Transaction or Request Lodgement Receipt

Transaction or Request Description:	ANZ to ANZ Transfer
Transaction or Request Status:	Posted
Date / Time:	30/01/2024 10:47
Transaction Number:	AHR55363

Transaction Details:

Account Transfer of SBD 5,000.00

From Account: 5691140
To Account: 4137678

Notes for Recipient: Stall Refund
Notes for Myself: DC Park

Pay Date : 30/01/2024

PAID
DATE 6/2/24
REQ. No.

Comments:
* * * * * * * * * * Authorisation Details * * * * * * * * * * *
30/01/2024 10:47 Pauline Tovua
Authorisation Required for : Transfer Between My Accounts (2A)
02/02/2024 18:46 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : Verified
06/02/2024 13:23 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
06/02/2024 13:23 Debbie Ofaeri Sifoni
Transaction Processed
* *

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Your Reference

*** Important Information displayed on ANZ Internet Banking screen is not shown on this printout**

Held for Authorisation
Transaction Number AHR55363

Transaction Details

Account Transfer of SBD 5,000.00

From Account: 5691140
To Account: 4137678

Notes for Recipient: Stall Refund
Notes for Myself: DC Park

You can view the status and details of your transactions and requests for the last 12 months via ANZ Internet Banking.

2/2/24

PAYMENT VOUCHER

Payment: Voucher No: PV	
NAME: ROVE FISH MARKET	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed _____ Date 18/01/24
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	PV APPROVED BY FINANCIAL CONTROLLER Signed _____ Date 18/1/24

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
4-6500	CATERING STALLS	Payment of 50% refund fee for catering stall at DC Park.	$5,000.0(

Cheque No: IB for $5,000.00 Date 18/01/2024

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 18/01/24

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC-2787/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
1		Raise payment to STALL VENDORS for stall refund as per attached invoice	SUNDRY PERSONS - Stalls Refund		$105,000-00 2 $105,000-00
				TOTALS	

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $105,000-00 Date: 21/12/23

Requisition Officer (Name): Imogen Vida Sign: [signature]

Account Code: _____

Account Name: _____

Funds available on this account: _____

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): Debbie. Remu Sign: [signature]

Post: [illegible]

Department: NHA

Authority is granted for expenditure not exceeding:

SBD$ 105,000-0

Signed: [signature]

Name: C Niens

Note: Authority for expenditure must be given by accounting officer or his/her deligated

Threshold Checklist

Payment requires one quote (10,000 below)	
Payment requires three quotes ($10,000.00 above)	
Is it a ITB Contract Payment	
Is it a GTB Contract Payment	
Payment is a Bid Waiver	

Compliance Check by: _____ Signature

Name: Imam. B Date: 21/12/23

Position: CPO

Copy 1 White NHA Finance
Copy 2 Pink Compliance Department
Copy 3 Yellow Requesting Department

REQUEST FOR PAYMENT FORM

Finance Tracker # | **Procurement tracker #** | **Admin Tracker #**

Form Type(place x to respective box):

- [ ] **P**ayment to Suppliers/others
- [x] **R**equest for other services:
  - [ ] Logistics
  - [ ] Transport
  - [x] Catering
  - [ ] Waste and Management
  - [ ] Travel and accomodation
  - [ ] Other .....

Request Date: **11 December 2023** Covered Date/Duration: **15 December 2023**

Purpose:

The payment is made prior to refund 50% of total fee of $10,000 to Stall No.4 (Public Catering Stall) at the DCP.

Payee: **Philip Diau**

Company: **ROVE FISH MARKET** Account Name: STONEY PIVA Bank Name: **ANZ**

Account Number: **4137678** Contact: **7488623**

			Amount				TO BE CHARGED TO	
No.	Date	Description	Other	USD	SBD	Reference Number	Department	Services
1	11/12/2023	**50% refund of $10,000 paid as fee for stall 4 at the DC Park**			**5,000.00**		**Operation Dept**	**Catering Services**
TOTAL					**5,000.00**			

Finance Review

Signature over printed name/Date

Prepared by

(Signature over printed name)

Approved by

(Signature over printed name)

Notes:

1. This form is a summary to capture the request and should be supported with other documents, e.g. emails, quotation/invoices, Terms of Reference, proposals, contracts, etc.
4. All cash advances shall be paid within 7 working days upon approval

MINUTE **Ref:** GOC – /22

To: EXECUTIVE DIRECTOR, NHA

From: Finance & Procurment, GOC **Date:** 20/12/2023

RE: REQUEST PAYMENT FOR THE STALL REFUND – STALLS VENDORS

Approval is sought to raise payment as referred above.
See attached is the invoice for your perusal. The payment sum of :$SBD ~~7,000.00~~ 105,000 A.N

	Stalls Refund			
Date	Company name	Percentage refund	Amount	Venue
20.12.23	Viable Catering	50%	$ 5,000.00	DC Park
20.12.23	Solomon Host Business	100%	$ 10,000.00	DC Park
20.12.23	Home catering	50%	$ 5,000.00	DC Park
20.12.23	Tasty N Health catering	50%	$ 5,000.00	DC Park
20.12.23	Fuds Wheels	50%	$ 5,000.00	DC Park
20.12.23	Satish	50%	$ 5,000.00	DC Park
20.12.23	Grace Catering F & D	50%	$ 5,000.00	DC Park
20.12.23	Hahe Designs	50%	$ 5,000.00	DC Park
20.12.23	Lets Investment	50%	$ 10,000.00	DC Park
20.12.23	Rove fish Market	50%	$ 5,000.00	DC Park
20.12.23	TDC Caterers	50%	$ 5,000.00	DC Park
			$ ~~65,000.00~~	

A-N 20.12.23 TASTE & TRADITION 100% $40,000 DC / LAWSON TAMA ~~STADIUM~~
– Kotasi Sisters 10,000
105,000 A.N

Being for the Vehicle hirings as per contract for the days work.
Therefore, kindly request for approval of budget and endorsement to make the payment soon as possible.

Lisiane simata

Procurement/ Finance (GOC)

Endorsed by:

Imoggin vidda Finance Team Games Organizing Committee		
Signature:	Date: 20/12/23	

Approval:

Mr Jack Smith Senior Executive Manager Games Organising Committee		
Signature:	Date: 20/12/23	

ROVE FISH MARKET (RFM)
P O Box 2315, Honiara
Mobile : 7488623 & Phone : 20170

INVOICE TO : ***Mr Philip Diau***
Games Organinsing Committee in conjunction with
National Hosting Authority

Invoice No : 65

Nos	Date	Description	Rate	Total
	01/12/23	*Being Claim for refund of 50% loss on DC Park*		
		stall Kiosk space # 04 during Sol2023 games.		
1		Total fee paid for above stall		10,000.00
2		50% claim for loss		(5,000.00)
		TOTAL : 50% CLAIMED AS LOSS		**5,000.00**

Stoney Piva
ACCOUNTANT - RFM

Account Name: Stoney Piva
Bank : ANZ
Account No: 4137678



ANZ

Australia and New Zealand Banking Group Limited ABN 11 005 357 522

Deposit Receipt

Date 04 09 2023

Account name NATIONAL HOSTING AUTHORITY

Account number 56 9[illegible] 40

Notes & coins

Total cheques

Total Deposited 10,000 - 00

Teller stamp and initials

802912 05/11

ANZ 0560-010 CENTRAL BRANCH TELLER 7 010-0950

STONEY PIVA

ANZ A/C 4137678

Details	Amount	
1. JENNY. Riva	$10,000	00
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total of all cheques		

NATIONAL HOSTING AUTHORITY

SOLOMON ISLANDS GOVERNMENT

C5

CONTRACT PAYMENT AND COMPLIANCE CHECKLIST

(For payment of contracts over $100,000)

This checklist is to be submitted along with contracts payments for works, goods and services

Purchase Requisition (PR) for the entire value of the contract	P7 35			
Draft Contract (not yet signed by Supplier)	P7 10.1	✓		
Tender Award by ITB/GTB	P7 10.1	✓		
PR signed by requisition officer		✓		
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Progress Report of works/Photos etc				
Completion report if goods/services and works have been completed				
Other reports if any (goods and services)				
Payment certificate from Engineer matching amount in Requisition				
Invoice from Contractor matching amount in requisition				
Contract form approved and Signed by Chairman/EDs	P7 27.2		✓	
PR has been signed by authorized person (and not approving payment to themselves)	P7 44		✓	
Check amount on PR matches the signed contract		✓	✓	
Account code used is correct	P7 38.5(e)	✓	✓	
Name on PR matches signed contract	P7 38.5(e)	✓	✓	
Check price and rates are reasonable	P7 43.2(b)	✓	✓	
Amount entered in AX matches Requisition				✓
Account code in AX matches Requisition				✓
Vendor name in AX matches Requisition				✓
Item code and Units entered (e.g. box, each) correctly				✓
Description has enough detail				✓
Check dates on future instalments entered correctly				
Budget OK				✓

***Note:** If any of the above is not able to be certified please include an explanation of why. This will speed up the compliance process.*

Department Compliance performed by:

Signed: _____

Name and Position: Agnes Ngwiri

Date: 20/12/23

Procurement section Compliance performed by:

Signed: _____

Name and Position: Truman - Bird CPO

Date: 22/12/23

Finance Department Compliance performed by:

Signed: _____

Name and Position: Joseph. (F/O)

Date: 18/01/24

DCA 04

CONTRACT

FOR

HIRING OF PUBLIC KIOSK FOR CATERING SERVICE AT THE 2023 PACIFIC GAMES VENUES

BETWEEN

GAMES ORGANISING COMMITTEE

(INCONJUNCTION WITH NATIONAL HOSTING AUTHORITY)

AND

(ROVE FISH MARKET)

CONTRACT

This present **HIRING OF PUBLIC KIOSK FOR CATERING SERVICE AGREEMENT** (“***Agreement***”) is made and entered into on this 20th Day of October, 2023 by and between **GAMES ORGANIZING COMMITTEE / IN CONJUNCTION WITH NATIONAL HOSTING AUTHORITY** (“Organisers”) of **Sea King Building, Honiara, Solomon Islands** and **[ROVE FISH MARKET]** (“Caterer”) of ***Honiara, Solomon Islands.***

RECITAL:

WHEREAS, the organisers of the Games ("Organisers") have identified the need for catering services at the Games venues to provide food and beverages as specified under Annex 1, to the general public during the 2023 Pacific Games;

WHEREAS, the Organisers agrees for the Caterer to hire a public kiosk at the Games Venue to provide Catering Service to the General Public during the 2023 Pacific Games;

WHEREAS, the Caterer has the necessary expertise and resources to provide quality catering services the General Public during the 2023 Pacific Games;

WHEREAS, the Parties agree to enter into an agreement to govern the hiring of the kiosk space at the Games venues for the provision of catering services;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the Parties hereby agree as follows:

BACKGROUND

1. The National Hosting Authority ("NHA") pursuant to the Pacific Games 2023 Act (2017), provides the funding to the Client to Plan, prepare for, Manage and Conduct the Games and;

2. The Client is a Committee established by the National Government of Solomon Islands under the Pacific Games Act, 2023 (2017) of Solomon Islands.

3. The Committee was established for the purpose of overseeing the overall administration and management of the Pacific Games which is scheduled to be held in the city of Honiara, Solomon Islands from 19th November – 2nd December 2023.

4. The Caterer is a local and private catering Service Company incorporated under the relevant laws of Solomon Islands and runs its business operation in the City of Honiara under the business name "**ROVE FISH MARKET**".

5. The Caterer assures the Client that it is a well experienced catering business Service that has the capacity, experience, skills, and personnel to provide the Catering Services for the Client and can meet the requirements of this Contract.

GENERAL PROVISIONS OF CONTRACT

1. LOCATION OF KIOSK

1.1. The Organisers agrees to grant the Caterer the right to hire a Public kiosk Space located at the specified venue;

Games Venue: DC PARK

Kiosk Space Number: 04

Location within the venue: CLOSE TO ENTRY GATE

Duration of rental: 17/11/2023 to 02/12/2023

2. TERM

2.1. This Agreement shall commence on the date this agreement was signed (**Effective Date**) and shall terminate on the **2nd of December 2023**, unless terminated earlier in accordance with the terms of this Agreement.

3. SERVICES AND MENU

3.1. The Caterer shall provide catering services, including the preparation and sale of food and beverages, at the designated kiosk location.

3.2. The Caterer shall provide a menu of items for sale.

3.3. The Caterer shall ensure that all food and beverages offered for sale comply with health and safety regulations and standards.

3.4. The caterer shall ensure that the kiosk is staffed at all times while the games venues is open to the public

4. HIRING FEE AND PAYMENT

4.1. The Caterer shall pay the Organizer a fee of **SBD $10,000.00** for the hiring of the Public kiosk space.

4.2. Payment shall be made by the Caterer to the Games Organising Committee on or before **4th of August 2023**, by Bank deposit into a bank account nominated by the latter.

5. CATERER'S RESPONSIBILITY

5.1. The Caterer shall be responsible for setting up and maintaining the kiosk space(s) in a clean, safe, and professional manner.

5.2. The Caterer shall comply with all applicable laws, regulations, and guidelines regarding the sale of Foods and beverages at the Games' venues.

5.3. The Caterer shall obtain any necessary permits or licenses required for the operation of the kiosk.

5.4. The Caterer shall provide its own cooking equipment, food preparations equipment and refrigeration and cooling equipment, unless otherwise agreed upon in writing.

5.5. The Caterer shall offer reasonable and affordable price of the food sold to the General Public for the catering services provided.

6. ORGANIZER'S RESPONSIBILITIES

6.1. The Organizer shall provide the caterer with the designated kiosk space(s) as agreed by both parties after consultation.

6.2. The Organizer shall take the necessary steps to ensure that the Games' venues are accessible to the Caterer during the agreed rental period.

6.3. The Client must ensure that the Caterer offers reasonable and affordable prices for its catering service at the rented kiosk space (s).

7. COMPLIANCE WITH LAWS

7.1. The Caterer shall comply with all regulations and permits related to the operation of a public kiosk and the provision of catering services in accordance with the relevant Laws of Solomon Islands.

8. INSURANCE

8.1. The Caterer shall, during the term of this agreement maintain adequate insurance coverage, including general liability insurance, to cover any liabilities that may arise in connection with its catering services at the 2023 Pacific Games venues. The Caterer shall provide proof of insurance to the Client upon request.

9. TERMINATION

9.1. The Client may terminate this Agreement by written notice to the Caterer in the event of a material breach of any provision of this Agreement. Termination shall be effective 3 days after the receipt of such notice by the Caterer if the breach is not cured.

10. GOVERNING LAW

10.1. This Agreement shall be governed by and construed in accordance with the laws of Solomon Islands.

11. ENTIRE AGREEMENT

11.1. This Agreement constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, representations, and understandings.

IN WITNESS WHEREOF, the Parties hereto have executed this Service Contract as of the date first written above.

Signed by **Peter Stewart** and **Christian Nieng** in the presence of:

.....

Name of Witness:

Patrick Fiasi, GOC Public Catering Coordinator.

.....

Peter Stewart (Chief Executive Officer/CEO, Games Organising Committee/GOC)

.....

Christian Nieng, Executive Director (ED), National Hosting Authority (NHA)

Signed by **STONEY PIVA** in the presence of:

Eugene Lilo

Name and address of Witness

.....

.....

STONEY PIVA (ROVE FISH MARKET)

ANNEX 1

FOODS TO BE SOLD AT THE PUBLIC STALLS.

1. Soup -chicken, fish, pork, sausages and beef
2. Baked- chicken, fish, pork (except for maranatha hall) and beef, potato, taro and cassava
3. BBQ- fish, chicken, sausages, pork, (except for maranatha hall) beef
4. Salads depends
5. Drinks – coconut, water, local fruit drinks and canned drinks no single use bottles
6. Cutlery used must be reusable or bio degradable
7. Fresh fruits -banana, mango, pineapple, water melon, guava, margarine, cucumber, etc.
8. Deserts – ice cream, waffles and sweet cakes and any other pastry.
9. Pricing should be reasonable comparable to stalls and restaurants outside of the venues.

ANNEX 2

POLICY AND GUIDELINES

1. Ensure to serve hot cooked food at all times to reduces chances of diarrhea outbreak and other food related complications.

2. Sales of betel nut, cigarette, kava/alcohol, handicrafts and package goods such as twisties, chips are forbidden in all the venues at all times for the whole duration of the games.

3. GOC reserves the right to alter the caterer's operations to meet the client's needs. Should the caterer breach any terms and conditions of the contract, a warning will be issued to the caterer. If the caterer breeches contract and condition for the second time, GOC reserves the right to terminate the contract.

4. All the caterers must possess certified copy of Certificate of Food Safety and Hygiene from Honiara City Council (HCC) or Guadalcanal Province health divisions and those who will be serving in the stalls must undergo training on Food Safety and Hygiene.

5. Those who are providing Telecommunication services can only sell Telekom top-up and not bemobile top-up.