


**BOARD OF TAX APPEALS
PROCUREMENT PLAN (SBA)
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	16	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	ACCEPTIA NCE & FINAL PAYMENT	REMARK S	
PLANNED	1	IFB NO. BOTA/SBA/RB/001/2 016/17	Petroleum Product(diesel& Gas)	G-4661	3599,98gal. @3.41	RB	5/5/2016	5/12/2016	5/19/2016	5/26/2016	6/23/2016	6/30/2016	7/7/2016	11/29/2016	N/A	6/19/2017	6/27/2017		
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. BOTA/SBA/RFO/001/ 2016/17	ICT Equipment	G-4651	Assorted	RFQ	6/6/2016	6/10/2015	6/16/2015	10/20/2016	10/27/2016	11/3/2016	11/10/2016	11/30/2016	N/A	2/20/2017	3/31/2017		
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. BOTA/SBA/RFO/002/ 2016/17	Furniture	G-4759	Assorted	RFQ	6/6/2016	6/10/2015	6/16/2015	10/20/2016	10/27/2016	11/3/2016	11/10/2016	11/30/2016	N/A	2/20/2017	3/31/2017		
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. BOTA/SBA/RFO/003/ 2016/17	Routine Repaire/ Maintena nce Services(Building)	G-4390	1 Firm	RFQ	6/13/2016	6/17/2016	6/23/2016	10/20/2016	10/27/2016	11/3/2016	11/10/2016	11/30/2016	N/A	2/20/2017	3/31/2017		
UPDATE																			
ACTUAL																			
PLANNED	5	IFB NO. BOTA/SBA/RFO/004/ 2016/17	Vehicle Insurance	K-6512	1 Firm	RFQ	6/6/2016	6/10/2015	6/16/2015	10/20/2016	10/27/2016	11/3/2016	11/10/2016	11/30/2016	N/A	2/20/2017	3/31/2017		
UPDATE																			
ACTUAL																			
PLANNED	6	IFB NO. BOTA/SBA/RFO/005/ 2016/17	Vehicle Repair Maintenance Services	G-4520	1 firm	RFQ	6/13/2016	6/17/2016	6/23/2016	10/20/2016	10/27/2016	11/3/2016	11/10/2016	11/30/2016	N/A	2/20/2017	3/31/2017		
UPDATE																			
ACTUAL																			
		Grand Total			\$ 16,576.32														

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

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

DATE: 
June 19, 2017




Name of Entity: BOTA of Tax Appeals
Procurement Plan Explanatory Notes
Small Business Act (SBA)
Fiscal Year: 2016/2017


Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. BOTA/SBA/RB/001/2016/2017	Petroleum Product	The Board of Tax Appeals budget projected the usages of 3,599.98 gallons of Fuel/gas/lubricant for generator for the fiscal year 2016/2017. The unit cost is USD\$3.41 which will amount to USD\$12,275.96.00 for annual. This amount is certified under Restricted Bidding procurement method.
2.	IFB NO. BOTA/SBA/RFO/001/2016/17	ICT Equipment	The Board's approved budget under the cash plan (Equipment and office materials) covers portion for providing ICT equipment for BOTA's office. The budget allocation is USD\$1,000.00
3.	IFB NO. BOTA/SBA/RFO/002/2016/17	Furniture	The budget from the cash plan (Equipment and office materials) covers portion for providing office furniture for BOTA USD\$500.00 under the Request for Quotation(RFQ)
4.	IFB NO. BOTA/SBA/RFO/003/2016/17	Routine Repair & Building Maintenance services (Building)	The Board's approved budget covers the repair and maintenance of BOTA's offices, which is certified under the procurement method Request for Quotation. The budget allocation is USD\$1,000.36

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 PUBLIC PROCUREMENT BOARD
 23/2/17

PPB
 PUBLIC PROCUREMENT BOARD
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5.	IFB NO. BOT A/SBA/RFO/004/2015/16	Vehicle Insurance	The Board's approved budget covers insurance for BOT A's vehicle (1 pick-up) and 2 motor bikes is USD\$600.00
6.	IFB NO. BOT A/SBA/RFO/005/2015/16	Vehicle Repair Maintenance Services	The Board's approved budget covers repair and maintenance services of BOT A's Vehicle (1 pick-up) and 2 motor bikes is USD\$1,200.00

Prepared by: 
 Saye L. Magbinne
 Head of Procurement

Date: 
 Jan 19, 2017

