2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: SSS - Supplementary Materials Retrospective Bid Waiver for Orders 8, 9, 10

Payment Approval

1) ~~Minute~~	☐	Sign by ED			
2) Requisition	☐	Compliance Officer		Sign by ED	
3) Payment Voucher	☐	Sign by FC		Sign by ED	
4) LPO	☐	Sign by FC		Sign by ED	
5) IB Authorisations	☐	Sign by FC		Sign by ED	

09/01/24

Comments:

RECIEVED
DATE 15/12/23
PACIFIC GAMES SOLOMON ISLANDS
SIGN

PMU



ANZ

Transaction or Request Lodgement Receipt

Transaction or Request Description:	ANZ to ANZ Transfer
Transaction or Request Status:	Posted
Date / Time:	09/01/2024 16:25
Transaction Number:	AHO71977

Transaction Details:

Account Transfer of SBD 8,910.00

From Account: 5691140
To Account: 4143263

Notes for Recipient: materials for footpath for Retaining Wall-medical
Notes for Myself: Inv#I2310149

Pay Date : 09/01/2024

Comments:
* * * * * * * * * * Authorisation Details * * * * * * * * * * *
09/01/2024 16:25 Gregory Sale
Authorisation Required for : Transfer Between My Accounts (2A)
09/01/2024 17:51 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : verified
10/01/2024 01:26 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
10/01/2024 01:26 Debbie Ofaeri Sifoni
Transaction Processed
* *

PAID
DATE 10/1/24 CHQ. No.

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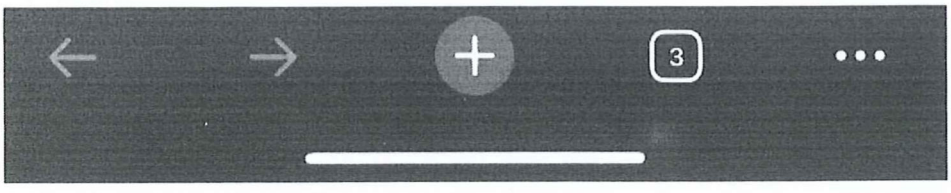


Your Reference

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

Held for Authorisation
Transaction Number AHO71977

Transaction Details

Account Transfer of SBD 8,910.00

From Account: 5691140
To Account: 4143263

Notes for Recipient: materials for footpath for Retaining Wall-medical
Notes for Myself: Inv#I2310149

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

9/11/24

PAYMENT VOUCHER

Payment: Voucher No:	
NAME: SOLOMON SHEET STEEL LTD	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed _____ Date 8/1/24
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	PP APPROVED BY FINANCIAL CONTROLLER Signed _____ Date 8/1/24

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2717	Other Local Other Costs	Payment for the purchase of materials for the Footpath & its retaining wall for medical centre.	$8,910.00

Cheque No: IB TRANS for $8,910.00 Date 8/01/2024

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 8/01/24

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: PMU-1202/23

DEPARTMENT: PMU.

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
1	L.S	Retrospective approval of Bid waiver and payment for the purchase of Materials for the Footpath & its retaining wall.	Solomon Sheet Steel	-	$8,910.00
				TOTALS	$8,910.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $8,910.00 Date: 12/12/23

Requisition Officer (Name): Soleana Cagahe Sign:

Account Code: 6-2717

Account Name: Other Locally Other Capital

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): Leevoy Burd Sign:

Post: Executive Director

Department: OFC-PMU.

Authority is granted for expenditure not exceeding:

SBD$ 8,910.00

Signed:

Name:

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: Tarhan. B Date: 14/12/23

Position: CPO

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

NATIONAL HOSTING AUTHORITY
XVII 2023 PACIFIC GAMES

C/-P.O. Box 2443
Honiara
Solomon Islands

Phone:
677 7308800

Facebook page:
Sol2023 XVII Pacific Games

MEMORANDUM

14/12/23

To: Executive Director, NHA
Thru: Leeroy Bird, Executive Director, PMU 14/12/23
From: Cora Sita Makini, PMU
Ref: CSM - 121223
Date: Tuesday 12th December 2023

SUBJECT: Retrospective Approval of Bid Waiver and Payment for the Purchase of Materials for the Footpath and its Retaining Wall.

Overview:
PMU is currently overseeing the installation/construction of the PG2023 Health Centre at Burnscreek.

As per project requirements, NHA has engaged a Labour-based Contractor to conduct construction for this Project. Supplementary materials for the works out of scope are to be provided by PMU under NHA. Additional works are as Identified:

- Retaining Wall
- Footpath Slab
- Front and Back Canopy Footings
- Clinic Sisalation

Works are ongoing and due to the basis of urgency; PMU has engaged Solomon Sheet Steel for the provision of Materials for the Footpath and its retaining wall.

Supplier: Solomon Sheet Steel
Total cost for this Supply of materials for the Footpath (Order 8,9,10): SBD $8910.00)

Sincerely,

Cora Sita Makini
Project Manager, PMU

Solomon Sheet Steel Limited

P.O.BOX 15,HONIARA
SOLOMON ISLANDS
TEL : (677) 30151 / 30145, FAX : (677) 38732
EMAIL : kenny-sss@business.com.sb

TAX INVOICE

BILL TO :
NATIONAL HOSTING AUTHORITY(NHA)
PG2023 HEALTH CENTRE PROJECT DELIVER TO : BURNSCREEK (BEFORE LUNGA BRIDGE)
SHIP TO :
ISSUED/POSTED BY : STANNEY

ATTN. :
TEL. :
FAX. :

D/O NO. :
P/U FORM :
CASH/CHQ NO. :

A/C NO. : 3000/N18

NO. : I2310149
DATE : 15/11/2023
TERM : 30
AGENT : LYNETTE
PAGE : 1
P/O NO. :

REF.NO.2 :
PRINTED ON : 15/11/2023
PRINTED BY : USERPIN2

24/11/2023 (-326-)

ITEM NO.	DESCRIPTION	QTY	U.PRICE	DISC AMT	TOTAL EXCL. TAX	TAX	TOTAL INCL. TAX	T/ COI
1 133-03	BRICKS 6" (380L X 145W X 180H)	~~362.0000~~ 326	12.00000		~~4,344.00~~ $3,912.00		~~4,344.00~~ $3,912-	T. FR
2 S09	DELIVERY FEE/TRANSPORTATION (MATERIALS)	1.0000	300.00000		300.00		300.00	Z

SOLOMON DOLLARS : FOUR THOUSAND SIX HUNDRED FORTY FOUR ONLY

SUB TOTAL	~~4,6~~
TOTAL DISCOUNT	
TOTAL EXCL. TAX	~~4,6~~
ADD TAX	
TOTAL PAYABLE INCL. TAX	~~4,6~~ $4,212.

24/11/2023 New Amount $4,212-00

ISSUED BY STANNEY | AUTHORISED SIGNATURE(S) | CUSTOMER SIGNATURE

GOODS SOLD ARE NOT RETURNABLE.
THANK YOU FOR YOUR BUSINESS. PLEASE PAY WITHIN 30 DAYS. INTEREST OF 8% PER ANNUM WILL BE CHARGED IF FAIL TO PAY WITHIN 30 DAYS.

Solomon Sheet Steel Limited

P.O.BOX 15,HONIARA
SOLOMON ISLANDS
TEL : (677) 30151 / 30145, FAX : (677) 38732
EMAIL : kenny-sss@business.com.sb

TAX INVOICE

BILL TO :
NATIONAL HOSTING AUTHORITY(NHA)
PG2023 HEALTH CENTRE PROJECT DELIVER TO : BURNSCREEK (BEFORE LUNGA BRIDGE)
SHIP TO :
ISSUED/POSTED BY : STANNEY

ATTN. :
TEL. :
FAX. :

D/O NO. :
P/U FORM :
CASH/CHQ NO. :

A/C NO. : 3000/N18

NO. : I2310173
DATE : 15/11/2023
TERM : 30
AGENT : LYNETTE
PAGE : 1
P/O NO. : 8

REF.NO.2 :
PRINTED ON : 15/11/2023
PRINTED BY : USERPIN2

ITEM NO.	DESCRIPTION	QTY	U.PRICE	DISC AMT	TOTAL EXCL. TAX	TAX	TOTAL INCL. TAX	T CO
1 96-04-300	M16 X 300MM HEXAGONAL HEAD GALV BOLT&NUT	16.0000	41.00000		656.00		656.00	T FF
2 98-03	GALVANIZED NUT M16	16.0000	4.00000		64.00		64.00	T FI
3 98-09	GALVANIZED WASHER M16	32.0000	2.00000		64.00		64.00	T F
4 109-01	CEMENT 40KG/BAG (CHINA) 50 BAGS/PALLET (2 TON)	10.0000	67.00000		670.00		670.00	F
5 7-16-01	GALV TIE WIRE G16(1.6MM)(5 KG) 5KG/ROLL	1.0000	115.00000		115.00		115.00	F
6 S09	DELIVERY FEE/TRANSPORTATION (MATERIALS)	1.0000	300.00000		300.00		300.00	

SOLOMON DOLLARS : ONE THOUSAND EIGHT HUNDRED SIXTY NINE ONLY

SUB TOTAL	1,8
TOTAL DISCOUNT	
TOTAL EXCL. TAX	1,8
ADD TAX	
TOTAL PAYABLE INCL. TAX	1,

ISSUED BY STANNEY | AUTHORISED SIGNATURE(S) | CUSTOMER SIGNATURE

GOODS SOLD ARE NOT RETURNABLE.
THANK YOU FOR YOUR BUSINESS. PLEASE PAY WITHIN 30 DAYS. INTEREST OF 8% PER ANNUM WILL BE CHARGED IF FAIL TO PAY WITHIN 30 DAYS.

Solomon Sheet Steel Limited

P.O.BOX 15,HONIARA
SOLOMON ISLANDS
TEL : (677) 30151 / 30145, FAX : (677) 38732
EMAIL : kenny-sss@business.com.sb

TAX INVOICE

BILL TO :
NATIONAL HOSTING AUTHORITY(NHA)
PG2023 HEALTH CENTRE PROJECT DELIVER TO : BURNSCREEK
SHIP TO :
ISSUED/POSTED BY : STANNEY

ATTN. :
TEL. :
FAX. :

D/O NO. :
P/U FORM :
CASH/CHQ NO. :

A/C NO. : 3000/N18

NO. : I2310480
DATE : 23/11/2023
TERM : 30
AGENT : LYNETTE
PAGE : 1
P/O NO. : 8

REF.NO.2 :
PRINTED ON : 23/11/2023
PRINTED BY : USERPIN2

ITEM NO.	DESCRIPTION	QTY	U.PRICE	DISC AMT	TOTAL EXCL. TAX	TAX	TOTAL INCL. TAX	TA COD
1 4-02-053	F62 WIRE MESH 5.8M X 2.0M X 5.3MM	5.0000	398.00000		1,990.00		1,990.00	TA FRE
2 S09	DELIVERY FEE/TRANSPORTATION (MATERIALS)	1.0000	300.00000		300.00		300.00	ZF

SOLOMON DOLLARS : TWO THOUSAND TWO HUNDRED NINETY ONLY

	SBI
SUB TOTAL	2,290.0
TOTAL DISCOUNT	0.0
TOTAL EXCL. TAX	2,290.0
ADD TAX	0.0
TOTAL PAYABLE INCL. TAX	2,290.0

ISSUED BY STANNEY | AUTHORISED SIGNATURE(S) | CUSTOMER SIGNATURE

GOODS SOLD ARE NOT RETURNABLE.
THANK YOU FOR YOUR BUSINESS. PLEASE PAY WITHIN 30 DAYS. INTEREST OF 8% PER ANNUM WILL BE CHARGED IF FAIL TO PAY WITHIN 30 DAYS.

Solomon Sheet Steel Limited

P.O.BOX 15,HONIARA
SOLOMON ISLANDS
TEL : (677) 30151 / 30145, FAX : (677) 38732
EMAIL : kenny-sss@business.com.sb

TAX INVOICE

BILL TO :
NATIONAL HOSTING AUTHORITY(NHA)
PG2023 HEALTH CENTRE PROJECT DELIVER TO : SELF COLLECT
SHIP TO :
ISSUED/POSTED BY : STANNEY

ATTN. :
TEL. :
FAX. :

D/O NO. :
P/U FORM : 85/SPF-614
CASH/CHQ NO. :

A/C NO. : 3000/N18

NO. : I2310979
DATE : 07/12/2023
TERM : 30
AGENT : LYNETTE
PAGE : 1
P/O NO. : 9

REF.NO.2 :
PRINTED ON : 07/12/2023
PRINTED BY : USERPIN2

ITEM NO.	DESCRIPTION	QTY	U.PRICE	DISC AMT	TOTAL EXCL. TAX	TAX	TOTAL INCL. TAX	TA COD
1 2-02	DOUBLE SIDE SISALATION PAPER-325(DR) 1250MM X 50M (62.5M2)APPROX 13.5KG/ROLL	1.0000	539.00000		539.00		539.00	TA FRE

SOLOMON DOLLARS : FIVE HUNDRED THIRTY NINE ONLY

	SBI
SUB TOTAL	539.0
TOTAL DISCOUNT	0.0
TOTAL EXCL. TAX	539.0
ADD TAX	0.0
TOTAL PAYABLE INCL. TAX	539.0

ISSUED BY STANNEY | AUTHORISED SIGNATURE(S) | CUSTOMER SIGNATURE

GOODS SOLD ARE NOT RETURNABLE.
THANK YOU FOR YOUR BUSINESS. PLEASE PAY WITHIN 30 DAYS. INTEREST OF 8% PER ANNUM WILL BE CHARGED IF FAIL TO PAY WITHIN 30 DAYS.

NATIONAL HOSTING AUTHORITY
Solomon Islands Government

ANNEX 4

REQUEST FOR QUOTATIONS – GOODS/SERVICES

12th December 2023

To All Bidders,

1. The National Hosting Authority has budget financing and intends to apply part of the proceeds of this financing to procure Goods/Services per the enclosed specifications, and now invites sealed bids for this purpose.

2. Your quotation, citing the above reference number, should reach the undersigned within 5 days from the date of this letter.

3. The goods shall be procured using the Simple Procurement Procedures specified in the Solomon Islands Government Procurement and Contract Administration Manual.

4. The Technical Specifications and Delivery Schedule are provided in the attached Schedule of Requirements.

5. This request for quotation has been addressed to three Suppliers of these goods/services.

6. The goods/services supplied under this contract shall conform to the standards provided in the attached Technical Specifications.

7. The Supplier is required to supply any equipment listed in the Technical Specifications together with the detailed operations and maintenance manuals, for each appropriate unit.

8. The Supplier shall warrant that any equipment supplied under the contract is new and unused.

9. Prices should be quoted for delivery to the National Hosting Authority, P.O. Box 2443, Honiara, Solomon I

10. The validity for the quotation shall be thirty (30) days from the date of submitting the quotation.

11. One (1) original and one (1) copy of the quotation shall be submitted in a sealed envelope and addressed to the Project Management Unit, National Hosting Authority, Honiara, Solomon Islands.

12. Please indicate the delivery schedule and after-sales service (if relevant) available to National Hosting Authority, Honiara

13. Submission of a quotation is confirmation of the tenderer's compliance with and acceptance of, the terms and conditions including the payment terms of this Request for Quotation.

14. The Purchase Order will be awarded on the basis of price, delivery dates, and quality offered against the Schedule of Requirements and Technical Specifications.

15. The successful Supplier shall be notified in writing and furnished with a Local Purchase Order (LPO) and have an effective contract with the National Hosting Authority on receipt of the duly signed Local Purchase Order. The terms and conditions of this Request for Quotation shall form part of the order.

16. The Purchaser may terminate the contract if the Supplier fails to deliver any or all of the goods/services within the period specified, or within any extension thereof granted in writing bythe Project Management Unit, National Hosting Authority.

17. The Supplier shall not assign, in whole or in part, its obligation to perform under this contract, except with the written consent of the Project Management Unit.

18. Prices charged by the Supplier for the goods/services shall not vary from prices quoted. Prices shall therefore be fixed.

19. The Supplier's request for payment shall be made in writing, accompanied by an invoice and an LPO confirming delivery of the goods/services. All payments shall be made promptly and in no case later than twenty (20) days after delivery and acceptance of the goods. Payments will only be made by cheque or direct transfer into the Supplier's business bank account.

20. Please acknowledge the receipt of this letter and indicate your firm's interest in submitting quotations.



Cora Sita Makini
Project Manager
Project Management Unit
Games Facilities Committee

INTRODUCTION

The pre-fabricated PG2023 Health Centre with its supplied materials only pertained to the building, therefore supplement materials for external works to the clinic must be procured by PMU under the National Hosting Authority.

SCOPE OF WORKS

The additional materials included are for the works identified as follows:

- Bricks- Retaining wall on the western side of the building which is the lowest part of the site.
- Bolts, Nuts, and washers -Front and Back Canopy Footing.
- Cement Bag- Retaining Wall Footing, Mortar fill, and core fill.
- Galvanized Tie Wire- Footing for the retaining wall steel works.
- F62 Wire Mesh- Footpath Slab

Schedule of Requirements

NO	ITEM	UNIT	QUANTITY
1	6" Bricks	each	326
2	M16 X 300mm Hexagonal Head Galv Bolt & Nut	each	16
3	Galvanised Nut M16	each	16
4	Galvanised Washer M16	each	32
5	Cement Bag 40Kg	Bag	10
6	Galvanised Tie Wire G16(5kg /roll)	roll	1
7	F62 Wire Mesh 5.8m x 2m x 5.3mm	sheet	5
8	Double Sisalation	roll	1

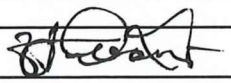
P.O. BOX 2443 Sea King Restaurant Building, Honiara, Solomon Islands © PH

PMU - MATERIAL ODER FORM

SUPPLIER:	**SOLOMON SHEET STEEL**	**Date:**	**15/11/2023**
ORDER FOR PG 2023 HEALTH CENTRE		**Order No.**	**8**
NHA/PMU Rep Issuing Orders	**Rowena Toito'ona**		
	Order Items Details		
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITIES
1	BRICK 6"	each	326
2	16mm Bolt -12" long(Full thread)	each	16
3	16mm Nut	each	32
4	16mm Washers	each	32
5	cement	bag	10
6	Tire Wire	roll	1
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
Officer Issuing Order:	Signature	Date:	15/11/2023

P.O. BOX 2443 Sea King Restaurant Building, Honiara, Solomon Islands ✆ PH

PMU - MATERIAL ODER FORM

SUPPLIER:	**SOLOMON SHEET STEEL**	**Date:**	**21/11/2023**
ORDER FOR PG 2023 HEALTH CENTRE		**Order No.**	**9**
NHA/PMU Rep Issuing Orders	**Rowena Toito'ona**		
	Order Items Details		
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITIES
1	Mesh F62	sheet	5
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
Officer Issuing Order:	**Signature** 	**Date:**	21/11/2023

P.O. BOX 2443 Sea King Restaurant Building, Honiara, Solomon Islands ✆ PH

PMU - MATERIAL ODER FORM

SUPPLIER:	**SOLOMON SHEET STEEL**	**Date:**	**24/11/2023**
ORDER FOR PG 2023 HEALTH CENTRE		**Order No.**	**10**
NHA/PMU Rep Issuing Orders	**Rowena Toito'ona**		
	Order Items Details		
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITIES
1	Double Sisilation	roll	1
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
Officer Issuing Order:	**Signature**	**Date:**	**24/11/2023**

ANNEX 7

C3

NATIONAL HOSTING AUTHORITY
SOLOMON ISLANDS GOVERNMENT

COMPLIANCE CHECKLIST – LPO's to $100,000 SBD)

Required documents:	FI Ref	Committee (PM)	Procurement	Finance
Purchase Requisition (PR)	P7 35	✓		
Three Written Quotes and Bid Analysis (if above $10,000 and these goods/services are not waived in FI's)	P7 9, P7 10 & P7 13	N/A		
One written Quote if it is less than $10,000.00		✓ (see invoice attached)		
Bid Waiver (if not following prescribed method in the FI's)	P7 10.3	N/A		
Vendor Information Form (for new vendor)		N/A		
ICT Checklist attached (if for ICT equipment)		N/A		
Procurement department Compliance checks required:				
PR has been signed by authorized person (and not approving payment to themselves)	P7 44		✓	
Check amount on PR matches selected quotation			✓	
Account code used is correct	P7 38.5(e)		✓	
Name on PR matches quotations	P7 38.5(e)		✓	
Check calculations on quotations are correct	P7 43.2(c)		✓	
Check Bid Waiver is for a Valid Reason			✓	
Check selection of supplier is justified on Bid Analysis			✓	
Check Expenditure is acceptable and proper use of SIG money	P7 43.2(a)		✓	
Check second and third quotes are from genuine suppliers			✓	
Check price and rates are reasonable	P7 43.2(b)		✓	
Check payment can't be made through Ministry's Standing Imprest (if below $5,000 SBD)			✓	
Finance Department compliance checks:				
Amount in PV matches Requisition				✓
Account code in PV matches Requisition				✓
Vendor name in PV matches Requisition				✓
Item code and Units entered (eg box, each) correct				✓
Description has enough detail				✓
Budget OK				✓
LPO Printing				
Amount in LPO matches Requisition				
Vendor name in LPO matches PV				
Account code used is correct				

Invoice posting:				
Invoice matches LPO (total amount, qty and unit costs)				
Amount in PV matches Invoice/LPO				
LPO endorsed by Department for receipt of goods				
All original quotes and requisition attached to LPO/Invoice				

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.

Committee Compliance performed by:

Signed: _____

Name and Position: Charles Hopkins - CA, PNG

Date: 14/12/23

Procurement Compliance performed by:

Signed: _____

Name and Position: Tumeni Bird C-PO

Date: 18/12/23

Finance Compliance performed by:

Signed: _____

Name and Position: N. Vular

Date: 28/12/23