

**BOARD OF TAX APPEALS
PROCUREMENT PLAN (SBA)
Source of Funding: GOL National Budget
Fiscal year: 2017/2018**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
ITEM	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCU REMENT METHO D	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 PAYMENT	DELIVERY, INSPECTION (SUBSTANTI AL	BASIC DATA		
																	IFB NO.	IFB NO.	
PLANNED	1	BOTA/SBA/RB/001/2 017/18	Petroleum Product(diesel& Gas)	G -4661	3328.45gal. @3.41	11,350.00	RB	5/5/2017	5/12/2017	5/19/2017	6/23/2017	7/21/2017	8/4/2017	8/18/2017	9/1/2017	N/A	6/21/2018		
UPDATE																			
PLANNED	2	IFB NO. BOTA/SBA/RFO/001/ 2017/18	ICT Equipment	G-4651	Assorted	3,400.00	RFQ	6/13/2017	6/20/2017	6/27/2017	7/4/2017	7/11/2017	7/18/2017	7/25/2017	8/1/2017	N/A	6/21/2018		
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. BOTA/SBA/RFO/002/ 2017/18	Maintenance Civil	F-4390	1 Firm	2,073.00	RFQ	6/19/2017	6/26/2017	7/3/2017	7/10/2017	7/17/2017	7/24/2017	7/31/2017	8/7/2017	N/A	6/20/2018		
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. BOTA/SBA/RFO/003/ 2017/18	Vehicle Insurance	K-6512	1 firm	\$ 610.00	RFQ	6/13/2017	6/20/2017	6/27/2017	7/4/2017	7/11/2017	7/18/2017	7/25/2017	8/1/2017	N/A	6/21/2018		
UPDATE																			
ACTUAL																			
PLANNED	5	IFB NO. BOTA/SBA/RFO/004/ 2017/18	Vehicle Repair Maintenance Services	G-4520	1 firm	\$ 2,000.00	RFQ	6/19/2017	6/26/2017	7/3/2017	7/10/2017	7/17/2017	7/24/2017	7/31/2017	8/7/2017	N/A	6/20/2018		
UPDATE																			
ACTUAL																			
PLANNED	1	IFB NO. BOTA/RFO/001/2017 /18	Stationery	G -4761	ASSORTED	\$3,715.00	RFQ	6/15/2017	6/22/2017	6/29/2017	7/13/2017	7/20/2017	7/27/2017	8/3/2017	8/10/2017	N/A	6/11/2018		
UPDATE																			
ACTUAL																			
		Grand Total				\$ 23,148.00													

Prepared By: _____

Approved By: _____

DATE: Sept 2

Mr. Saye L. Magdine
Head of Procurement

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



**Name of Entity: BOTA of Tax Appeals
Procurement Plan Explanatory Notes**

**Small Business Act (SBA)
Fiscal Year: 2017/2018**

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Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. BOTA/SBA/RB/001/2017/2018	Petroleum Product	The Board of Tax Appeals budget projected the usages of 3,328.45 gallons of Fuel/gas/lubricant for generator for the fiscal year 2017.2018. The unit cost is USD\$3.41 which will amount to USD\$11,350.00 for annual. This amount is certified under Restricted Bidding procurement method
2.	IFB NO. BOTA/SBA/RFQ/001/2017/2018	ICT Equipment	The budget from the cash plan (Equipment and office materials) covers portion for providing ICT equipment for BOTA's office. The budget allocation is USD\$3,400.00
3.	IFB NO. BOTA/SBA/RFQ/002/2017/2018	Repair Office Building	The Budget from the cash plan covers portion for repair of office building at BOTA, USD\$ 2073.00
4.	IFB NO. BOTA/SBA/RFQ/003/2017/2018	Vehicle Insurance	The budget covers insurance for BOTA's vehicle (1 pick-up) and 2motor bikes is USD\$610.00
5.	IFB NO. BOTA/SBA/RFQ/004/2017/2018	Vehicle Repair Maintenance Services	The budget covers repair and maintenance services of BOTA's Vehicle is USD\$2,000.00

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Nov. 23, 2017*

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IFB NO. BOTA/RFO/005/2017/2018

Stationeries

In the Board cash plan under "Stationeries" USD\$ 3,715.00 was budgeted for the following supplies.

<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
➤ Box file	2dzn
➤ Stick on pad	5pks
➤ Note pad	2dzn
➤ Markers	2pcs
➤ Hanging Folders	2 dzn
➤ stapler pin/small and etc.	6pks

Nov. 23, 2017

28 Nov 2017