SEC

2023

# 2023 PACIFIC GAMES OFFICE

## Approval /Signature Required

**Supplier Name:** Island Souvenir - DJ Graphics

| | | | | | |
|---|---|---|---|---|---|
| 1) Minute | ☐ | Sign by FC | | Sign by ED | |
| 3) Requisition | ☑ | Sign by Complianceofficer | | | |
| 2) Requisition | ☑ | Sign by FC | | Sign by ED | 23/6/23 |
| 3) Payment Voucher | ☐ | Sign by FC | | Sign by ED | 23/6 |
| 4) LPO | ☐ | Sign by FC | | Sign by ED | |
| 5) IB Authorisations | ☐ | Sign by FC | | Sign by ED | Cheque signed 23/6 |

**Comments:**

ED/FC,
Cheque Cancelled due to error in Supplier Name Therefore returned. Now raised in IB instead as DJ has ANZ Account. Form. Forwarded for Authorisation.

## Transaction or Request Lodgement Receipt

| | |
|---|---|
| **Transaction or Request Description:** | ANZ to ANZ Transfer |
| **Transaction or Request Status:** | Posted |
| **Date / Time:** | 26/06/2023 10:22 |
| **Transaction Number:** | AGO74470 |

**Transaction Details:**

Account Transfer of SBD 1,346.40

From Account: 5691140
To Account: 23006

Notes for Recipient: INV#029-Polo Shirts-JUDO
Notes for Myself: Judo Polo Shirts

Pay Date : 26/06/2023

**Comments:**
* * * * * * * * * * Authorisation Details * * * * * * * * * *
26/06/2023 10:22 Pauline Tovua
Authorisation Required for : Transfer Between My Accounts (2A)
26/06/2023 17:14 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : verified
27/06/2023 12:52 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
27/06/2023 12:52 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 AGO74470

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### Transaction Details

Account Transfer of SBD 1,346.40

From Account: 5691140
To Account: 23006

Notes for Recipient: INV#029-Polo Shirts-JUDO
Notes for Myself: Judo Polo Shirts

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

HOSTING AUTHORITY
EXECUTIVE DIRECTOR
2023 PACIFIC GAMES

ANZ

Australian and New Zealand Banking Group Limted (ANZ)

STAMP DUTY PAID

HONIARA, SOLOMON ISLANDS

DATE 23 06 23 (D D M M Y Y)

PAY ISLAND SOUVENIR SHOP. OR BEARER

THE SUM OF ONE THOUSAND THREE HUNDRED AND FORTY SIX DOLLARS 40/100 ONLY.

SBD 1,346-40

NOT NEGOTIABLE

PLEASE SIGN ABOVE THIS LINE

PLEASE SIGN ABOVE THIS LINE

№ 918286

NATIONAL HOSTING AUTHORITY 5691140

Laven Ronnie Safua

23/06/23

payment - DJ Graphics.

ANZ

Australian and New Zealand Banking Group Limted (ANZ)

STAMP DUTY PAID

HONIARA, SOLOMON ISLANDS

DATE 23 06 23 (D D M M Y Y)

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THE SUM OF ONE THOUSAND THREE HUNDRED AND FORTY SIX DOLLARS 40/100 ONLY.

SBD 1,346-40

NOT NEGOTIABLE

PLEASE SIGN ABOVE THIS LINE

PLEASE SIGN ABOVE THIS LINE

№ 918286

NATIONAL HOSTING AUTHORITY 5691140

# PAYMENT VOUCHER

| | |
|---|---|
| Payment:<br>Voucher No: | |
| NAME: Island Souvenir Shop | APPROVED BY EXECUTIVE DIRECTOR |
| Address: | Signed _____ Date 23/6/23 |
| IF DIRECT CREDITS ISSUED:<br>BANK REF #: _____<br>Signed _____ | APPROVED BY FINANCIAL CONTROLLER<br>Signed _____ Date 23/6/23 |

| NHA CODE | GL NAME | FULL DETAILS OF CLAIM | AMOUNT |
|---|---|---|---|
| 6-2901 | Uniforms | Being for Offical Uniforms for Judo Federation (Polo Shirt). | $1,346.40 |

Cheque No: ~~IB TRANS~~ 918286 for $1,346.40 Date 23/06/2023

Signature of claimant _____

PRINT NAME: Lavea Romulie Saphie

Payment Voucher Prepared by _____ Date 23/06/23

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA - 448/23

DEPARTMENT: NHA - Finance

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY | | |
|---|---|---|---|---|---|
| | | | SUPPLIER | ORDER NO. | COST |
| | | Payment being for official uniforms for Judo Federation – Polo Shirt. (see attach invoice) INV# 089 | (Island Souvenir) Shop) - DJ Graphic Ltd. | — | $1,346-40 |
| | | | | TOTALS | $1,346-40 |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $1,346-40 Date: 23/6/23

Requisition Officer (Name): Linley Hatuta Sign:

Account Code: 6-2901

Account Name: Uniforms.

Funds available on this account:

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Leslie. Kere Sign:

Post: FC

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$ 1,346-40

Signed:

Name: C Meny

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

**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: Darley V. Thomas Date: 23/06/23

Position: PCC NHA

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

Original

# TAX INVOICE* / STATEMENT* 029

(*delete as appropriate)

Date 22/06/023

To JUDO FEDERATION OF SOLOMON ISLANDS

ABN (of Recipient) | Order No.

From D J GRAPHICS LTD

26828 / 22011

ABN (of Supplier)

| QTY | DESCRIPTION | PRICE | | G.S.T | | TOTAL | |
|---|---|---|---|---|---|---|---|
| 9x | Quiz polo shirts | 149 | 60 | | | $1346 | -4 |

ISLAND SOUVENIR SHOP
P.O BOX 135 / HONIARA
SOLOMON ISLANDS
TELEPHONE: (677) /23011

TOTAL INCLUSIVE OF G.S.T. $1346-40

*Total includes G.S.T. of*

dj Graphics LIMITED

Tel: (677) 22011 / 26828 / 22854 Fax: (677) 21829
PO Box 135, Honiara, Solomon Islands

**CASH SALES RECEIPT**

# 48226

DATE: 28 / 06 / 23

Received from: Judo Federation of S.I

Address:

The sum of: One thousand three hundred forty Six dollars 40/100 ——

Being for: 9 pcs Quoz polo

☐ Cash ☐ Cheque # D.Deposit (an2) 28/06/23 Order # DJ 029 (DJ)

Issued by: $1,346-40

P.O. Box 1549 Honiara, Solomon Islands
President: Andrew Kofela - +677-7497956
General Secretary: Laven Ronnie Safue - +677-7288098
Sports Development Officer: Tony Lomo - +677-7705631
Email: judofederationsolomonislands@gmail.com

**31st May 2023**

**The Chairman**

National Hosting Authority

P.O.BOX 2443 Honiara

**Dear Sir/Madam,**

**RE:** REQUEST FOR FINANCIAL ASSISTANCE TOWARDS 2023 Waikato BAYS JUDO OPEN (New Zealand)

This letter serves to request your good office to financially assist the Judo Federation of Solomon Islands to send a contingent of nine athletes and coaches to the Waikato Bays International Open.

This two-day event will be held on the 24-25 June 2023 in Waikato Bays, New Zealand.

The event is an opportunity for our athletes and coaches to expose to high-skilled and competitive athleticism and to test their skills and knowledge at the Oceania level.

In addition to that, this event is a benchmark for our athletes and coaches to test their level of competencies as we prepare to host the Pacific Games 2023.

Please find attached relevant documents to support our application.

**Yours sincerely in sport,**

JUDO FEDERATION OF SOLOMON ISLANDS COMMON SEAL

Mr. Andrew Kofela-**SENSEI - Ni Dan OJU/SOL/9004**

**President:** Judo federation of Solomon Islands.

## JUDO FEDERATION SOLOMON ISLANDS

## ATHLETES BUDGET EXPENSES

| | | |
|---|---|---|
| 1 | Airfares – Honiara / Wellington NZ/Honiara return @ SBD $18,309.90<br>10 X SBD $ 12,604.90 = SBD $ 75,629.40 | $75,629.40 |
| | | |
| 2 | Accommodation AUD $1,253.00 for 20 nights /13 = AUD$96.40 per night | $7,518.00 |
| | | |
| 3 | Contingencies @ NZD$70.00 x 10 pax x 20 days = $14,000.00 @ 0.1868 | $74,946.46 |
| | | |
| 4 | Registration fee NZD$30 .00 per Athletes @ .1868 x 2 Events $60.00 NZD X 9 Athletes NZD$540.00 | $2,890.80 |
| | | |
| | | |
| 5 | Official IJF approve Judogi NZD$280.20 @ .1868 SBD$1,500.00 Pair x 9 | $13,500.00 |
| | | |
| 6 | New Zealand Visa @ SBD$1,700.00 X 10 | $17,000.00 |
| | | |
| 7 | Official Uniform – Polo Shirt x 20 x SBD $50.00 | $1,000.00 |
| | | |
| 8 | Uniform bags @$200.00SBD x 10 | $2,000.00 |
| | | |
| 9 | Other uses – NZD$700.00 @.1868 | $3,747.00 |
| | **Grand total** | **$198,231.60 SBD** |

JUDO FEDERATION OF SOLOMON ISLANDS COMMON SEAL

NATIONAL HOSTING AUTHORITY EXECUTIVE DIRECTOR 2021 PACIFIC GAMES

20/6/25

P.O Box 1549Honiara, Solomon Islands
President: Andrew Kofela - +677-7497956
General Secretary: Laven Ronnie Safue - +677-7288098
Sports Development Officer: Tony Lomo - +677-7705631
Email: judofederationsolomonislands@gmail.com

WHOM TO IT MAY CONCERN

Dear Sir/Madam

All these competitions will be taking place at New Zealand and these competitions are international competitions where all member countries registered under OJU & IJF are eligible to participate.

So, the Judo Federation of Solomon Islands prepare 9 Athletes and 1 official that will attend to the competitions. The main goal of the federation is to prepare the athletes through competing in the highest-level competitions, also the events is an opportunity for our athletes and coaches to expose to the high – skilled and competitive athleticism and to test their skills and knowledge at the international levels. The Federation (JFSI) already contact the President of the JUDO NEW ZEALAND Mr. Derek MAGGS and he is aware of our interest to participate in the judo events in New Zealand.

Provided in the documents is a budget for only one competition, specifically the **Waikato Bays Open Judo Champion,** as you can see the other competitions is still in the New Zealand (**Auckland International Judo Open**) so we (JFSI) see that the budget for the other competitions will be similar and so we give this budget for the first competition or if any changes then the federation will provide later. And so, we want to attend the **Waikato BAYS Open Judo Championship** (24th – 25th June) **2023 National Training Sessions** after the competition in Waikato (25th June) and the **Auckland International OPEN** (8TH – 9TH July).

Please do respond quickly because the entry deadline is on the 16th of June 2023 and so we can have time to register our athletes.

Yours sincerely in sport

JUDO FEDERATION OF SOLOMON ISLANDS COMMON SEAL

Mr. Andrew Kofela – **SENSEI – Ni Dan OJU/SOL/9004**

**President**: Judo Federation of Solomon Islands

National Olympic Committee of Solomon Islands
PO Box 532, 1st Floor, NPF Food Court Building, Mendana Avenue
Honiara, Solomon Islands

Email: nocsi@solomon.com.sb / melinda.avosa@nocsi.org.sb / martin.rara@nocsi.org.sb
Phone: (00677) 24116

Christian Neing
Executive Director (ED)
National Hosting Authority (NHA)
Honiara

**Date 1ST June 2023**

Dear ED NHA,

Ref: NOCSI SUPPORT TO JUDO FEDERATION SOLOMON ISLANDS.

I write to formally endorse this application by the Judo Federation of Solomon Islands. I recommend this application as it was inline with their 2023 calender of events and planned program for this year.

The Federations activity for this year is an inroad plan for the Sol2023 as the peak of what they are preparing for this year .

I thank you for considering Solomon Islands Judo Application for support as soon as practical.

Yours in sports

Martin Rara
President
NOCSI

Phone (677)24116/ (677)7289665

***Unified - Networking & Partnership - Integrity - Transparency through Teamwork - Excellence - Dedication & Commitment***

Received 6/6/2023

P.O Box 1549 Honiara, Solomon Islands
President: Andrew Kofela - +677-7497956
General Secretary: Laven Ronnie Safue - +677-7288098
Sports Development Officer: Tony Lomo - +677-7705631
Email: judofederationsolomonislands@gmail.com

**31st March, 2023**

**The Chairman**

National Hosting Authority

P.O.BOX 2443 Honiara

**Dear Sir/Madam,**

**RE:** REQUEST FOR FINANCIAL ASSISTANCE TOWARDS 2023 AUCKLAND INTERNATIONAL OPEN

This letter serves to request your good office to financially assist the Judo Federation of Solomon Islands to send a contingent of eight athletes and coaches to the Canterbury International Open.

This two-day event will be held on the 08-09 July, 2023 in Auckland, New Zealand.

The event is an opportunity for our athletes and coaches to expose to high-skilled and competitive athleticism and to test their skills and knowledge at the Oceania level.

In addition to that, this event is a bench mark for our athletes and coaches to test their level of competencies as we prepare to host the Pacific Games 2023.

Please find attached relevant documents to support our application.

**Yours sincerely in sport**

JUDO FEDERATION OF SOLOMON ISLANDS COMMON SEAL

Mr. Andrew Kofela-**SENSEI - Ni Dan OJU/SOL/9004**

**President:** Judo Federation of Solomon Islands.

WAIKATO BAYS JUDO ASSOCIATION INC

PRESENTS

IN CONJUNCTION WITH NZCT NZ COMMUNITY TRUST

# 2023 OPEN JUDO CHAMPIONSHIPS

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## SATURDAY 24 JUN 2023

## SUNDAY 25 JUN 2023

**LOCATION**

**Rotorua Energy Events Centre**

Queens Drive
Government Gardens
Rotorua

**ENTRIES MUST BE MADE VIA JUDONZ ENTRY MANAGER**

**ENTRY CLOSES 16 JUNE 2023**

# WAIKATO BAYS JUDO ASSOCIATION INC
# 2023 OPEN JUDO CHAMPIONSHIPS

**DATES:** **25-26 JUNE, 2023**

**VENUE:** **Rotorua Energy Events Centre**
**Queens Drive**
**Government Gardens**
**Rotorua**

**DIVISIONS:**Age as at the 31st December, 2023

| DIVISION | AGE IN YEARS | CATEGORIES | MINIMUM GRADE | DAY |
|---|---|---|---|---|
| Cadets Men&Women | 14yrs – 17yrs | Weights / Opens | 5th Kyu | Sat |
| Junior Men & Women | 15yrs – 20yrs | Weights / Opens | 5th Kyu | Sat |
| Senior Men & Women | 17yrs & over | Weights / Opens | 5th Kyu | Sat |
| Junior Boys and Girls | 7yrs – 10yrs | Weights / Opens | 5th Kyu | Sun |
| Senior Boys and Girls | 11yrs – 14yrs | Weights /Opens | 5th Kyu | Sun |
| Veterans – Shiai Only | Over 30years | Weights / Opens | 5th Kyu | Sun |

***CLOSING DATE FOR ENTRIES: Friday 16 June, 2023***

**ENTRIES on line**: at judonz.org

**Online payments** to be made to**03 0318 0523629 00 please include CLUB NAME as reference**

## 1. ENTRY FEES:

| | |
|---|---|
| **Boys and Girls** | $25 first entry.<br>plus $10per additional entry. |
| No Penalty for Weight Change | |
| **CadetMen and Women** | $25 first entry<br>plus$10per additional entry. |
| Penalty fee for Weight Change | $10 |
| **Junior Men and Women** | $30 first entry<br>plus $10 per additional entry |
| Penalty fee for Weight Change | $10 |
| **Senior Men and Women, Veterans** | $30 first entry<br>plus $10 per additional entry |
| Penalty fee for Weight Change | $10 |

Refunds are at the discretion of the Tournament Director. Written applicationmust be made stating the reason for the withdrawal.

## 2. ENTRY INFORMATION:

- **New Zealand Entries MUST be completed using the JNZ on line entry system**
- **Entries will not be confirmed unless payment is received by 23 June, 2023**
- Contestants **MUST** be registered members of JNZ (or for International players, their National Organisation that is affiliated to the IJF) prior to the Closing Date for Entries16 June 2023.
- Change of original entry information will be accepted between the Entry Date and up until two days before the commencement of the tournament BUT only on payment of the penalty charge.
- Contestants who fail to make the weight entered on the official entry form, may enter the appropriate category on payment of a $10 penalty fee. This penalty must be paid at the weigh in.
- **There is no penalty for Weight changes for children.**

**RIGHT OF ENTRY**

- Registered member of JNZ and International players able to confirm current registration to their National Association – see Non Resident Competition Entry Form
- The Tournament Controller may combine any weight and/or age categories where there would otherwise be insufficient entries to contest a category.

3. **WEIGH IN TIMES:**

| | | |
|---|---|---|
| **Saturday and Sunday:** | **7am** | **Unofficial** |
| | **7.30am** | **Concurrent unofficial and official** |
| **8.00am** | **Official** | |

**** NOTE: OPEN weight entries will be accepted on the day providing players have entered a weight division and weighed in.**
**After weigh in withdrawals will only be accepted from the players Coach or Manager.**

4. **PROPOSED PROGRAMME:**

Saturday.....: Cadet Men and Women,
Junior Men and Women, Senior Men and Women

Sunday.....: Junior Girls and Boys
Senior Girls and Boys
All Veterans

Referees Meeting/Coaches Meeting 9.00am
Competition commencing 9.30am

The sequence of competition will be from heavyweight tolightweight categories followed by the Open for each division.
A timed programme will be advised once entries are finalised. Players are advised to be available in the stadium ***at least one hour*** prior to the scheduled time to enable changes to the time table as required.

5. **RULES:**

The Tournament will be run according to the IJF Contest Rules as modified by JNZ and in accordance with the JNZ Sporting Code.

**Please note: In a 5 pool the Round Robin System will be used.**

After weigh-in, withdrawals from pool or open events will only be accepted from the Coach or Manager.

6. **CONTEST TIMES:**

| | | Golden score |
|---|---|---|
| ❖ Junior Boys & Girls | 2 minutes | As per sporting code |
| ❖ Senior Boys & Girls | 3 minutes | As per sporting code |
| ❖ Cadet/Junior Men and Women | 4 minutes | As per sporting code |
| ❖ Senior Menand Women: | 4 minutes | As per sporting code |
| ❖ VeteransUnder60yrs | 3minutes | As per sporting code |
| ❖ Veterans Over 60yrs | 2.5minutes | As per sporting code |

7. **POINTS :**

- National Grading Points are available provided the number of entries and standard are acceptable to the National Technical Director.

- National Ranking Points will be awarded in all divisions excluding Veteranss Divisions

8. **JUDOGI REGULATIONS :**

- All female competitors are required to wear a PLAIN WHITE T-SHIRT under their Judogi. **OPTIONAL USE OF WHITE RASH GUARD INSTEAD OF A T-SHIRT FOR WOMEN**

- The use of blue judogi is optional for the "blue" competitor in the Waikato Bays Area Open Judo Championships.

9. **CANTEEN FACILITIES:**

**A Canteen will be available throughout the Championships.**

For organisational reasons, only those Tournament Officials and Referees that have advised the Organisers of their attendance PRIOR to the event will be catered for as "Officials".

10. **Clubs and Parents are responsible for their members and supporters, at all times.**

The terms and conditions of our Hall Hire state:

- Adult supervisors are required for children – 1 adult every 10 children
- Children under 8 years must have adults actively supervising them at all times.
- **No smoking - No chewing gum**
- **Food and drink in designated areas only**
- **No sticky juice drinks allowed in the stadium – water only.**

11. **Hygiene:**

Players are reminded footwear must be worn when not competing.

ORGANISER:
Paul Kirk
Waikato Bays Judo Association Area Director.
Email: pacificjudoclub@outlook.com
Phone (021)816702

***Waikato Bays Judo Association Inc***

# 2023 Open CHAMPIONSHIPS

## Officials

**Saturday 24 June – Sunday 25 June2023**
**Rotorua Energy Events Centre**
**Queens Drive, Government Gardens, ROTORUA**

**This form must be filled out**

***TO BE COMPLETED AND SIGNED BY THE CLUBS REPRESENTATIVE AND RETURNED TO THE ORGANISERS BEFORE THE TOURNAMENT COMMENCES.***

***CLUB:***
***AREA:***

*The Official Area/ club Representative/s* ***who will be present*** *throughout the Waikato Bays Judo Association 2023OPEN JUDO CHAMPIONSHIPS are :*

*NAME :*.....

*DESIGNATION :*.....

*ADDRESS :*.....

..... *PHONE :( )*.....

*NAME :*.....

*DESIGNATION :*.....

*ADDRESS :*.....

..... *PHONE :( )*.....

***SIGNED:***

***DATE:***

# JUDO NEW ZEALAND
## NON-RESIDENT COMPETITION ENTRY FORM

| | | | |
|---|---|---|---|
| **GIVEN NAME:** | | **FAMILY NAME:** | |
| **GRADE:** | | **DATE OF BIRTH:** | |
| **NATIONALITY:** | | **ADDRESS :** | |
| **PHONE :** | | | |
| **EMAIL:** | | | |

Please fill in the age divisions and weight categories you wish to enter (see entry information for available divisions and categories):

| DIVISION | WEIGHT CATEGORY |
|---|---|
| | |
| | |
| | |
| | |
| | |

As a non-resident you will be required to provide the following documentation prior weigh-in for the competition:

✔ Proof of age (passport, driver's license or other form of acceptable id that is readable in English)
✔ Proof of nationality (passport)
✔ Proof of grade (grading documentation in English otherwise with translation into English)
✔ Proof of current membership to an IJF affiliated national federation (in English or with translation into English)

This form must be sent with corresponding entry fees to the address provided on the information form for this event.

Please note: DO NOT send this to the Judo New Zealand office unless advised to do so on the information form, doing so will result in an invalid entry.

**Pauline Tovua**

**From:** Alison Burchell CEO NSC
**Sent:** Monday, 19 June 2023 12:46 PM
**To:** Judo Federation of Solomon Islands JFSI; Christian Nieng
**Cc:** Martin Rara; Assistant Accounts & Administration Officer
**Subject:** FW: New Zealand Judo International competitions
**Attachments:** JFSI June 2023.pdf

Afternoon SG

Please liaise with Executive Director: NHA on this matter. This has received support from NOCSI and NSC and it is now up to the NHA to release funds.

Best wishes

Alison

---

**From:** Judo Federation of Solomon Islands JFSI <judofederationsolomonislands@gmail.com>
**Sent:** Monday, 19 June 2023 12:43 PM
**To:** Alison Burchell CEO NSC <ceo@nsc.gov.sb>
**Subject:** urgent - Judo federation of Solomon islands , (Budget) for VISA application and others

Attention!: This email originated from outside of the organization (SIG). Do not click links or open attachments unless you recognize the sender and know the content is safe.
Dear Alison Burchell,

We (JFSI) already received confirmation of the competition in Waikato International open to attend and we already registered our athletes that will be participating in the competitions and national training sessions.But the problem now is VISA because we haven't receive any funding from our budget request, and the waikato international judo open is at the 24th to 25th this month and if we delay this week then we will miss this first very important event that also includes training sessions.
The second event will be in Auckland from 8th to 9th of July and that is, Auckland International Judo Open. And the very important thing here is, to see that the budget is approved and send to our federation account so that we may not face any lateness in our preparation towards our events.

But the very thing here is, we already send all our registration to the waikato organizers and they already approved it and if we don't attend this event then we have penalties to pay knowing that NHA and NSC should let us know how quick they should respond to our budget request and that is by looking through our request which we already give all the details of the event dated.

This week we should already have our budget finalize to process our visa and we want urgent .

thanks

kind regards

JFSI , SG

**From:** Alison Burchell CEO NSC
**Sent:** Monday, 12 June 2023 3:02 PM
**To:** Judo Federation of Solomon Islands JFSI <judofederationsolomonislands@gmail.com>
**Cc:** NOC President <mrara1975@gmail.com>; Christian Nieng <CNieng@sol2023.com.sb>; Aaron Alsop <AAlsop@sinis.com.sb>
**Subject:** RE: New Zealand Judo International competitions

Good afternoon

Thanks for the follow up on this.

Could you please provide a list of the judoka and coaches you have selected as well as confirm that you have been through a selection process for this?

The contingency fund seems quite large – could you provide some insight into this?

Will the uniform for the competition be used for the Pacific Games?

Is this going to clash in any way with the training in China?

Does the accommodation and/or entry fee cover food as well as board?

Best wishes

Alison

**From:** Judo Federation of Solomon Islands JFSI <judofederationsolomonislands@gmail.com>
**Sent:** Monday, 12 June 2023 2:06 PM
**Cc:** NOC President <mrara1975@gmail.com>; Alison Burchell CEO NSC <ceo@nsc.gov.sb>
**Subject:** Fwd: New Zealand Judo International competitions

Attention!: This email originated from outside of the organization (SIG). Do not click links or open attachments unless you recognize the sender and know the content is safe.

Cause this is a mandatory competition and we must participate in this event and deadline of the registration date is nearly, we have to do our registration.

Thanks
Yours in sport.

---------- Forwarded message ---------
From: **Judo Federation of Solomon Islands JFSI** <judofederationsolomonislands@gmail.com>
Date: Mon, 12 Jun 2023, 1:51 pm
Subject: New Zealand Judo International competitions
To: <CNieng@sol2023.com.sb>

Dear CEO Neieng,

We have already give our letter to you and to the CEO of the NSC regarding our interest of sending our Athletes to this two very important events in New Zealand. I know we haven't received any emails from you since we give our letter of

request, and since the closing date of registration and the entry is nearly ( 16th June 2023) and you haven't replied to our request.

So please we (JFSI) want to hear from you and NSC according to the 3 priorities, this is one of our priority that we're asked to submit last month, and it is a very important competition for us to prepare and to see the level of this judokas in the international level.

If this is not possible, then it will be the second time the JFSI , JUDO haven't been given any chance to participate in the competitions Oversea....while Jodo will contribute alot in this up coming 2023 pacific games here in honiara interms of medal. Because we are individual sport and we really want to contribute in the highest note during the competitions. 2023 pg.

Thanks and looking forward for your reply

Kind regards

Laven Ronnie, JFSI General Secretary

# 2023 PACIFIC GAMES OFFICE

## Approval /Signature Required

**Supplier Name:** DJ Graphics Limited

| | | | | | |
|---|---|---|---|---|---|
| 1) Minute | ☑ | Sign by FC | | Sign by ED | 28/6 |
| 3) Requisition | ☑ | Sign by Complianceofficer | | | |
| 2) Requisition | ☑ | Sign by FC | | Sign by ED | 28/6 |
| 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 | |

**Comments:**

ED,
Please sign off PV.

## Transaction or Request Lodgement Receipt

| | |
|---|---|
| **Transaction or Request Description:** | ANZ to ANZ Transfer |
| **Transaction or Request Status:** | Posted |
| **Date / Time:** | 28/06/2023 14:01 |
| **Transaction Number:** | AGP03113 |

**Transaction Details:**

Account Transfer of SBD 28,160.00

From Account: 5691140
To Account: 23006

Notes for Recipient: Shirts-Athletes-China
Notes for Myself: Uniform Athletes

Pay Date : 28/06/2023

PAID
DATE 28/06/23 CHQ. No.

**Comments:**
* * * * * * * * * * Authorisation Details * * * * * * * * * *
28/06/2023 14:01 Pauline Tovua
Authorisation Required for : Transfer Between My Accounts (2A)
28/06/2023 15:34 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : verified
28/06/2023 15:54 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
28/06/2023 15:54 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 AGP03113

---

### Transaction Details

Account Transfer of SBD 28,160.00

From Account: 5691140
To Account: 23006

Notes for Recipient: Shirts-Athletes-China
Notes for Myself: Uniform Athletes

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

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

# PAYMENT VOUCHER

| | |
|---|---|
| Payment:<br>Voucher No: | |
| NAME: DJ Graphics Ltd | APPROVED BY EXECUTIVE DIRECTOR |
| Address: | NATIONAL HOSTING AUTHORITY EXECUTIVE DIRECTOR SOL2023 PACIFIC GAMES<br>Signed _____ Date 30/6/23 |
| IF DIRECT CREDITS ISSUED:<br>BANK REF #: _____<br>Signed _____ | APPROVED BY FINANCIAL CONTROLLER<br>Signed _____ Date 30/6/2023 |

| NHA CODE | GL NAME | FULL DETAILS OF CLAIM | AMOUNT |
|---|---|---|---|
| 6-2901 | Uniforms | Uniforms for group of athletes traveling to China. | $28,160.00 |

Cheque No: IB TRANS for $28,160.00 Date 28/06/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 28/06/23

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA - 469/23

DEPARTMENT: NHA - HR Admin

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY | | |
|---|---|---|---|---|---|
| | | | SUPPLIER | ORDER NO. | COST |
| | | Payment of uniform for team solomon Athletes traveling to China. (100 pcs of polyester Polo shirt.) | DJ Graphics Limited. | — | $28,160-00 |
| | | | | TOTALS | $28,160-00 |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $28,160 - 00 Date: 28/6/23

Requisition Officer (Name): Linley Hafiah Sign: [signature]

Account Code: 6-2901

Account Name: Uniforms.

Funds available on this account:

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Pauline Toma. Sign: [signature]

Pp. Post: FC

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$ 28,160 —

Signed: [signature]

Name: [signature]

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

**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] Signature

Name: Daisy V. Thomas Date: 28/06/23

Position: PSC NHA

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

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA - 469/23

DEPARTMENT: NHA - HR Admin

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY | | |
|---|---|---|---|---|---|
| | | | SUPPLIER | ORDER NO. | COST |
| | | Payment of uniform for team Solomon Athletes traveling to China. (100 pcs of polyester Polo shirt.) | DJ Graphics Limited. | 31/6/23 | $28,160-00 |
| | | | | TOTALS | $28,160-00 |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $28,160-00 Date: 28/6/23

Requisition Officer (Name): Linley Hafuta Sign:

Account Code: 6-2901

Account Name: Uniforms.

Funds available on this account:

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Pauline Tome. Sign:

Post: FC

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$ 28,160-00

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: Darley V. Thanga Date: 28/06/23

Position: PSE NHA

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

djGraphics LTD

P.O. BOX 135
HONIARA, SOLOMON ISLANDS
Phone: (677) 26828 / 22011
Fax: (677) 21829
E: sales@djgl.com.sb OR admin@djgl.com.sb

SCREENPRINTING – SIGNS – SUBLIMATION – TAILORING – MERCHANDISE – PHOTOGRAPHY – TROPHY & MEDALS

# THIS IS NOT A ORDER FORM

CLIENT NAME: NATIONAL SPORT COUNCIL

CONTACT ADDRESS: C/O. LAISA

TELEPHONE: _____ MOBILE: 7307105 SALES REP: FREDA

| T SHIRT ORDER DETAILS | | SMALL JOB ORDER DETAILS | | |
|---|---|---|---|---|
| ☐ NEW ORDER | ☐ POCKET | ☐ ID PRINTS | ☐ VINYL CUT | ☐ PAT |
| ☐ RE - ORDER | ☐ FULL SIZE | ☐ CAPS | ☐ SCREEN PRINT | ☐ OTHERS |
| ☐ SPEC. ATTACHED | ☐ SCREEN PRINT | ☐ SEWING | ☐ EPSON PRINT | |
| ☐ CREATE | ☐ HEAT PRESS | ☐ DYESUB | ☐ PHASER PRINT | |
| ☐ MODIFY | ☐ PAT | ☐ SIGNAGE | ☐ LARGE FORMAT PRINT | |
| ☐ COPY | ☐ OTHERS | ☐ SUBLIMATION | ☐ LAMINATE | |

## QUOTE FOR DJ POLYESTER POLO + SCREEN PRINT + HEAT PRESS

| | HEAT PRESS |
|---|---|
| 100 PCS X DJ POLYSTER POLO | $ 24,500.00 |
| ARTWORK + SET UP + RUSH FEE | $ 1,100.00 |
| SUBTOTAL | $ 25,600.00 |
| ADD 10% GST | *$ 2,560.00* |
| **TOTAL COST** | $ 28,160.00 |

PRODUCTION TIME FRAME: 7-WORKING DAY AFTER VISUAL CONFIRMATION

### CONDITIONS APPLY

THIS IS FOR QUOTATION GUIDE ONLY AND IT IS NOT AN ORDER FORM. THIS QUOTATION IS VALID FOR A PERIOD OF 7 DAYS AS PER QUOTED. ACCEPTANCE OF QUOTE WILL REQUIRE UPFRONT PAYMENT AND 7 WORKING DAYS PICK UP OF ORDER COMMENCEMENT DATE OF PAYMENT MADE. ALSO NOTE OF THE SURCHARGE ON ORDERS DEMANDING URGENT PICK UP THAT IS LESS 7 DAYS DURATION. ANY CHANGES OR VARIATIONS MAY RESULT IN AN ADJUSTMENT IN THE CHARGE ITEMISED ABOVE.

NAME: FREDA MAUI DESIGNATION: SALES & MARKETING DATE: 27-Jun-23

# NATIONAL HOSTING AUTHORITY

## *SOL2023 Pacific Games*

***SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST***

| Required Documents | Division | NHA Secretariat | Comments |
|---|---|---|---|
| Purchase Requisition & Payment Voucher | ✓ | ✓ | |
| Signed Contract | | | |
| Tender Evaluation Report | | | |
| Tender Award by GTB/ITB | | | |
| Copy of Advertisement (including dates of advertisement | ✓ | ✓ | |
| Bid Waiver (must include grounds for waiver) | | | |
| ICT Checklist (if for ICT goods) | | | |
| Original Invoice | ✓ | ✓ | |
| Certification of work completed/goods received (includes final reports) | ✓ | ✓ | |
| Compliance Checks required | | | |
| Tender advertisements made at least two weeks before tender closing date | ✓ | ✓ | |
| Contract form approved | ✓ | ✓ | |
| Check payment is in accordance with payment provisions in contract | ✓ | ✓ | |
| PR/PV has been signed by authorized person | ✓ | ✓ | |
| Check amount on PR/PV matches the signed contract/invoice | ✓ | ✓ | |
| Name on PR/PV matches signed contract | ✓ | ✓ | |
| Account code used is correct | ✓ | ✓ | |
| Check bid waiver /restrictive tender is for a valid reason | ✓ | ✓ | |
| Check expenditure is acceptable and proper use of NHA/SIG monies | ✓ | ✓ | |
| Check calculations on invoice are correct | ✓ | ✓ | |
| Check price and rates are reasonable | ✓ | ✓ | |

***Note: IF any of the above cannot be certified, please include an explanation as to why. This will speed up the compliance process.***

***Divisional Compliance Performed by***

Signed: 

Name and Position: Joel Levata & HRM NHA

Date: 27/06/2023

***NHA Compliance Performed By***

Signed: _____

Name and Position: J.W & PCM

Date: 27/06/2023

PACIFIC GAMES
SOLOMON ISLANDS

**MINUTE**

To: Executive Director NHA
Attention: Financial Controller NHA

Date: 27-06-2023

**SUBJECT: INVOICE FOR PAYMENTS-DJ GRAPHICS LIMITED**

I am hereby requesting for the Processing of the payment to the DJ GRAPHICS LIMITED. For the following; ***DJ Polyester polo, Screen print*** and ***Heat press***. The items and service cost ***$28,160.00*** sbd

See the attached Quotation.

Grateful, approval is sought for the payment

Thank you

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

23/06/23

Joel Levata
Hr and Admin Officer NHA
Email: JLevata@sol2023.com.sb
Mobile: 7380007

NATIONAL HOSTING AUTHORITY

# Solomon Islands Government

## Bid / Quotation Waiver

In some instances, it is recognised it may not be possible to observe the requirements of competitive quotations or tendering as is stipulated in the FIs, and in which case a **Bid Waiver Form** must be completed. This is prepared by the Division / Section making the purchase, and must be approved by the authority that would approve a purchase of that value (e.g. GTB for Bid Waivers on purchases over $500,000). The waiver will only be granted in circumstances where observing the normal requirements would result in detriment to the people or assets of the Solomon Islands, or where no benefit would be obtained by observing the requirements. Example where are waiver would be granted include but would be limited to the below;

- In a declared emergency (e.g. SI at War, Emergency, Natural Disaster)
- There is a genuine market limitation on the number of suppliers
- Equipment is specialized or technical in nature

**Description of Product / Service**

Payment for 100pcs polyester polo shirts and heat press printing, Solomon Islands and china aid logo, including rush fee for delivery to be done 1200hrs, 30th June 2023.

## REASON FOR REQUEST (Please Tick)

| | | | | | |
|---|---|---|---|---|---|
| **Genuine Market Limitation** | ✓ | **Natural Disaster** | | **SI at War** | |
| **Public Emergency** | | **Technical or Specialized Equipment** | | **Urgent- last minute change in event date** | ✓ |

*The bid waiver request is put forward as DJ Graphics is currently the supplier with stock for the 100pcs polyester polo shirts and will print on logos required. Attached quote and invoice including the rush fee as very limited time to provide the service by end of the month of June 2023.*

| **Requested by: Division / Section** | **Signed:** | **Date:** |
|---|---|---|
| **HR and Admin** | | 27/06/2023 |
| | **Post: HRM/NHA** | |
| **Approved by: Accounting Officer** | **Signed:** | **Date:** |
| CNIL | | 27/6/23 |

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

**Janet Prakash**

---

**From:** Alison Burchell CEO NSC
**Sent:** Tuesday, 27 June 2023 10:39 am
**To:** Erika Nakada; sales@djgl.com.sb
**Cc:** Assistant Accounts & Administration Officer; Janet Prakash
**Subject:** URGENT logos
**Attachments:** China aid flat.png

**Importance:** High

Morning Erika

I think Laisa and Janet have been in contact with you on this.

Please could you use the attached logo to be put on the right breast and the Solomon flag on the left?

Ideally we would like the delivery by 12h00 on Friday as there is a function at 18h00 with the Chinese Ambassador with the group of 78. Please could you confirm this?

Many thanks

Alisons

**Alison Burchell**
Chief Executive Officer (Director)

Address: c/o Ground Floor, City Centre Building, Mendana Avenue, Honiara
Landline: (677) 22570
Mobile: (677) 737 3524
WhatsApp: (27) 82 990 3524

NSC
National Sports Council

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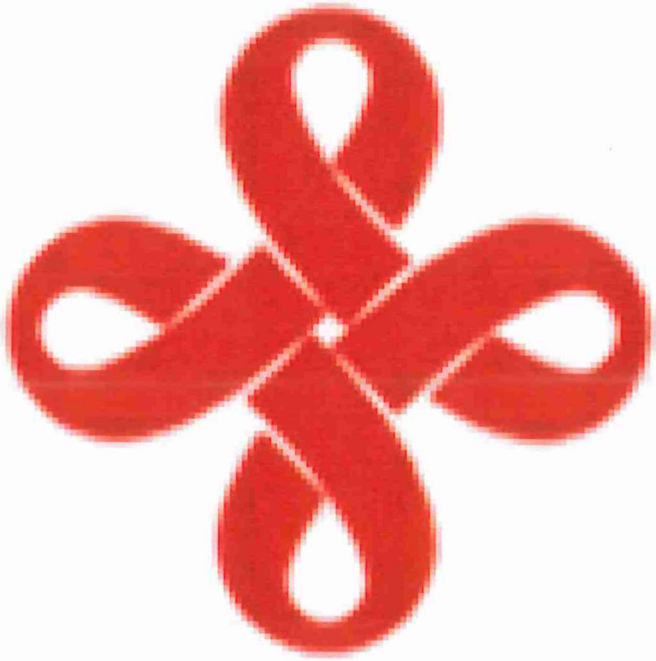

中国援助

CHINA AID

FOR SHARED FUTURE

PACIFIC GAMES
SOLOMON ISLANDS

**ANNEX 4**

## REQUEST FOR QUOTATIONS – GOOD/SERVICES

**Date: `27/06/2023**

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 7 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 (3) 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 Honiara, Solomon Islands.
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 Administration office/NHA/PMU/GOC & SINIS Honiara, Solomon Islands.
12. Please indicate delivery schedule and after sales service (if relevant) available to NHA, 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 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 NHA on receipt of the duly signed Local Purchase Order. The terms and conditions of this Request for Quotation shall form part of the contract.
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 by the NHA.
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 NHA.
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.

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



.....

**Joel Levata**
**HRM/Administration**
**NHA**
**Sol2023 Pacific Games**

# SCHEDULE OF REQUIREMENTS

| No. | Item Name: | Specification | Quantity | Delivery Date |
|---|---|---|---|---|
| | **DJ Graphics**<br>DJ Polyester Polo, Screen Print, and Heat Press the services Cost $ 28,160.00 | **DJ Graphics**<br>DJ Polyester Polo, Screen Print, and Heat Press the services Cost $ 28,160.00 | | 27/06/2023 |

remittance sent!!

# 2023 PACIFIC GAMES OFFICE

## Approval /Signature Required

**Supplier Name:** DJ Graphic - Poloshirt - NHA

| | | | | | |
|---|---|---|---|---|---|
| 1) Minute | ☐ | Sign by FC | | Sign by ED | |
| 3) Requisition | ☑ | Sign by Complianceofficer | ✓ | | |
| 2) Requisition | ☑ | Sign by FC | | Sign by ED | |
| 15/8/2023 ✓ 3) Payment Voucher | ☑ | Sign by FC | | Sign by ED | |
| 4) LPO | ☐ | Sign by FC | | Sign by ED | |
| 15/8/23 5) IB Authorisations | ☑ | Sign by FC | | Sign by ED | |

**Comments:**

ED

Please sign for NHA Polo Shirts - CCECC Staff / NHA Staff.

## Transaction or Request Lodgement Receipt

| | |
|---|---|
| **Transaction or Request Description:** | ANZ to ANZ Transfer |
| **Transaction or Request Status:** | Posted |
| **Date / Time:** | 15/08/2023 10:57 |
| **Transaction Number:** | AGU85921 |

**Transaction Details:**

Account Transfer of SBD 20,900.00

From Account: 5691140
To Account: 23006

Notes for Recipient: POLO Shirts NHA
Notes for Myself: NHA Uniforms




Pay Date : 15/08/2023

**Comments:**

* * * * * * * * * * Authorisation Details * * * * * * * * * * *
15/08/2023 10:57 Pauline Tovua
Authorisation Required for : Transfer Between My Accounts (2A)
15/08/2023 11:33 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : verified
15/08/2023 11:47 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
15/08/2023 11:47 Debbie Ofaeri Sifoni
Transaction Processed
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

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djj Graphics LTD

P.O. BOX 135
HONIARA, SOLOMON ISLANDS
Phone: (677) 26828 / 22011
Fax: (677) 21829
E: sales@djgl.com.sb OR admin@djgl.com.sb

SCREENPRINTING – SIGNS – SUBLIMATION – TAILORING – MERCHANDISE – PHOTOGRAPHY – TROPHY & MEDALS

# THIS IS NOT A ORDER FORM

CLIENT NAME: NHA

CONTACT ADDRESS: C/O - MS JANET PRAKASH

TELEPHONE: _____ MOBILE: _____ SALES REP: ERIKA

**T SHIRT ORDER DETAILS**

- ☐ NEW ORDER
- ☐ RE - ORDER
- ☐ SPEC. ATTACHED
- ☐ CREATE
- ☐ MODIFY
- ☐ COPY
- ☐ POCKET
- ☐ FULL SIZE
- ☐ SCREEN PRINT
- ☐ HEAT PRESS
- ☐ PAT
- ☐ OTHERS

**SMALL JOB ORDER DETAILS**

- ☐ ID PRINTS
- ☐ CAPS
- ☐ SEWING
- ☐ DYESUB
- ☐ SIGNAGE
- ☐ SUBLIMATION
- ☐ VINYL CUT
- ☐ SCREEN PRINT
- ☐ EPSON PRINT
- ☐ PHASER PRINT
- ☐ LARGE FORMAT PRINT
- ☐ LAMINATE
- ☐ PAT
- ☐ OTHERS

## QUOTATION FOR POLO SHIRT + EMBROIDERY

| | |
|---|---|
| 100PCS X COOL-DRI POLO SHIRT + EMBROIDERY | $ 18,600.00 |
| SET-UP CHARGE + RUSH FEE | $ 2,300.00 |
| TOTAL COST | $ 20,900.00 |

PRODUCTION TIME FRAME: 3-WORKING DAYS TO COMPLETE ORDER

## CONDITIONS APPLY

THIS IS FOR QUOTATION GUIDE ONLY AND IT IS NOT AN ORDER FORM. THIS QUOTATION IS VALID FOR A PERIOD OF 7 DAYS AS PER QUOTED. ACCEPTANCE OF QUOTE WILL REQUIRE UPFRONT PAYMENT AND 7 WORKING DAYS PICK UP OF ORDER COMMENCEMENT DATE OF PAYMENT MADE. ALSO NOTE OF THE SURCHARGE ON ORDERS DEMANDING URGENT PICK UP THAT IS LESS 7 DAYS DURATION. ANY CHANGES OR VARIATIONS MAY RESULT IN AN ADJUSTMENT IN THE CHARGE ITEMISED ABOVE.

NAME: ERIKA NAKADA DESIGNATION: SALES & MARKETING DATE: 14-Aug-23

## Your Reference

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

## Held for Authorisation
## Transaction Number AGU85921

---

### Transaction Details

Account Transfer of SBD 20,900.00

From Account: 5691140
To Account: 23006

Notes for Recipient: POLO Shirts NHA
Notes for Myself: NHA Uniforms

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

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

15/8/23

# PAYMENT VOUCHER

| | |
|---|---|
| Payment:<br>Voucher No: | |
| NAME: DJ Graphics Ltd | APPROVED BY EXECUTIVE DIRECTOR |
| Address: | Signed_____ Date 15/8/23 |
| IF DIRECT CREDITS ISSUED:<br>BANK REF #:_____<br>Signed_____ | APPROVED BY FINANCIAL CONTROLLER<br>Signed_____ Date 15/8/23 |

| NHA CODE | GL NAME | FULL DETAILS OF CLAIM | AMOUNT |
|---|---|---|---|
| 6-2901 | Uniforms | Payment for 100 Pcs Polo Shirt + Embroidery and set-up Charge plus Rush fee for NHA Staff for the Handing Over ceremony of th PG 2023 Stadium Project. | $20,900.00 |

Cheque No: IB for $20,900.00 Date 15/08/2023

Signature of claimant_____

PRINT NAME: _____

Payment Voucher Prepared by_____ Date 15/08/23

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA - 643/23

DEPARTMENT: NHA - Finance

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY | | |
|---|---|---|---|---|---|
| | | | SUPPLIER | ORDER NO. | COST |
| | | Payment for 100 pcs polo shirt + embroidery and set-up charge + Rush fee for NHA staff that will be used during the handing over program this Friday 18th/08/23 | DJ Graphics | — | $20,900-00 |
| | | | | TOTALS | $20,000-00 |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $20,000-00 Date: 14/08/23

Requisition Officer (Name): Lindsey. H Sign:

Account Code: 6-2901

Account Name: Uniforms.

Funds available on this account:

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Debbie Renee Sign:

Post: FC

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$ 20,900-00

Signed:

Name: Carley

NATIONAL HOSTING AUTHORITY EXECUTIVE DIRECTOR

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: Darley V. Thang Date: 14/08/23

Position: PRO NHA

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

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA - 643/23

DEPARTMENT: NHA - Finance

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY | | |
|---|---|---|---|---|---|
| | | | SUPPLIER | ORDER NO. | COST |
| | | Payment for 100 pcs polo shirt + embroidery and set-up charge + Rush fee for NHA staff that will be used during the Handing over program this Friday 18th/08/23 | DT Graphics LS | 8715 | $20,900-00 |
| | | | | TOTALS | 20,000-00 |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $20,000-00 Date: 16/08/23

Requisition Officer (Name): Finley. H Sign:

Account Code: 6-2901

Account Name: Gui Games.

Funds available on this account: 16/8/23

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Delyne. Rence Sign:

Post: FC

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$ 20,900-00

Signed:

Name: Carley

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: Darley V. Thomas Date: 16/08/23

Position: PC NHA

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

# NATIONAL HOSTING AUTHORITY

## *SOL2023 Pacific Games*

***SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST***

| Required Documents | Division | NHA Secretariat | Comments |
|---|---|---|---|
| Purchase Requisition & Payment Voucher | ✓ | ✓ | |
| Signed Contract | | | |
| Tender Evaluation Report | | | |
| Tender Award by GTB/ITB | | | |
| Copy of Advertisement (including dates of advertisement | ✓ | ✓ | |
| Bid Waiver (must include grounds for waiver) | | | |
| ICT Checklist (if for ICT goods) | | | |
| Original Invoice | ✓ | ✓ | |
| Certification of work completed/goods received (includes final reports) | ✓ | ✓ | |
| **Compliance Checks required** | | | |
| Tender advertisements made at least two weeks before tender closing date | ✓ | ✓ | |
| Contract form approved | ✓ | ✓ | |
| Check payment is in accordance with payment provisions in contract | ✓ | ✓ | |
| PR/PV has been signed by authorized person | ✓ | ✓ | |
| Check amount on PR/PV matches the signed contract/invoice | ✓ | ✓ | |
| Name on PR/PV matches signed contract | ✓ | ✓ | |
| Account code used is correct | ✓ | ✓ | |
| Check bid waiver /restrictive tender is for a valid reason | ✓ | ✓ | |
| Check expenditure is acceptable and proper use of NHA/SIG monies | ✓ | ✓ | |
| Check calculations on invoice are correct | ✓ | ✓ | |
| Check price and rates are reasonable | ✓ | ✓ | |

***Note: IF any of the above cannot be certified, please include an explanation as to why. This will speed up the compliance process.***

***Divisional Compliance Performed by***

Signed:

Name and Position: Joel Levata & HRM NHA

Date: 14/08/2023

***NHA Compliance Performed By***

Signed:

Name and Position: DW & PCM

Date: 14/08/2023

PACIFIC GAMES
SOLOMON ISLANDS

# MINUTE

To: Executive Director NHA
Attention: Financial Controller NHA

Date: 14-08-2023

**SUBJECT: NHA POLO SHIRT-DJ GRAPHICS**

I am hereby requesting for a payment to DJ Graphics for the following;

1. ***100 Pcs x Cool dry polo shirt + embroidery*** and
2. ***Set-Up Charge + Rush Fee***

These Polo shirts for NHA staffs, during the Handing over program (Sports City facilities).
The items and charges cost ***$20,900.00*** sbd

See the attached invoice and bid waiver

Grateful, seek your approval for this payment

Thank you

NATIONAL HOSTING AUTHORITY
Common Seal
SOLOMON PACIFIC GAMES
14/8/23

Joel Levata
Hr and Admin Officer NHA
Email: JLevata@sol2023.com.sb
Mobile: 7380007

# Solomon Islands Government

## Bid / Quotation Waiver

In some instances it is recognised it may not be possible to observe the requirements of competitive quotations or tendering as is stipulated in the FIs, and in which case a **Bid Waiver Form** must be completed. This is prepared by the Division / Section making the purchase, and approved by the Ministry Permanent Secretary. The waiver will only be granted in circumstances where observing the normal requirements would result in detriment to the people or assets of the Solomon Islands, or where no benefit would be obtained by observing the requirements. Example where are waiver would be granted include but would be limited to the below;

- In a declared emergency ( eg. SI at War, Emergency, Natural Disaster )
- There is a genuine market limitation on the number of suppliers
- Equipment is specialized or technical in nature

**Description of Product / Service**

The Polo Shirts are comfort and weavability and its good for Staff uniform.

**REASON FOR REQUEST ( Please Tick )**

| | | | | | |
|---|---|---|---|---|---|
| **Genuine Market Limitation** | | **Natural Disaster** | | **SI at War** | |
| **Public Emergency** | | **Technical or Specialized Equipment** | | | |

Please summarise the reason for the request (you may attach further support if necessary)

The reason for requesting the Polo Shirts is for the Handing over program of the Sports city facilities

| | |
|---|---|
| **Requested by: Division / Section**<br>Joel Leata HR & Admin | **Signed:** **Date:** 14-08-2023<br>**Post:** HR AND Admin officer |
| **Approved by: Accounting Officer** | **Signed:** **Date:** 14/8/23 |

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

PACIFIC GAMES
SOLOMON ISLANDS

**ANNEX 4**

## REQUEST FOR QUOTATIONS – GOOD/SERVICES

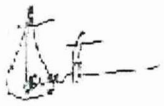
**Date: `14/08/2023**

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 7 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 (3) 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 Honiara, Solomon Islands.
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 Administration office/NHA/PMU/GOC & SINIS Honiara, Solomon Islands.
12. Please indicate delivery schedule and after sales service (if relevant) available to NHA, 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 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 NHA on receipt of the duly signed Local Purchase Order. The terms and conditions of this Request for Quotation shall form part of the contract.
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 by the NHA.
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 NHA.
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.

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



.....

**Joel Levata**
**HRM/Administration**
**NHA**
**Sol2023 Pacific Games**

# SCHEDULE OF REQUIREMENTS

| No. | Item Name: | Specification | Quantity | Delivery Date |
|---|---|---|---|---|
| | DJ Graphics<br>100 PCS x cool Dry polo Shirt + Embroidery and Set up Charge + Rush fee | DJ Graphics<br>100 PCS x cool Dry polo Shirt + Embroidery and Set up Charge + Rush fee | | 14/08/2023 |

# 2023 PACIFIC GAMES OFFICE

Urgent!!

## Approval /Signature Required

**Supplier Name:** DJ Graphics – NHA staff Uniforms

| | | | | | |
|---|---|---|---|---|---|
| 1) Minute | ☐ | Sign by FC | | Sign by ED | |
| 3) Requisition | ☑ | Sign by Complianceofficer | ✓ 14/08/23 | | |
| 2) Requisition | ☑ | Sign by FC | | Sign by ED | |
| 3) Payment Voucher | ☑ | Sign by FC | | Sign by ED | |
| 4) LPO | ☐ | Sign by FC | | Sign by ED | |
| 15/8/23 5) IB Authorisations | ☑ | Sign by FC | | Sign by ED | |

**Comments:**

ED

Please Sign for NHA staff Uniforms.
Long pants and Ladies Shirts.

FC,

Urgent payment for Friday's program – NHA staff Uniforms.
14/8/23

## Transaction or Request Lodgement Receipt

| | |
|---|---|
| **Transaction or Request Description:** | ANZ to ANZ Transfer |
| **Transaction or Request Status:** | Posted |
| **Date / Time:** | 15/08/2023 10:59 |
| **Transaction Number:** | AGU85951 |

**Transaction Details:**

Account Transfer of SBD 22,700:00

From Account: 5691140
To Account: 23006

Notes for Recipient: L/Pants & L Shirts
Notes for Myself: NHA Uniforms

PAID
DATE 15/08/23 CHQ. No.

Pay Date : 15/08/2023

**Comments:**
* * * * * * * * * * Authorisation Details * * * * * * * * * * *
15/08/2023 10:59 Pauline Tovua
Authorisation Required for : Transfer Between My Accounts (2A)
15/08/2023 11:34 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : verified
15/08/2023 11:46 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
15/08/2023 11:46 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 AGU85951

---

### Transaction Details

Account Transfer of SBD 22,700.00

From Account: 5691140
To Account: 23006

Notes for Recipient: L/Pants & L Shirts
Notes for Myself: NHA Uniforms

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

15/8/23

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

# PAYMENT VOUCHER

| | |
|---|---|
| Payment:<br>Voucher No: | |
| NAME: DJ Graphics Ltd | APPROVED BY EXECUTIVE DIRECTOR |
| Address: | Signed _____ Date 15/8/23 |
| IF DIRECT CREDITS ISSUED:<br>BANK REF #: _____<br>Signed _____ | APPROVED BY FINANCIAL CONTROLLER<br>Signed _____ Date 15/8/23 |

| NHA CODE | GL NAME | FULL DETAILS OF CLAIM | AMOUNT |
|---|---|---|---|
| 6-2901 | Uniforms | NHA staff Uniform - Men's Long Pants and Ladies Shirts | $22,700.00 |

Cheque No: IB for $22,700.00 Date 15/08/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 15/08/2023

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-232/23

DEPARTMENT: NHA - Admin

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY | | |
|---|---|---|---|---|---|
| | | | SUPPLIER | ORDER NO. | COST |
| | | NHA staff uniform - Men's long pants and Ladies shirts. | DJ Graphic | — | $22,700-00 |
| | | | | TOTALS | $22,700-00 |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $22,700-00 Date: 14/08/23

Requisition Officer (Name): Lilley Hatiala Sign:

Account Code: 6-2901

Account Name: Uniforms

Funds available on this account:

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Debora. Rences Sign:

Post: FC

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$ 22,700-00

Signed:

Name:

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

NATIONAL HOSTING AUTHORITY EXECUTIVE DIRECTOR SOLOMON ISLANDS PACIFIC GAMES

**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: Darley V. Thomas Date: 14/08/23

Position: PCO NHA

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

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA - 232/23

DEPARTMENT: NHA - Admin

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY: SUPPLIER | ORDER NO. | COST |
|---|---|---|---|---|---|
| | | NHA staff uniform - Mens long pants and ladies skirts. | DTJ Graphic | 15/8/23 | $22,700-00 |
| | | | | | $22,700-00 |
| | | | | 2961 | TOTALS |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $22,700-00

Requisition Officer (Name): Lilley Hatiah

Date: 14/08/23

Sign:

Account Code: Uniforms

Account Name:

Funds available on this account: 15/8/23

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Debbie Manuel

Sign:

Post: FC

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$

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: Lilley V. Thomas

Date: 14/08/23

Position: PCO NHA

15/8/23

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

PACIFIC GAMES
SOLOMON ISLANDS

# MINUTE

To: Executive Director NHA
Attention: Financial Controller NHA

Date: 14-08-2023

**SUBJECT: NHA MEN'S LONG PANTS AND LADIES SHIRTS-DJ GRAPHICS**

I am hereby requesting for a payment to DJ Graphics for the following;

1. ***60 Pcs Men's long pants (readymade)*** and
2. ***40 Pcs Ladies (Ready Made)***

These Men's long pants and Ladies shirts for the National Hosting Authority Secretariat Staff-Uniforms.

See the attached invoice

Grateful, seek your approval for this payment

Thank you

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

14/8/23

Joel Levata
Hr and Admin Officer NHA
Email: JLevata@sol2023.com.sb
Mobile: 7380007

dj Graphics LTD

P.O. BOX 135
HONIARA, SOLOMON ISLANDS
Phone: (677) 26828 / 22011
Fax: (677) 21829
E: sales@djgl.com.sb OR admin@djgl.com.sb

SCREENPRINTING – SIGNS – SUBLIMATION – TAILORING – MERCHANDISE – PHOTOGRAPHY – TROPHY & MEDALS

# SALES INVOICE

Invoice# 2023-0814-02
LPO#:
Date: 14-Aug-23

**Bill To:**

NATIONAL HOSTING AUTHORITY
C/O - JANET

| QTY | DESCRIPTION | UNIT PRICE (inclu gst) | TOTAL (ex gst) |
|---|---|---|---|
| | | | - |
| 60 PCS | MEN'S LONG PANTS (READY MADE) | 235.00 | 14,100.00 |
| 40 PCS | LADIES SHIRTS (READY MADE) | 215.00 | 8,600.00 |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | 22,700.00 |

| Job Order#: | Prepared by: | Salesperson: | Received by: |
|---|---|---|---|
| 196 | ETHEL | FRANCINA | |

| | |
|---|---|
| Sub-total | 22,700.00 |
| Less discount | - |
| GST | - |
| Total | 22,700.00 |

**Payment Options:**

***Direct Deposit***

Account Name: DJ Graphics Ltd
Bank: ANZ
Account Number: 23006
Swift code: ANZBSBSB010950

***Cheque***

Account Name: DJ Graphics Ltd

**Balance Due** $ 22,700.00

NATIONAL HOSTING AUTHORITY

# Solomon Islands Government

## Bid / Quotation Waiver

In some instances, it is recognised it may not be possible to observe the requirements of competitive quotations or tendering as is stipulated in the FIs, and in which case a **Bid Waiver Form** must be completed. This is prepared by the Division / Section making the purchase, and must be approved by the authority that would approve a purchase of that value (e.g. GTB for Bid Waivers on purchases over $500,000). The waiver will only be granted in circumstances where observing the normal requirements would result in detriment to the people or assets of the Solomon Islands, or where no benefit would be obtained by observing the requirements. Example where are waiver would be granted include but would be limited to the below;

- In a declared emergency (e.g. SI at War, Emergency, Natural Disaster)
- There is a genuine market limitation on the number of suppliers
- Equipment is specialized or technical in nature

**Description of Product / Service**

60 pcs – Mens long pants (ready made)
40 pcs – Ladies shirts (ready made)

## REASON FOR REQUEST (Please Tick)

| | | | | | |
|---|---|---|---|---|---|
| **Genuine Market Limitation** | | **Natural Disaster** | | **SI at War** | |
| **Public Emergency** | | **Technical or Specialized Equipment** | | **National Importance** | x |

Due to the urgency and the national importance of the works to develop up to standard turf, the tender process could not be followed and therefore this request for waiver arises. Furthermore, the items are not readily available at the market and are categorised under specialised items.

| | |
|---|---|
| **Requested by: Division / Section** | **Signed:** Date: 14/08/2023 |
| **National Hosting Authority** | Post Finance Officer |
| **Approved by: Accounting Officer** | **Signed:** **Date:** |
| e Meny | 14/8/23 |

**ANNEX 4**

REQUEST FOR QUOTATIONS – GOOD/SERVICES

**Date:14../..08../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 7 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 (3) 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 Honiara, Solomon Islands.
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 Administration office/NHA/PMU/GOC & SINIS Honiara, Solomon Islands.
12. Please indicate delivery schedule and after sales service (if relevant) available to NHA, 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 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 NHA on receipt of the duly signed Local Purchase Order. The terms and conditions of this Request for Quotation shall form part of the contract.
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 by the NHA.
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 NHA.
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.

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

.....

Finance Officer - Library Attaché

~~NHA- HRM~~

**Sol2023 Pacific Games**

# SCHEDULE OF REQUIREMENTS

| No. | Item Name | Specification | Quantity | Delivery Date |
|---|---|---|---|---|
| ① | Long Pants | Men's long pants | 60 pcs | N/A |
| ② | Shirts (Female) | Ladies Shirts (both ready made) | 40 pcs. | |

# NATIONAL HOSTING AUTHORITY

## *SOL2023 Pacific Games*

***SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST***

| Required Documents | Division | NHA Secretariat | Comments |
|---|---|---|---|
| Purchase Requisition & Payment Voucher | ✓ | | |
| Signed Contract | | | |
| Tender Evaluation Report | | | |
| Tender Award by GTB/ITB | | | |
| Copy of Advertisement (including dates of advertisement | | | |
| Bid Waiver (must include grounds for waiver) | ✓ | | |
| ICT Checklist (if for ICT goods) | ✓ | | |
| Original Invoice | ✓ | | |
| Certification of work completed/goods received (includes final reports) | | | |
| **Compliance Checks required** | | | |
| Tender advertisements made at least two weeks before tender closing date | | | |
| Contract form approved | | | |
| Check payment is inaccordance with payment provisions in contract | | | |
| PR/PV has been signed by authorized person | | ✓ | |
| Check amount on PR/PV matches the signed contract/invoice | | ✓ | |
| Name on PR/PV matches signed contract | | ✓ | |
| Account code used is correct | | ✓ | |
| Check bid waiver /restrictive tender is for a valid reason | | | |
| Check expenditure is acceptable and proper use of NHA/SIG monies | | ✓ | |
| Check calculations on invoice are correct | | ✓ | |
| Check price and rates are reasonable | | ✓ | |

***Note: IF any of the above cannot be certified, please include an explanation as to why. This will speed up the compliance process.***

***Divisional Compliance Performed By***

Signed: _____

Name and Position: Linley . Hatiah

Date: 14/08/2023

***NHA Compliance Performed By***

Signed: _____

Name and Position: _____

Date: _____

PACIFIC GAMES
SOLOMON ISLANDS

# 2023 PACIFIC GAMES OFFICE

## Approval /Signature Required

**Supplier Name:** DJ Graphics - Team Solomon.

| | | | |
|---|---|---|---|
| 1) Minute | ☐ | Sign by FC _____ | Sign by ED _____ |
| 3) Requisition | ☑ | Sign by Complianceofficer | ✓ 14/09/23 |
| 14/9/23. 2) Requisition | ☑ | Sign by FC ★ | Sign by ED _____ |
| 3) Payment Voucher | ☐ | Sign by FC _____ | Sign by ED _____ |
| 4) LPO | ☐ | Sign by FC _____ | Sign by ED _____ |
| 15/9/23 5) IB Authorisations | ☒ | Sign by FC _____ | Sign by ED _____ |

**Comments:**

NHA

3:10 LTE
apib1.anz.com

ANZ

**Transaction or Request Lodgement Receipt**

| | |
|---|---|
| **Transaction or Request Description:** | ANZ to ANZ Transfer |
| **Transaction or Request Status:** | Posted |
| **Date / Time:** | 15/09/2023 09:53 |
| **Transaction Number:** | AGY80100 |

**Transaction Details:**

Account Transfer of SBD 6,800.00

From Account: 5691140
To Account: 23006

Notes for Recipient: T-Shirts-T/SOL
Notes for Myself: POLO Shirts-T/SOLOMON

Pay Date : 15/09/2023

**Comments:**
* * * * * * * * * * Authorisation Details * * * * * * * * * * *
15/09/2023 09:53 Pauline Tovua
Authorisation Required for : Transfer Between My Accounts (2A)
15/09/2023 13:50 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : verified
15/09/2023 15:10 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
15/09/2023 15:10 Debbie Ofaeri Sifoni
Transaction Processed
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

PAID
DATE 15/9/23 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 AGY80100

### Transaction Details

Account Transfer of SBD 6,800.00

From Account: 5691140
To Account: 23006

Notes for Recipient: T-Shirts-T/SOL
Notes for Myself: POLO Shirts-T/SOLOMON

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

15/09/23

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

# PAYMENT VOUCHER

| | |
|---|---|
| Payment:<br>Voucher No: | |
| NAME: DJ Graphics Ltd | APPROVED BY EXECUTIVE DIRECTOR |
| Address: | Signed _____ Date 15/9/23 |
| IF DIRECT CREDITS ISSUED:<br>BANK REF #: _____<br>Signed _____ | APPROVED BY FINANCIAL CONTROLLER PP<br>Signed _____ Date 15/9/23 |

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

| NHA CODE | GL NAME | FULL DETAILS OF CLAIM | AMOUNT |
|---|---|---|---|
| 6-2901 | Uniforms | Being for 50 Pcs x Q/cool - Dri Polo Plain Shirt for Team Solomon. | $6,800.00 |

Cheque No: IB TRANS for $6,800.00 Date 15/09/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 15/09/23

dj Graphics LTD

P.O. BOX 135
HONIARA, SOLOMON ISLANDS
Phone: (677) 26828 / 22011
Fax: (677) 21829
E: sales@djgl.com.sb OR admin@djgl.com.sb

SCREENPRINTING – SIGNS – SUBLIMATION – TAILORING – MERCHANDISE – PHOTOGRAPHY – TROPHY & MEDALS

# THIS IS NOT A ORDER FORM

CLIENT NAME: TEAM SOLOMON

CONTACT ADDRESS: C/O, SHAMAYIM

TELEPHONE: _____ MOBILE: _____ SALES REP: MELINDA

| T SHIRT ORDER DETAILS | | SMALL JOB ORDER DETAILS | | |
|---|---|---|---|---|
| ☐ NEW ORDER | ☐ POCKET | ☐ ID PRINTS | ☐ VINYL CUT | ☐ PAT |
| ☐ RE - ORDER | ☐ FULL SIZE | ☐ CAPS | ☐ SCREEN PRINT | ☐ OTHERS |
| ☐ SPEC. ATTACHED | ☐ SCREEN PRINT | ☐ SEWING | ☐ EPSON PRINT | |
| ☐ CREATE | ☐ HEAT PRESS | ☐ DYESUB | ☐ PHASER PRINT | |
| ☐ MODIFY | ☐ PAT | ☐ SIGNAGE | ☐ LARGE FORMAT PRINT | |
| ☐ COPY | ☐ OTHERS | ☐ SUBLIMATION | ☐ LAMINATE | |

## QUOTE FOR QUOTE FOR COOL-DRI POLO PLAIN

| | |
|---|---|
| 50 PCS X Q/COOL-DRI POLO PLAIN | $ 6,800.00 |
| ADD 10% GST | $ 680.00 |
| TOTAL COST | $ 7,480.00 |

NATIONAL OLYMPIC COMMITTEE OF SOLOMON ISLANDS THE COMMON SEAL OF

Approved please proceed

**PRODUCTION TIME FRAME: 7-WORKING DAY AFTER VISUAL CONFIRMATION**

## CONDITIONS APPLY

THIS IS FOR QUOTATION GUIDE ONLY AND IT IS NOT AN ORDER FORM. THIS QUOTATION IS VALID FOR A PERIOD OF 7 DAYS AS PER QUOTED. ACCEPTANCE OF QUOTE WILL REQUIRE UPFRONT PAYMENT AND 7 WORKING DAYS PICK UP OF ORDER COMMENCEMENT DATE OF PAYMENT MADE. ALSO NOTE OF THE SURCHARGE ON ORDERS DEMANDING URGENT PICK UP THAT IS LESS 7 DAYS DURATION. ANY CHANGES OR VARIATIONS MAY RESULT IN AN ADJUSTMENT IN THE CHARGE ITEMISED ABOVE.

NAME: MELINDA KINI DESIGNATION: SALES DATE: 30-Aug-23

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-446/23

DEPARTMENT: NHA

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY | | |
|---|---|---|---|---|---|
| | | | SUPPLIER | ORDER NO. | COST |
| | | Procurement of 50 X Q Cool DRI POLO plain | DJ Graphics | | $6800-00 |
| | | | | TOTALS | $6800-00 |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $6800-

Date: 14/9/23

Requisition Officer (Name): Patrick T

Sign:

Account Code: 6-2901

Account Name: Uniform

Funds available on this account:

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Pauline Toma.

Sign: Toma.

PP Post: FC

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$ 6,800-00

Signed:

Name: Carley

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

NATIONAL HOSTING AUTHORITY EXECUTIVE DIRECTOR SOLOMON ISLANDS PACIFIC GAMES

**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: Darby Vithas Date: 14/09/23

Position: PCO NHA

Copy 1 White NHA Finance

Copy 2 Pink Compliance Department

Copy 3 Yellow Requesting Department

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: ~~NHA - 644/23~~

DEPARTMENT: ~~NHA~~

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY | | |
|---|---|---|---|---|---|
| | | | SUPPLIER | ORDER NO. | COST |
| | | Procurement of 50 x Q Cool DRI POLO plain | DJ Graphics | | $6800-00 |
| | | | | 15/1/23 | |
| | | | | TOTALS | ~~$6800-00~~ |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $ 6800-

Requisition Officer (Name): Patricia T

Date: 14/9/23

Sign: Home

Account Code: 62901

Account Name: Uniform

Funds available on this account:

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Pauline Tovua

Sign: Home

PP

Post: FC

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$ 6,800-00

Signed:

Name: CNIOM

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: Darley Vithas Date: 14/09/23

Position: PCO NHA

Copy 1 White NHA Finance

Copy 2 Pink Compliance Department

Copy 3 Yellow Requesting Department

# NATIONAL HOSTING AUTHORITY

## *SOL2023 Pacific Games*

***SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST***

| Required Documents | Division | NHA Secretariat | Comments |
|---|---|---|---|
| Purchase Requisition & Payment Voucher | | | |
| Signed Contract | | | |
| Tender Evaluation Report | | | |
| Tender Award by GTB/ITB | | | |
| Copy of Advertisement (including dates of advertisement | | | |
| Bid Waiver (must include grounds for waiver) | | | |
| ICT Checklist (if for ICT goods) | | | |
| Original Invoice | | | |
| Certification of work completed/goods received (includes final reports) | | | |
| **Compliance Checks required** | | | |
| Tender advertisements made at least two weeks before tender closing date | | | |
| Contract form approved | | | |
| Check payment is in accordance with payment provisions in contract | | | |
| PR/PV has been signed by authorized person | | | |
| Check amount on PR/PV matches the signed contract/invoice | | | |
| Name on PR/PV matches signed contract | | | |
| Account code used is correct | | | |
| Check bid waiver /restrictive tender is for a valid reason | | | |
| Check expenditure is acceptable and proper use of NHA/SIG monies | | | |
| Check calculations on invoice are correct | | | |
| Check price and rates are reasonable | | | |

***Note: IF any of the above cannot be certified, please include an explanation as to why. This will speed up the compliance process.***

***Divisional Compliance Performed By***

Signed:

Name and Position: __Finance Officer NHA & Patrick Taloboe_____

Date: _____

***NHA Compliance Performed By***

Signed: _____

Name and Position: _____

Date: _____

# Minute

**To:** Executive Director

**Cc:** Financial Controller

**From:** Finance Officer

**Date:** 13/09/2023

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL 2023 PACIFIC GAMES

Approved
14/09/23

**RE: Team Solomon Procurement Quotes for Approval**

I hereby attached quotes submitted from Team Solomon for your approval. The breakdown are as follows;

| Supplier | Item | Quote# | Amount |
|---|---|---|---|
| DJ Graphics | Uniform | - | $6,800 |
| Island Enterprise | Embroidery(uniforms) | 2145896025 | $22,800 |
| Advance Tech | Office Equipment | 44061 | $160,000 |
| Go Solo Trading | Office Equipment (Additional) | 212348 | $15,600 |
| Print Haus | Banners | 14023 | $37,398.40 |
| Blue Water | Water Dispensers | BW20230SEPT-02 | $4,000 |

I have also attached communications concerned. The total budget excluding tax **is SBD$246,598.40.** For your consideration and approval.

Thank you

Patrick Taloboe

TEAM SOLOMON

Our ref:01

To: Financial Controller
National Hosting Authority
Thru: Executive Director
National Hosting Authority

From: Chef De Mission
Team Solomon

Re: Profoma invoices for Team Solomon.

Priority: Urgent

Madam FC

I have attached 6 relevant proforma invoices for Team Solomon operations.

1. Uniform (DJ graphics
2. Embroidery on uniforms (Islands Enterprises ltd)
3. Urgent Office equipment (Advanced Tech)
4. Additional office equipment (Go Solo Trading)
5. Banners (Print Haus)
6. Water dispensers (Blue Water)

We understand that the Team Solomon budget is to be administered through the National Hosting Authority's processes.
We request that the process be carried out efficiently and in a timely manner to enable us to maximize Team Solomon operations and visibility.

Thank you for your assistance and I await a response for your office.

Sincerely
Fay Indu-Ghemu
CDM Team Solomon

NATIONAL OLYMPIC COMMITTEE OF SOLOMON ISLANDS THE COMMON SEAL OF

Sighted and approved

## Debbie Sifoni Rence

**From:** Fay Indu Ghemu <fayghemu@gmail.com>
**Sent:** Monday, 11 September 2023 1:33 PM
**To:** Christian Nieng; Debbie Sifoni Rence
**Cc:** mrara1975@gmail.com
**Subject:** Team Solomon Invoices
**Attachments:** Scan Sep 11, 2023.pdf

Good morning
This is the cover letter for the invoices send last week.
Since sending these invoices, are still waiting on any word from the accounts at NHA in relation to the same.
I also request that the imprest amount agreed on be made available to us as well.

We urgently need these items to be made available to us for our operations.

Kind regards
Fay

## Debbie Sifoni Rence

**From:** Christian Nieng
**Sent:** Monday, 11 September 2023 2:39 PM
**To:** Fay Indu Ghemu; Debbie Sifoni Rence
**Cc:** Moses Tepai
**Subject:** RE: Profoma Invoices from Team Sol

Fay,

Does Team Sol have an admin and finance person.

They should assist in putting together your due approval process of the procurement and we can make the payment on the basis of your approvals for the procurement to take place, goods delivered and again you can confirm that the goods are delivered in good condition so when you request us to pay, inform us of the steps you took with your due approvals and we can pay.

Regards
ED NHA

**From:** Fay Indu Ghemu [mailto:fayghemu@gmail.com]
**Sent:** Wednesday, 6 September 2023 9:57 PM
**To:** Debbie Sifoni Rence <DSifoniRence@sol2023.com.sb>
**Cc:** Christian Nieng <CNieng@sol2023.com.sb>; Moses Tepai <mtepai@tourism.gov.sb>
**Subject:** Profoma Invoices from Team Sol

Good Evening FC

I have attached 6 proformas for your perusal and quick action.

kind regards
Fay

## Debbie Sifoni Rence

**From:** Fay Indu Ghemu <fayghemu@gmail.com>
**Sent:** Monday, 11 September 2023 4:58 PM
**To:** Christian Nieng
**Cc:** Debbie Sifoni Rence; Moses Tepai; RARA MARTIN
**Subject:** Re: Profoma Invoices from Team Sol

Good afternoon ED
As per your concerns, we do have an admin officer who has collected and collated the invoices which I have attached and sent on the 6th September 2023 last week. The quotations were collected according to my instructions and approved, hence the email to NHA accounts. In addition, request letters have also been attached with them for further clarification.

Please elaborate on the desired approval process.
Do you mean a requisition process similar to the SIG requisition?
It is just time consuming, because we will arrive at the same.

Kind regards

Fay

On Mon, 11 Sept 2023 at 14:39, Christian Nieng <CNieng@sol2023.com.sb> wrote:

Fay,

Does Team Sol have an admin and finance person.

They should assist in putting together your due approval process of the procurement and we can make the payment on the basis of your approvals for the procurement to take place, goods delivered and again you can confirm that the goods are delivered in good condition so when you request us to pay, inform us of the steps you took with your due approvals and we can pay.

Regards

ED NHA

## Debbie Sifoni Rence

**From:** Fay Indu Ghemu <fayghemu@gmail.com>
**Sent:** Wednesday, 6 September 2023 9:57 PM
**To:** Debbie Sifoni Rence
**Cc:** Christian Nieng; Moses Tepai
**Subject:** Profoma Invoices from Team Sol
**Attachments:** Advance Tech- NHA SOL2023 Laptop Sets-1.pdf; Embroidery.pdf; Laptops.pdf; Quotaion Blue Water.pdf; Team Sol Banners.jpg; TEAM SOLOMON QUOTE FOR PLAIN POLO-2.pdf

Good Evening FC

I have attached 6 proformas for your perusal and quick action.

kind regards
Fay

**ANNEX 4**

REQUEST FOR QUOTATIONS – GOOD/SERVICES

**Date: 14/09/2023**

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 7 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 (3) 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 Honiara, Solomon Islands.
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 Administration office/NHA/PMU/GOC & SINIS Honiara, Solomon Islands.
12. Please indicate delivery schedule and after sales service (if relevant) available to NHA, 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 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 NHA on receipt of the duly signed Local Purchase Order. The terms and conditions of this Request for Quotation shall form part of the contract.
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 by the NHA.
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 NHA.
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.

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



.....

**Patrick Taloboe**
**FINANCE -NHA**
**Sol2023 Pacific Games**

# SCHEDULE OF REQUIREMENTS

| No. | Item Name | Specification | Quantity | Delivery Date |
|---|---|---|---|---|
| 1. | **DJ Graphics**<br>Being for Uniform T Shirt Printing Cost for Team Solomons | **DJ Graphics**<br>Being for Uniform T Shirt Printing Cost for Team Solomons | | 14/09/2023 |

# 2023 PACIFIC GAMES OFFICE

## Approval /Signature Required

**Supplier Name:** DJ Graphics Ltd. - Team Sol

| | | | |
|---|---|---|---|
| 1) Minute | ☑ | Sign by FC _____ | Sign by ED _____ |
| 3) Requisition | ☑ | Sign by Complianceofficer | _____ |
| 2) Requisition | ☐ | Sign by FC _____ | 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 _____ |

**Comments:**

Team Sol to send copy of program

ANZ

Australian and New Zealand Banking Group Limted (ANZ)

STAMP DUTY PAID

HONIARA, SOLOMON ISLANDS

DATE 27 10 23 (D D M M Y Y)

PAY DJ Graphics Ltd OR BEARER

THE SUM OF Fourteen Thousand nine hundred and sixty dollars only.

SBD$ 14,960.00

NOT NEGOTIABLE

PLEASE SIGN ABOVE THIS LINE

PLEASE SIGN ABOVE THIS LINE

NATIONAL HOSTING AUTHORITY 5691140

№ 935285

SUZIE LEONG
7772134

# PAYMENT VOUCHER

| | |
|---|---|
| Payment:<br>Voucher No: | |
| NAME: DJ Graphics Ltd | APPROVED BY EXECUTIVE DIRECTOR |
| Address: | Signed [signature] Date 27/10/23<br>NATIONAL HOSTING AUTHORITY EXECUTIVE DIRECTOR SOLOMON ISLANDS 2023 PACIFIC GAMES |
| IF DIRECT CREDITS ISSUED:<br>BANK REF #:_____<br>Signed_____ | PP APPROVED BY FINANCIAL CONTROLLER<br>Signed [signature] Date 27/10/23 |

| NHA CODE | GL NAME | FULL DETAILS OF CLAIM | AMOUNT |
|---|---|---|---|
| 6-2901 | Uniforms | Payment for Polo Shirt for PMO Staff for parade. | $14,960.00 |

Cheque No: 935285 for $14,960.00 Date 27/10/2023

Signature of claimant_____

PRINT NAME: _____

Payment Voucher Prepared by [signature] Date 27/10/23

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: TeamSol/16/23

DEPARTMENT: Team Solomon

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY | | |
|---|---|---|---|---|---|
| | | | SUPPLIER | ORDER NO. | COST |
| 100 | pcs | Boing for polo shirt for PNG staff (Parade) as per quote attached. | dj Graphics Ltd C/- Team Solomon | Solomon | $14,960-00 |
| | | | | TOTALS | |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $14,960-00 Date: 26/10/23

Requisition Officer (Name): Suzie Leong Sign:

Account Code: 6-2901 ~~3-9060-01-04~~

Account Name: Uniforms - GMT/Athlete promotions

Funds available on this account:

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Fay Indu Cihemu Sign:

Post: Chef De Mission

Department: Team Solomon

**Authority is granted for expenditure not exceeding:**

SBD$ 14,960-00

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: Jiff Date: 26/10/2023

Position: Compliance

Copy 1 White NHA Finance

Copy 2 Pink Compliance Department

Copy 3 Yellow Requesting Department

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: Toansol/16/23

DEPARTMENT: Toan Solomon

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY SUPPLIER | ORDER NO. | COST |
|---|---|---|---|---|---|
| 100 | pcs | Boiling for polo shirt for PNO staff (Parade) as per quote attached. | CJ Graphics Ltd C1-Toute Solomon | | $14,960-00 |
| | | | | TOTALS | |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $14,960-00 Date: 26/10/23

Requisition Officer (Name): Susie Leona Sign:

Account Code: 6-9000-01-04

Account Name: Uniforms GMT/Athlete Promotions

Funds available on this account:

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Fay Inda Chemu Sign:

Post: Chef De Mission

Department: Team Solomon

**Authority is granted for expenditure not exceeding:**

SBD$ 14,960-00

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: Jeff Nicks Date: 26/10/2023

Position: Compliance.

Copy 1 White NHA Finance

Copy 2 Pink Compliance Department

Copy 3 Yellow Requesting Department

TEAM SOLOMON

PACIFIC GAMES 2023
SOLOMON ISLANDS
CHALLENGE - CELEBRATE - UNITE

**Our Ref:** JFD/FCNHA/10/10/23

**Date:** 26th October 2023

**To:** Financial Controller,
National Hosting Authority

26/10/23

Thru: Chef De Mission,
Team Solomon

**From:** Johan F Doiwale,
Team Solomon Operations Manager

**Subject:** Proforma invoices

Priority: Urgent

Attached herewith are the following invoices:

1. 1 x Performa invoice from ISLAND DEALS being for Team Solomon Media;
2. 1 x Performa invoice from ARIETECH LTD being for setup and configuring Team Solomon's Laptop (10pcs);
3. 1 x Performa invoice from AUSMART COMPANY LTD being for athletes T-Shirt for Parade;
4. 1 x Proforma invoice from Julian Manetei being for brackets for athlete's banner;
5. 1 x Proforma invoice from Design Right being for printing of supporters T-Shirts; and
6. 1 x Proforma invoice from Palm Sugar being for foods for Athletes Contingent Team Bonding.
7. 1 x Proforma invoice from Island Enterprises being for T Shirts Embroidery for the Athletes Parade as per attached.
8. 1 x Proforma invoice from Solomon Island Visitors Bureau being for Tent for Athletes resting at Tenaru.

9. 1 x Proforma invoice from SIPA, Social Club being for Tent for Athletes resting at Tenaru.
10. 1 x Profroma invoice from DJ Graphics Ltd being for Polo Shirt for PMO Staff for parade.

We really appreciate if the payments for the abovementioned profoma is finalized and issued to us soonest.

Thank you in anticipation.

Sincerely,

**JOHAN F. DOIWALE**
**OPERATION MANAGER**

PACIFIC GAMES
SOLOMON ISLANDS

**NATIONAL HOSTING AUTHORITY**
# Solomon Islands Government

## Bid / Quotation Waiver

In some instances, it is recognised it may not be possible to observe the requirements of competitive quotations or tendering as is stipulated in the FIs, and in which case a **Bid Waiver Form** must be completed. This is prepared by the Division / Section making the purchase, and must be approved by the authority that would approve a purchase of that value (e.g. GTB for Bid Waivers on purchases over $500,000). The waiver will only be granted in circumstances where observing the normal requirements would result in detriment to the people or assets of the Solomon Islands, or where no benefit would be obtained by observing the requirements. Example where are waiver would be granted include but would be limited to the below;

- In a declared emergency (e.g. SI at War, Emergency, Natural Disaster)
- There is a genuine market limitation on the number of suppliers
- Equipment is specialized or technical in nature

**Description of Product / Service**

DJ Graphics Axel.

**REASON FOR REQUEST (Please Tick)**

| | | | | | |
|---|---|---|---|---|---|
| **Genuine Market Limitation** | | **Natural Disaster** | | **SI at War** | |
| **Public Emergency** | | **Technical or Specialized Equipment** | | | |

supplier chosen because of availability and urgency of the parade programme.

| | |
|---|---|
| **Requested by: Division / Section** | **Signed:** **Date:** |
| Finance CATW Accts | **Post:** Assistance CATW Finance Officer |
| **Approved by: Accounting Officer** | **Signed:** **Date:** |
| CNley | 26/10/23 |

RECEIVED
DATE
SIGN

RECEIVED
DATE 17/11/23
SIGN

PACIFIC GAMES
SOLOMON ISLANDS

# 2023 PACIFIC GAMES OFFICE

## Approval /Signature Required

**Supplier Name:** DJ GRAPHICS - PACIFIC GAMES FLAGS

| | | | | |
|---|---|---|---|---|
| 1) Minute | ☑ | Sign by FC | ✓ | Sign by ED ✓ |
| 3) Requisition | ☐ | Sign by Complianceofficer | ✓ | |
| 2) Requisition | ☑ | Sign by FC | ✓ | 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 ✓ |

**Comments:**

ED, Bid Waiver for your signature.
Note
Payment Refund as the invoice/quote should be paid. 1/12/2023

## Transaction or Request Lodgement Receipt

| | |
|---|---|
| **Transaction or Request Description:** | ANZ to ANZ Transfer |
| **Transaction or Request Status:** | Posted |
| **Date / Time:** | 23/11/2023 13:20 |
| **Transaction Number:** | AHI63650 |

**Transaction Details:**

Account Transfer of SBD 54,214.00

From Account: 5691140
To Account: 23006

Notes for Recipient: Flags-NHA
Notes for Myself: Ready Made Flags




Pay Date : 23/11/2023

**Comments:**

* * * * * * * * * * Authorisation Details * * * * * * * * * * *
23/11/2023 13:20 Pauline Tovua
Authorisation Required for : Transfer Between My Accounts (2A)
23/11/2023 17:25 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : Verified
24/11/2023 17:11 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
24/11/2023 17:11 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 AHI63650

### Transaction Details

Account Transfer of SBD 54,214.00

From Account: 5691140
To Account: 23006

Notes for Recipient: Flags-NHA
Notes for Myself: Ready Made Flags

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



# PAYMENT VOUCHER

| | |
|---|---|
| Payment:<br>Voucher No: | |
| NAME: DJ Graphics Ltd | APPROVED BY EXECUTIVE DIRECTOR |
| Address: | Signed _____ Date 23/11/23 |
| IF DIRECT CREDITS ISSUED:<br>BANK REF #: _____<br>Signed _____ | APPROVED BY FINANCIAL CONTROLLER<br>Signed _____ Date 23/11/23 |

| NHA CODE | GL NAME | FULL DETAILS OF CLAIM | AMOUNT |
|---|---|---|---|
| 6-2717 | Other Local Other Costs | Payment for 24 pc x flag materi, 9pc ready made flags and application charge al sublimation 1.8 x 0.9 | $54,214.00 |

Cheque No: IB for $54,214.00 Date 22/11/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 22/11/23

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-1157/23

DEPARTMENT: NHA - Finance

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY | | |
|---|---|---|---|---|---|
| | | | SUPPLIER | ORDER NO. | COST |
| | | Payment of flags for NHA/ SOI 2023. ~~Host wave wood~~ ~~fo~~ | DJ Graphics | ——— | $54,214-00 |
| | | | | TOTALS | $54,214-00 |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $54,214-00 Date: 21/11/2023

Requisition Officer (Name): Linley Hatiah Sign: [signature]

Account Code: 6-2717

Account Name: Other Local Other Costs

Funds available on this account:

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Debbie-Raven Sign: [signature]

Post: FC

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$ 54,214-00

Signed: [signature]

Name: C Viemy

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] Signature

Name: Peter H Date: 21/11/23

Position: PCM

Copy 1 White NHA Finance

Copy 2 Pink Compliance Department

Copy 3 Yellow Requesting Department

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-1157/23

DEPARTMENT: NHA - Finance

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | PURCHASING OFFICER USE ONLY: SUPPLIER | ORDER NO. | COST |
|---|---|---|---|---|---|
| | | Payment of flags for NHA/ SOI2023. | DJ Graphics | 3/11/23 | $54,214-00 |
| | | | | TOTALS | $54,214-00 |

**Approval is requested to incur expenditure on the above**

Estimated Cost (SBD): $54,214-00 Date: 21/11/2023

Requisition Officer (Name): Linley Hatiah Sign:

Account Code: 6-2717

Account Name: Other Local Otr Costs

Funds available on this account: 3/11/23

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Debbie Lavu Sign:

Post:

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$ 54,214-00

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: Peter H Date: 21/11/23

Position: PCM

Copy 1 White NHA Finance

Copy 2 Pink Compliance Department

Copy 3 Yellow Requesting Department

PACIFIC GAMES
SOLOMON ISLANDS

**MINUTE**

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
20/11/23
2023 PACIFIC GAMES

To: Executive Director NHA
Attention: Financial Controller NHA 17/11/23

Date: 17-11-2023

**SUBJECT: INVOICE FOR PAYMENT-DJ GRAPHICS**

I am hereby requesting for the processing of payment to DJ Graphics for providing the following NHA/sol2023;

1. 24 pcs x Flag Material + Sublimation (1.8m x0.9m)
2. 9 Pcs x ready made flags (1.8m x 0.9m)
3. Application Charge

The items worth ***$54,214.00 SBD.***

See the attached invoice

Grateful, seek your approval for this payment

Thank you

Joel Levata
Hr and Admin Officer NHA
Email: JLevata@sol2023.com.sb
Mobile: 7380007

djj Graphics LTD

P.O. BOX 135
HONIARA, SOLOMON ISLANDS
Phone: (677) 26828 / 22011
Fax: (677) 21829
E: sales@djgl.com.sb OR admin@djgl.com.sb

SCREENPRINTING – SIGNS – SUBLIMATION – TAILORING – MERCHANDISE – PHOTOGRAPHY – TROPHY & MEDALS

# THIS IS NOT A ORDER FORM

CLIENT NAME: NHA

CONTACT ADDRESS: C/O GINO OTI

TELEPHONE: _____ MOBILE: _____ SALES REP: FRANCINA

| T SHIRT ORDER DETAILS | | SMALL JOB ORDER DETAILS | | |
|---|---|---|---|---|
| ☐ NEW ORDER | ☐ POCKET | ☐ ID PRINTS | ☐ VINYL CUT | ☐ PAT |
| ☐ RE - ORDER | ☐ FULL SIZE | ☐ CAPS | ☐ SCREEN PRINT | ☐ OTHERS |
| ☐ SPEC. ATTACHED | ☐ SCREEN PRINT | ☐ SEWING | ☐ EPSON PRINT | |
| ☐ CREATE | ☐ HEAT PRESS | ☐ DYESUB | ☐ PHASER PRINT | |
| ☐ MODIFY | ☐ PAT | ☐ SIGNAGE | ☐ LARGE FORMAT PRINT | |
| ☐ COPY | ☐ OTHERS | ☐ SUBLIMATION | ☐ LAMINATE | |

## QUOTE FOR SUBLIMATED FLAGS

| | |
|---|---|
| 24PCS X FLAG MATERIAL + SUBLIMATION (1.8M X 0.9M) | $ 36,664.00 |
| 9PCS X READY MADE FLAGS (1.8M X 0.9) | $ 16,750.00 |
| APPLICATION CHARGE | $ 800.00 |
| *TOTAL COST* | *$ 54,214.00* |

PRODUCTION TIME FRAME: 7-WORKING DAY AFTER VISUAL CONFIRMATION

CONDITIONS APPLY

THIS IS FOR QUOTATION GUIDE ONLY AND IT IS NOT AN ORDER FORM. THIS QUOTATION IS VALID FOR A PERIOD OF 7 DAYS AS PER QUOTED. ACCEPTANCE OF QUOTE WILL REQUIRE UPFRONT PAYMENT AND 7 WORKING DAYS PICK UP OF ORDER COMMENCEMENT DATE OF PAYMENT MADE. ALSO NOTE OF THE SURCHARGE ON ORDERS DEMANDING URGENT PICK UP THAT IS LESS 7 DAYS DURATION. ANY CHANGES OR VARIATIONS MAY RESULT IN AN ADJUSTMENT IN THE CHARGE ITEMISED ABOVE.

NAME: FRANCINA SANTA DESIGNATION: SALES & MARKETING DATE: 6-Nov-23

# Solomon Islands Government

## Bid / Quotation Waiver

In some instances it is recognised it may not be possible to observe the requirements of competitive quotations or tendering as is stipulated in the FIs, and in which case a **Bid Waiver Form** must be completed. This is prepared by the Division / Section making the purchase, and approved by the Ministry Permanent Secretary. The waiver will only be granted in circumstances where observing the normal requirements would result in detriment to the people or assets of the Solomon Islands, or where no benefit would be obtained by observing the requirements. Example where are waiver would be granted include but would be limited to the below;

- In a declared emergency ( eg. SI at War, Emergency, Natural Disaster )
- There is a genuine market limitation on the number of suppliers
- Equipment is specialized or technical in nature

**Description of Product / Service**

Sublimation of Flags for the Pacific Games

**REASON FOR REQUEST ( Please Tick )**

| | | | | | |
|---|---|---|---|---|---|
| **Genuine Market Limitation** | | **Natural Disaster** | | **SI at War** | |
| **Public Emergency** | | **Technical or Specialized Equipment** | | Others | ✓ |

Please summarise the reason for the request (you may attach further support if necessary)

The reason for this request is that, Flags for the upcoming Pacific games.

| | |
|---|---|
| **Requested by:** Josh Lavatu **Division / Section** Hr and Admin | **Signed:** **Date:** 17/11/2023<br>**Post:** Hr and Admin Officer |
| **Approved by:** Accounting Officer<br>C Maeng | **Signed:** **Date:** 17/11/23 |

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL 2023 PACIFIC GAMES

# NATIONAL HOSTING AUTHORITY

## *SOL2023 Pacific Games*

***SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST***

| Required Documents | Division | NHA Secretariat | Comments |
|---|---|---|---|
| Purchase Requisition & Payment Voucher | | ✓ | |
| Signed Contract | ✓ | | |
| Tender Evaluation Report | | | |
| Tender Award by GTB/ITB | ✓ | | |
| Copy of Advertisement (including dates of advertisement | ✓ | | |
| Bid Waiver (must include grounds for waiver) | ✓ | ✓ | |
| ICT Checklist (if for ICT goods) | | | |
| Original Invoice | ✓ | ✓ | |
| Certification of work completed/goods received (includes final reports) | ✓ | | |
| **Compliance Checks required** | | | |
| Tender advertisements made at least two weeks before tender closing date | | | |
| Contract form approved | | | |
| Check payment is inaccordance with payment provisions in contract | ✓ | | |
| PR/PV has been signed by authorized person | ✓ | ✓ | |
| Check amount on PR/PV matches the signed contract/invoice | ✓ | ✓ | |
| Name on PR/PV matches signed contract | ✓ | ✓ | |
| Account code used is correct | | ✓ | |
| Check bid waiver /restrictive tender is for a valid reason | ✓ | | |
| Check expenditure is acceptable and proper use of NHA/SIG monies | ✓ | ✓ | |
| Check calculations on invoice are correct | ✓ | ✓ | |
| Check price and rates are reasonable | ✓ | ✓ | |

***Note: IF any of the above cannot be certified, please include an explanation as to why. This will speed up the compliance process.***

***Divisional Compliance Performed By***

Signed: _____

Name and Position: Joel Lewata

Date: 21/11/23

***NHA Compliance Performed By***

Signed: _____

Name and Position: P. Tatobe

Date: 22/11/23

**ANNEX 4**

REQUEST FOR QUOTATIONS – GOOD/SERVICES

**Date: 16/11/2023**

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 7 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 (3) 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 Honiara, Solomon Islands.
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 Administration office/NHA/PMU/GOC & SINIS Honiara, Solomon Islands.
12. Please indicate delivery schedule and after sales service (if relevant) available to NHA, 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 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 NHA on receipt of the duly signed Local Purchase Order. The terms and conditions of this Request for Quotation shall form part of the contract.
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 by the NHA.
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 NHA.
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.

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

.....

**Joel Levata**
**NHA- ~~HRM~~ Hr and Admin Officer**
**Sol2023 Pacific Games**

# SCHEDULE OF REQUIREMENTS

| No. | Item Name | Specification | Quantity | Delivery Date |
|---|---|---|---|---|
| 1. | **Dj Graphics LTD**<br>• 24PCS x Flag Material + Sublimation (1.8m x 0.9m), 9 PCS x Ready Made Flags (1.8m x 0.9) and Application Charge | **Dj Graphics LTD**<br>• 24PCS x Flag Material + Sublimation (1.8m x 0.9m), 9 PCS x Ready Made Flags (1.8m x 0.9) and Application Charge | | N/A |

## Gregory Sale

**From:** Pauline Tovua
**Sent:** Wednesday, 29 November 2023 8:54 am
**To:** accounts@djgl.com.sb; Gino Oti; Miriam Lingia Basia; Gregory Sale; James Watepo
**Cc:** 'David Chow Jnr '; marketing@djgl.com.sb
**Subject:** RE: Refund payment- SOl2023 NHA

Thanks confirm Receipt of funds on 28/11/2023.

Regards

Pauline

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**From:** accounts@djgl.com.sb [mailto:accounts@djgl.com.sb]
**Sent:** Tuesday, 28 November 2023 4:50 PM
**To:** Gino Oti <GOti@sol2023.com.sb>; Miriam Lingia Basia <MLbasia@sol2023.com.sb>; Pauline Tovua <PTovua@sol2023.com.sb>; Gregory Sale <GSale@sol2023.com.sb>; James Watepo <JWatepo@sol2023.com.sb>
**Cc:** 'David Chow Jnr ' <dc@djgl.com.sb>; marketing@djgl.com.sb
**Subject:** RE: Refund payment- SOl2023 NHA

Good Afternoon All,

Please find attached the remittance advice for the refund payment of flags as requested.

Kindly confirm once you receive the refund.

Thank you and Kind Regards,

**Jasmine Rhile**
Accounts Assistant
dj Graphics LTD
P.O. BOX 135
HONIARA, SOLOMON ISLANDS

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**From:** Erika Nakada <marketing@djgl.com.sb>
**Sent:** Tuesday, November 28, 2023 2:58 PM
**To:** accounts@djgl.com.sb
**Cc:** David Chow Jnr <dc@djgl.com.sb>
**Subject:** FW: Refund payment- SOl2023 NHA

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**From:** Douglas Saefoa <DSaefoa@sol2023.com.sb>
**Sent:** Monday, November 27, 2023 12:50 PM
**To:** marketing@djgl.com.sb
**Cc:** Gino Oti <GOti@sol2023.com.sb>; Miriam Lingia Basia <MLbasia@sol2023.com.sb>; Pauline Tovua <PTovua@sol2023.com.sb>; Gregory Sale <GSale@sol2023.com.sb>; James Watepo <JWatepo@sol2023.com.sb>
**Subject:** Fw: Refund payment- SOl2023 NHA

Dear Erica,

Please refer to the email below regarding an urgent request to reverse/refund payment with reference to the attached remittance advice to Sol2023 NHA.

Kind regards,

Douglas Saefoa

Sol2023 Media and Communications

Mobile: 7585109

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**From:** Douglas Saefoa
**Sent:** 27 November 2023 12:33
**To:** sales@djgl.com.sb
**Cc:** Pauline Tovua; Gregory Sale; Gino Oti; Miriam Lingia Basia
**Subject:** Refund payment- SOl2023 NHA

Hi sales DJ Graphics,

Please be advised that we may have made an unintended payment to your account (ref on the Remittance notice attached) for the payment of flags and poles which was intended for another supplier.

I understand that your company also sent a quote for this job but we has sorted another supplier for the job since it was urgent and that they invoiced their work done.

We therefore kindly ask that your finance team do return the transfer to our accounts so we can sort out this payment to the right supplier ASAP.

I have copied our finance team in this email for further advise. We would like to sincerely apologize for this inconvenience and we acknowledge your support to the games.

Kind regards,

Douglas Saefoa

Sol2023 NHA Media and Communications