

Board of Tax Appeals
Procurement Plan Explanatory Notes
None SBA
Fiscal Year 2024

NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION OF CONTRACT PACKAGE
1.	IFB No. BOTA/RB/001/2024	Petroleum Products (Fuel & Gasoline)	The cost of USD \$5,351.00 is derived from the budget line-item petroleum products for vehicles generator as indicated in the BOTA's approved budget for FY 2024.
2.	IFB No. BOTA/RFO/06/2024	Purchase of Generator	This contract package \$10,000.00 is intended to procure a generator to provide backup electrical power supply at BOTA's head offices;
3.	IFB No. BOTA/SS/001/2024	Internet Services	The cost of USD \$4,590.00 is drawn from the budget line-item Internet services as indicated in BOTA's approved FY 2024 budget. This contract package is intended to procure internet services at BOTA's central offices.
4.	IFB NO. BOTA/001/RB/2024	Purchase of Vehicles	The cost of USD \$43,000.00 is derived from the budget line-item Purchase of vehicles as indicated in BOTA's approved budget for FY 2024. This contract package is intended to

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			procure two units of vehicles to enhance BOTAs' operations.
5.	IFB NO. BOTA/RFQ/007/2024	Purchase of Computers	The cost of USD \$3,200.00 is drawn from the budget line-item computer supplies, parts and cables in BOTA's approved FY 2024 approved budget. This contract package is intended to cover the cost of procuring two laptop computers and repairing BOTA's desktop computers.

Notes:

Office Lease: This portion of the board's budget, forty thousand (USD \$40,000.00) will be used for rental payment for the Board of Tax Appeals' offices located between Carey and Johnson streets (Daba Barry Building) for the periods covering Fiscal Years respectively 2023 & 2024 .

Local Conferences, Seminars & Public Awareness:

This portion of the Board's budget, fifty two thousand (USD \$52,000.00) will be used to facilitate the BOTA's public engagements and local conferences across the country. The essence of these public engagements is to sensitize taxpayers across the country on the BOTA's core mandate and the rights of taxpayers.

Prepared by:  Date: 17/04/2024
 Daniel C.T. Collins, Jr.
 Procurement Director


 cel/17/24

Approved:  Date: 17/04/2024

Cllr. Benjamin B. Stewart, Jr.
 Chairman, Procurement Committee



**Board of Tax Appeals
Procurement Plan Explanatory Notes**

**SBA
Fiscal Year 2024**

NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION OF CONTRACT PACKAGE
1.	IFB No. BOTA/SBA/RFQ/001/2024	Office Furniture	The amount of USD \$2,400.00 is derived from BOTA's budget line item Office furniture. This amount will be used to procure office desks, chairs and other office furniture items for use in BOTA central offices.
2.	IFB No. .BOTA/SBA/RQ/002/2024	Printing & Binding	This budget line item \$2,048, printing and binding will cover the cost of printing flyers for workshops, rules and procedures, transcripts, rulings (Decisions) of the board's determinations into tax appeals cases.
3.	IFB No. BOTA/SBA/RFQ/03/2024	Media & Public Engagements	The cost of USD \$3,000.00 is derived from the budget line – item Media and Public Engagements in the BOTA's budget for FY 2024. This contract package is intended to cover activities relating to public awareness on BOTA's mandate and activities
4.	IFB No. BOTA/RFQ/004/2024	Vehicle Insurance Coverage	The cost of USD \$1,000.00 is drawn from the budget line item vehicle Registration in the BOTA's FY 2024 budget. This contract is intended to cover the cost of vehicle insurance for the BOTA's two operational vehicles that will be procured.
5	IFB No. BOTA/RFQ/005/2024	Stationeries & office Supplies	The cost of USD \$2,600 is drawn from the budget line item stationeries in the BOTA's FY 2024 budget. This contract

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package is intended to cover the cost of procuring stationery items such as pens, envelopes, ream of sheets, cartridges, folders, box files, etc.

Prepared by: DP Date: 17/06/2024 Approved: [Signature] Date: 17/06/2024

Daniel C.T. Collins, Jr.
Procurement Director

Cllr. Benjamin B. Stewart, Jr.
Chairman, Procurement Committee

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6/17/24

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OFFICE OF THE EXECUTIVE DIRECTOR
Procurement & Concessions Commission