


**BOARD OF TAX APPEALS
PROCUREMENT PLAN (CORE BUDGET)
Source of Funding: GOL National Budget
Fiscal year: 2016/2017**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	17	18	19	20	
BASIC DATA								IMPLEMENTATION DATES											
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCU REMEN T METHO	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANC E PAYMEN T	DELIVERY, INSPECTION (SUBSTANTI AL	ACCEPTA NCE & FINAL PAYMENT	REMARK S	
PLANNED	1	BOTA/RFQ/001/2016 /17	Stationery	G - 4761	ASSORTED	\$4,500.00	RFQ	5/23/2016	5/30/2016	6/6/2016	6/9/2016	6/23/2016	6/30/2016	7/7/2016	11/30/2016	N/A	6/12/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	2	BOTA/RFQ/002/2016 /17	Printing	C - 8111	1 Firm	\$ 1,500.00	RFQ	6/20/2016	6/24/2015	7/1/2016	7/6/2016	7/13/2016	7/20/2016	7/25/2016	11/30/2016	N/A	6/2/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	3	BOTA/RFQ/003/2016 /2017	Internet Connectivity	J - 6120	1 Firm	\$ 4,500.00	RFQ	6/20/2016	6/24/2015	7/1/2016	7/6/2016	7/13/2016	7/20/2016	7/25/2016	11/30/2016	N/A	6/2/2017	6/30/2017	
UPDATE																			
		Grand Total				\$ 10,500.00													

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

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

DATE: June 19, 2017



Name of Entity: BOTA of Tax Appeals
Procurement Plan Explanatory Notes
Core Budget
Fiscal Year: 2016/2017

Item No.	Contract Package Code	Contract Package	Content of Contract Package																																														
1.	IFB NO. BOTA/RFQ/001/2016/2017	Stationeries	<p>The Board's approved Budget for "Stationeries" USD\$ 4,500.00 was budgeted for the following supplies.</p> <table border="0"> <thead> <tr> <th align="left"><u>Items</u></th> <th align="right"><u>Qty</u></th> </tr> </thead> <tbody> <tr><td>➤ Dell Laser Jet printer toner</td><td align="right">4 sets</td></tr> <tr><td>➤ HP 901 cartridge</td><td align="right">4 sets</td></tr> <tr><td>➤ HP 61 cartridge</td><td align="right">4 sets</td></tr> <tr><td>➤ A4 paper</td><td align="right">8 ctn</td></tr> <tr><td>➤ Legal paper</td><td align="right">2ctn</td></tr> <tr><td>➤ Brown envelop</td><td align="right">2pks</td></tr> <tr><td>➤ Corona cream</td><td align="right">3bxs</td></tr> <tr><td>➤ Manila folder</td><td align="right">3ctn</td></tr> <tr><td>➤ Adopter</td><td align="right">6pcs</td></tr> <tr><td>➤ Binding plastics</td><td align="right">2pks</td></tr> <tr><td>➤ Fastener</td><td align="right">5pks</td></tr> <tr><td>➤ Stipple pin/small</td><td align="right">12pks</td></tr> <tr><td>➤ Envelop</td><td align="right">5pks</td></tr> <tr><td>➤ Perforator</td><td align="right">3pcs</td></tr> <tr><td>➤ Box file</td><td align="right">2dzn</td></tr> <tr><td>➤ Desk Trail</td><td align="right">3pcs</td></tr> <tr><td>➤ Stick on pad</td><td align="right">5pks</td></tr> <tr><td>➤ Note pad</td><td align="right">2dzn</td></tr> <tr><td>➤ Markers</td><td align="right">2pcs</td></tr> <tr><td>➤ Hanging Folders</td><td align="right">2 dzn</td></tr> <tr><td>➤ Laminating plastic</td><td align="right">1 bx</td></tr> <tr><td>➤ stapler pin/small</td><td align="right">6pks</td></tr> </tbody> </table>	<u>Items</u>	<u>Qty</u>	➤ Dell Laser Jet printer toner	4 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	➤ Stick on pad	5pks	➤ Note pad	2dzn	➤ Markers	2pcs	➤ Hanging Folders	2 dzn	➤ Laminating plastic	1 bx	➤ stapler pin/small	6pks
<u>Items</u>	<u>Qty</u>																																																
➤ Dell Laser Jet printer toner	4 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																																																
➤ Stick on pad	5pks																																																
➤ Note pad	2dzn																																																
➤ Markers	2pcs																																																
➤ Hanging Folders	2 dzn																																																
➤ Laminating plastic	1 bx																																																
➤ stapler pin/small	6pks																																																

2.	IFB NO. BOTA/RFQ/002/2016/2017	Printing,	The Board's approved Budget for printing, publication & promotion on the cash plan, for printing the Board's Call Cards, flyers for workshop, Rules and Procedures, Transcript, Ruling(Decisions) etc. amount to USD\$ 1,500.00 . This certified under the procurement method for Quotation (RFQ)
4.	IFB NO.BOTA/RFQ/003/2016/2017	Internet Connectivity	The Board's approved Budget for "Telephone, Internet, Fax Postage USD\$4,500.00 was budgeted for internet connectivity (384Kbps/12) 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 Duke University, United States of America, studying Taxation and Development studies.
- ❖ **Rental Payment:** This portion of the Board's budget will be used for rental payment for the offices of the Board of Tax Appeals located at the corner of Broad and Gurley Street (The Kings Building) for one Year, 2016/2017.
- ❖ **Tax payer Awareness Program, Bota's Agent capacity Building:** This portion of the Board's budget will be used for the Board awareness in the counties and building agent's capacity.

Prepared by: _____

Saye L. Magbinné
Head of Procurement

Date: _____

Jan 19, 2017

