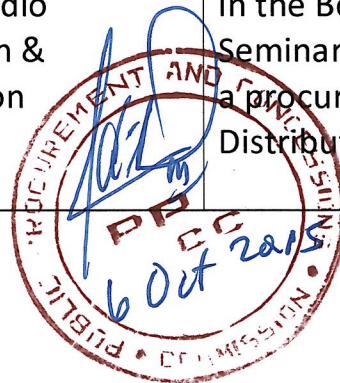


Approved By: Amb. Charles A. Minor
Head of Entity/ Chairman Proc. Cmtee

DATE: Sept 22, 2015

Name of Entity: BOTA of Tax Appeals
 Procurement Plan Explanatory Notes
 Small Business Act (SBA)
 Fiscal Year: 2015/2016

| Item No. | Contract Package Code | Contract Package | Content of Contract Package |
|----------|----------------------------------|--|--|
| 1 | IFB NO. BOTA/SBA/RFQ/001/2015/16 | Printing & Publication | The approved Budget for printing & publication of the Board's Call Cards, flyers for workshop, annual report, Transcript, Ruling(Decisions) etc. amount to USD\$ 4,000.00 . This certified under the procurement method for Quotation (RFQ) |
| 2 | IFB NO. BOTA/SBA/RFQ/002/2015/16 | Routine Repair & Building Maintenance | The budget covers the repair and maintenance of BOTA's office and generator, which is certified under the procurement method Request for Quotation. The budget allocation is USD\$5,000.00 |
| 3 | IFB NO. BOTA/SBA/RFQ/003/2015/16 | Scratch Card | The budget cover office scratch for BOTA USD\$870.00 under the Request for Quotation(RFQ) |
| 4 | IFB NO. BOTA/SBA/RFQ/004/2015/16 | Catering Service | In the Board's cash Plan under "Awareness Seminar, Symposium, Board Education", there is a procurement of catering services inclusive of Hall Rental USD\$5,550.00 |
| 5 | IFB NO. BOTA/SBA/RFQ/005/2015/16 | Jingles, Radio Production & Distribution | In the Board's cash plan under "Awareness Seminar, Symposium, Board Education", there is a procurement of Jingles, Radio Production & Distribution USD\$1,950.00 |



| | | | |
|---|----------------------------------|----------------|---|
| 7 | IFB NO. BOTA/SBA/RFQ/007/2015/16 | Vehicle Rental | Under the expenditure category in the cash Plan "Goods and services", reference under "local conference, seminar, symposium", USD1,500.00 is allocated for vehicle rental for the Board's activities in the counties. 10 days car rental at the rate of 150 per vehicle daily. |
|---|----------------------------------|----------------|---|

Prepared by: 
 Saye L. Magbinne
 Head of Procurement

Date: Sept 23, 2015

