

MEMO



NIGERIAN SHIPPERS' COUNCIL

4, Otunba Ayodele Soyode Lane, Apapa,
PMB 50617, Ikoyi Lagos.
P.O. Box 3887, Apapa, Lagos
E-mail: nsc@shipperscouncil.gov.ng

From: ICTO1
Through: AD(ICT)

To: DFA/CHAIRMAN PPC

Dept: _____

Date: 14/03/2023

REQUEST FOR ADVANCE OF THREE HUNDRED AND THIRTY FOUR THOUSAND, FIFTY SIX NAIRA AND TWENTY FIVE KOBO ONLY FOR THE COUNCIL'S ANNUAL WEBSITE TECHNICAL MAINTENANCE

Please Sir, I write to request for the approval of advance of Three Hundred and Thirty Four Thousand, Fifty Six Naira and Twenty Five Kobo only including VAT and Service Charge (₦334, 056.25), for the annual maintenance of the Council's website. Please find attached invoice and the breakdown of the expenses below.

I. Server clean up	₦120, 000.00
II. Domain name renewal	₦15, 500.00
III. Site Optimization	₦147, 000.00
	₦282, 500.00
10% Service Charge	₦28,250.00
Subtotal	₦310,750.00
7.5% VAT	₦23,306.25
Total	₦334, 056.25

Submitted for your consideration, Sir.

O. F. OBISESAN



Briz Tech

..building tech excellence

9, Davis street,
Ikeja GRA
Lagos

Bill To:

ICT Unit,
Nigerian Shippers' Council
4 Otunba Soyode Lane
Apapa Lagos

INVOICE

0108202303

Date: Mar 7, 2023

Due Date: Mar 14, 2023

PO Number: 0108202303

Balance Due: NGN 334,056.25

Item	Quantity	Rate	Amount
SERVER CLEAN UP	1	NGN 120,000.00	NGN 120,000.00
DOMAIN NAME RENEWAL	1	NGN 15,500.00	NGN 15,500.00
SITE OPTIMIZATION	1	NGN 147,000.00	NGN 147,000.00
10% SERVICE CHARGE	1	NGN 28,250.00	NGN 28,250.00

Subtotal: NGN 310,750.00

Tax (7.5%): NGN 23,306.25

Total: NGN 334,056.25

Notes:

Three Hundred and Thirty Four Thousand, Fifty Six Naira and Twenty Five Kobo only

Terms:

Please note that all made payment is non-refundable