



# 2023 PACIFIC GAMES OFFICE

## Approval /Signature Required

Supplier Name: Guadalcanal Travel services - SOA

1) <sup>SOA</sup> Minute  Sign by FC  Sign by ED \_\_\_\_\_

3) Requisition  Sign by Compliance officer \_\_\_\_\_

2) Requisition  Sign by FC \_\_\_\_\_ Sign by ED \_\_\_\_\_

26/10/23

3) Payment Voucher  Sign by FC  Sign by ED \_\_\_\_\_

4) LPO  Sign by FC \_\_\_\_\_ Sign by ED \_\_\_\_\_

26/10/23

5) IB Authorisations  Sign by FC  Sign by ED

Comments:

3:03

LTE

apib1.anz.com



Transaction or Request Lodgement Receipt

Transaction or Request Description: ANZ to Other Bank Transfer  
Transaction or Request Status: Posted  
Date / Time: 26/10/2023 12:19  
Transaction Number: AHE98857

Transaction Details:  
ANZ to Other Bank Transfer

From Account: 5691140  
Transfer Amount in Local Currency: SBD 555,203.11  
Transfer From Amount: SBD 555,203.11  
Indicative :  
My Reference: Airfares-SOA

Payment Details

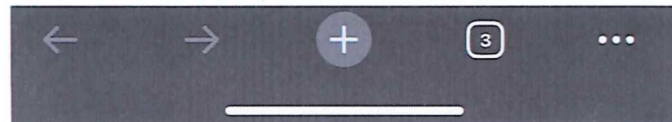
Account Name: Guadalcanal Travel Service  
Account Number: 0721320502  
Bank Name: Bank of South Pacific  
Reference To Payee : NHA-SOA May-Oct2

Pay Date : 26/10/2023

Comments:

\*\*\*\*\* Authorisation Details \*\*\*\*\*  
26/10/2023 12:19 Gregory Sale  
Authorisation Required for : ANZ to Other Bank Transfer (2A)  
26/10/2023 13:42 Christian Nieng  
Authorised -ANZ to Other Bank Transfer  
Comments : verified  
26/10/2023 15:03 Debbie Ofaeri Sifoni  
Authorised -ANZ to Other Bank Transfer  
26/10/2023 15:03 Debbie Ofaeri Sifoni  
Transaction Processed  
\*\*\*\*\*

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1996-2023. ANZ's colour blue is a trade mark of ANZ.



## Your Reference

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

**Held for Authorisation**  
**Transaction Number AHE98857**

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## Transaction Details

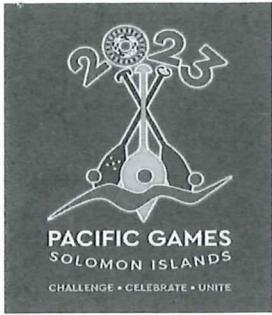
ANZ to Other Bank Transfer

From Account: 5691140  
Transfer Amount in Local Currency: SBD 555,203.11  
Transfer From Amount: SBD 555,203.11  
Indicative :  
My Reference: Airfares-SOA

Payment Details

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





NATIONAL HOSTING AUTHORITY

P O Box 2443  
Honiara, Solomon Islands  
E:Accounts@sol2023.com.sb

Guadalcanal Travel Services Ltd  
P O Box 114  
Honiara

PAYMENT VOUCHER	
DATE	26/10/2023

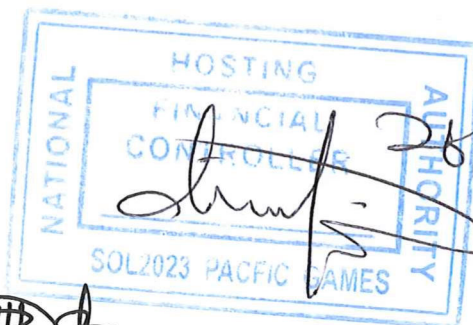
Cheque Number    IB  
Total Amount Paid    \$555,203.11

SOA as of 18th October 2023.

In Payment For the following invoices:

Supplier Inv	Purchase No.	Invoice Date	Invoice Amount	Previous Payments	Current Payment
5263	00001355	25/05/2023	\$31,927.20	\$21,475.50	\$10,451.70
5558	00001396	8/06/2023	\$276,782.11	\$0.00	\$276,782.11
5751	00001401	13/06/2023	\$7,982.30	\$0.00	\$7,982.30
5445	00001438	29/06/2023	\$14,848.00	\$0.00	\$14,848.00
5424	00001440	29/06/2023	\$7,669.90	\$0.00	\$7,669.90
5516	00001485	12/07/2023	\$4,000.00	\$0.00	\$4,000.00
5560	00001510	21/07/2023	\$128,259.00	\$0.00	\$128,259.00
5967	00001782	22/09/2023	\$44,640.80	\$0.00	\$44,640.80
6062	00001870	11/10/2023	\$10,881.90	\$0.00	\$10,881.90
6081	00001871	11/10/2023	\$49,687.40	\$0.00	\$49,687.40

*Hon P FC-NHA*  
*Pauline Tanna*



*[Handwritten signature]* 26/10/23

Payment Voucher Prepared By: *[Signature]* Date: 26/10/23

Signature of Claimant: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Guadalcanal Travel Solomons  
 ABN: 1001396  
 TA Lic: 20111569  
 City Centre Building  
 Mendana Avenue, Honiara  
 Solomon Islands  
 T: +677 22586  
 E: gtstravel@gts.com.sb



## STATEMENT

Solomon Islands National Institute Of Sports  
 Prince Philip Highway  
 Ranadi  
 Honiara

Statement Date: 18-Oct-23  
 Account Code SINIS  
 Page Number 1

Attention: Mr Gregory Sale

Date	Reference	Type	Details / Passenger Name	Debit	Credit
25 May 22	3338	Invoice	Upfront Payment for Sol Pacific Games - Domestic &	50,000.00 *	
25 May 22	3383	Credit Note	Credit note raised against Invoice : 3338		50,000.00 *
23 Jun 22	3429	Invoice	Ms Jovita Ambrose Arunia	3,050.00 *	
19 Jul 22	4480	Receipt	Invoice: 3429		3,050.00 *
22 Aug 22	3668	Invoice	Mr Maxwell Kauga Dawson Grantham	19,214.90 *	
1 Sep 22	3735	Invoice	Ms Jackie Lorraine Travertz	12,402.70 *	
5 Sep 22	5270	Receipt	Invoice: 3668		19,214.90 *
7 Oct 22	3964	Invoice	Mr Martin Jeppe Kulich	41,132.40 *	} 51,832.90 ✓
30 Nov 22	4283	Invoice	Mr Brian Edward Heilbronn	10,700.10 *	
6 Dec 22	12370	Chg/Cred	Reclassify R6293/Inv3735		12,402.70 *
6 Dec 22	4335	Invoice	Mr Oaenao Hunuoha Ahikau	93,576.60 *	
8 Dec 22	12406	Chg/Cred	Reclassify R4122 to SINIS account		50,000.00
2 Feb 23	4709	Invoice	Mr Steven Clark	5,531.10 *	
7 Feb 23	4588	Invoice	Ms Hannah Jean Johnson	6,090.10 *	
7 Feb 23	4589	Invoice	Mary Koke	23,822.00 *	
10 Mar 23	8743	Receipt	Invoice: 4709		5,531.10 *
10 Mar 23	8743	Receipt	Invoice: 4335		93,576.60 *
10 Mar 23	8743	Receipt	Invoice: 4588		6,090.10 *
10 Mar 23	8743	Receipt	Invoice: 4589		23,822.00 *
16 Mar 23	4841	Invoice	mr Ah Chong Sam Chong	34,253.20 *	
18 Mar 23	4869	Invoice	mr Bureimoa Tui Smith	2,289.80 *	
19 Mar 23	4858	Invoice	mr Ah Chong Sam Chong	2,449.80 *	
11 Apr 23	15376	Chg/Cred	Reclassify R8687 to SINIS		40,825.30 *
11 Apr 23	15376	Chg/Cred	Reclassify R8687 to SINIS		11,007.20 *
13 Apr 23	9244	Receipt	Invoice: 4841		34,253.20 *
13 Apr 23	9244	Receipt	Invoice: 4858		2,449.80 *
13 Apr 23	9244	Receipt	Invoice: 4869		2,289.80 *
15 Apr 23	5017	Invoice	Ms Freda Kataria Taisau	53,858.70 *	
21 Apr 23	5032	Invoice	Ms Cynthia Tolia	40,314.50 *	
21 Apr 23	5050	Invoice	Mr David Keni Parker	6,552.20 *	
16 May 23	5272	Invoice	Ms Bianca Jayde Scurry	10,181.80 *	
16 May 23	5273	Invoice	Ms Bianca Jayde Scurry	10,181.80 *	
26 May 23	5263	Invoice	Zorika Dalice Morgan	16,450.50 *	
30 May 23	5251	Invoice	Mr ONIEL Rakau	8,308.80 *	
31 May 23	5266	Invoice	Miss Geojimah Sauramoni Row	5,025.00 *	
8 Jun 23	5274	Credit Note	Credit note raised against Invoice : 5272		10,181.80 *
10 Jun 23	5285	Invoice	Miss Marion Hellen Gaotee	10,451.70 ✓	



Continued Next Page



## STATEMENT

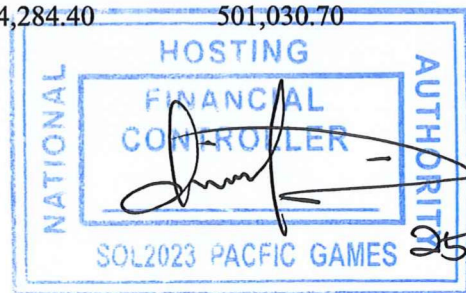
Solomon Islands National Institute Of Sports  
 Prince Philip Highway  
 Ranadi  
 Honiara

Statement Date: 18-Oct-23  
 Account Code: SINIS  
 Page Number: 2

Attention: Mr Gregory Sale

14 Jun 23	5751	Invoice	Ms Deborah Ellen Strange	7,982.30 ✓	
19 Jun 23	10958	Receipt	Invoice: 5272		10,181.80 *
19 Jun 23	10958	Receipt	Invoice: 5266		5,025.00 *
19 Jun 23	10958	Receipt	Invoice: 5263		16,450.50 *
19 Jun 23	10958	Receipt	Invoice: 5251		8,308.80 *
19 Jun 23	10958	Receipt	Invoice: 5050		6,552.20 *
19 Jun 23	10958	Receipt	Invoice: 5032		40,314.50 *
19 Jun 23	10958	Receipt	Invoice: 5017		53,858.70 *
20 Jun 23	5558	Invoice	Mr Robert Anita	276,782.11 ✓	
29 Jun 23	5414 *	Invoice	Ms Deborah Ellen Strange	9,117.00 ✓	<i>Canceled</i>
1 Jul 23	5424	Invoice	Ms Bianca Jayde Scurry	7,669.90 ✓	
6 Jul 23	5445	Invoice	Ms Deborah Ellen Strange	14,848.00 ✓	
10 Jul 23	5459	Invoice	Mr Bureimoa Tuismith	2,950.00 ✓	<i>Awaiting LPO Confirmation</i>
17 Jul 23	5516	Invoice	5 Days, Bus Pick up & Drop Off 2hrs Per Day @ \$400	4,000.00 ✓	
23 Jul 23	5560	Invoice	Mr Rolly Viga	128,259.00 ✓	
27 Sep 23	5967	Invoice	Freeman Hale Aumalefo	44,640.80 ✓	
12 Oct 23	6062	Invoice	Martin Joffey	10,881.90 ✓	
13 Oct 23	6081	Invoice	Geojimah Row	49,687.40 ✓	

Outstandings				Amount Due
42 Days & Over	28 Days & Over	14 Days & Over	Current	
-2,624.99	4,580.00	14,284.40	501,030.70	517,270.11



<b>Remittance Advice</b>					<b>** Please Detach and Return with your Payment **</b>				
	42 Days & Over	28 Days & Over	14 Days & Over	Current			Amount Due		
	-2,624.99	4,580.00	14,284.40	501,030.70			517,270.11		
Solomon Islands National Institute Of Sports					Statement Date		18-Oct-23		
					Account Code		SINIS		
Please Make Cheques Payable to:					Guadalcanal Travel Solomons				



Guadalcanal Travel Solomons  
 ABN: 1001396  
 TA Lic: 20111569  
 City Centre Building  
 Mendana Avenue, Honiara  
 Solomon Islands  
 T: +677 22586

E: gtstravel@gts.com.sb

## TAX INVOICE

Solomon Islands National Institute Of Sports  
 Prince Philip Highway  
 Ranadi  
 Honiara

GST Number 1001396  
 Invoice Date 10 June 2023  
 Invoice Number 5285  
 Debtor Code SINIS  
 Order Number 1355  
 Page Number 1

Trip No.	Description	Amount
14277	This document is for the following Passengers:- Ms Junior Michael Miki, Miss Philia Kerry Waita, Miss Marion Hellen Gaotee	
14277	Air Nuigini Honiara to Nadi to Honiara.. Ticket for Ms Junior Michael Miki, . Issued on Ticket Number 2154025650. Includes Ticket Taxes, Levies and Surcharges of : \$763.90	3,483.90
14277	Air Nuigini Honiara to Nadi to Honiara.. Ticket for Miss Philia Kerry Waita, . Issued on Ticket Number 2154025656. Includes Ticket Taxes, Levies and Surcharges of : \$763.90	3,483.90
14277	Air Nuigini Honiara to Nadi to Honiara.. Ticket for Miss Marion Hellen Gaotee, . Issued on Ticket Number 2154025661. Includes Ticket Taxes, Levies and Surcharges of : \$763.90	3,483.90
<b>Subtotal</b>		<u>10,451.70</u>
<b>Plus GST</b>		0.00
<b>Invoice Total</b>		<u>10,451.70</u>

Payable within 14 days from date of invoice.

<b>Remittance Advice</b>	<b>Invoice Total</b>	<b>10,451.70</b>
<b>Please Send Remittance to:</b>	Invoice Number	5285
<b>Bank Details:</b>	Invoice Date	10 June 2023
Guadalcanal Travel Solomons	Debtor Code	SINIS
Bank: Bank Of South Pacific	Solomon Islands National Institute	
Swiftcode: BOSPSBSB	Trip Number	14277
Acc No.: 0721320502		

Date Printed: 19/10/23

At: 2:56:30PM

Printed By: George Mani

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA 1355

DATE: 25-08-23

Phone: (677)7308800

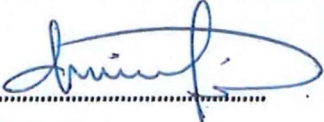

Email: dsifoni@sol2023.com.sb

Supplier: Guadalcanal Travel Service	Delivery to: NHA - Finance
Address: PO Box 114, Honoria, Solomon Is	Attention: Pauline
Mobile: (677) 22586	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	Payment for International Airfare for Tennis team to Wadi.			\$74,635.70

PLEASE INCLUDE PO NUMBER ON ALL INVOICES

Subtotal	\$74,635.70
TAX	
TOTAL	\$74,635.70

NHA Account Name: Other Overseas Fares	NHA Account Code: 6-2718 \$21,475.50
OFT Account Name: .....	MOFT Account Code: .....
Approved by: Signature: 	Date: 25/8/23
[Financial Controller]	
Signature: 	Date: 25/08/23
[CEO]	

Copy 1 White  
 Copy 2 Pink  
 Copy 3 Yellow

Supplier  
 Ordering Department  
 Finance



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA - 385/23

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 international airfare for Tennis team to NASDI	Cwadakara Travel Service	—	\$74,635-70
<b>TOTALS</b>					<b>\$74,635-70</b>

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$74,635-70      Date: 25-05-23  
 Requisition Officer (Name): Linfey Hetah      Sign: [Signature]

Account Code: 6-2718  
 Account Name: Other Overseas fares.  
 Funds available on this account:

Supervisors Certification (Accountable Officers):  
 Certifying Officer (Name): Delise Renee      Sign: [Signature]  
 Post: FC  
 Department: NHA

Authority is granted for expenditure not exceeding:  
 SBDS 74,635-70  
 Signed: [Signature]  
 Name: [Signature]

Note: Authority for expenditure must be given by accounting officer or his/her delegated  
 Compliance Check by: [Signature]      Signature

**Threshold Checklist**

Payment requires one quote (10,000 below)	<input type="checkbox"/>
Payment requires three quotes (\$10,000.00 above)	<input type="checkbox"/>
Is it a ITB Contract Payment	<input type="checkbox"/>
Is it a GTB Contract Payment	<input type="checkbox"/>
Payment is a Bid Waiver	<input type="checkbox"/>

Name: Leeroy B      Date: 25/05/23  
 Position: PCW

**GUADALCANAL TRAVEL SERVICE**

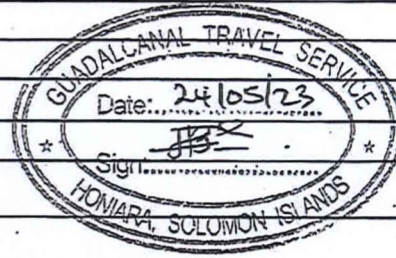
P.O. Box 114 Honiara Solomon Islands Tel: 22586 Telex: 66313HQ

**PROFORMA INVOICE**      **Nº 9792**

Sold To: SI TENNIS  
C/O - NHA

Customer Account No. \_\_\_\_\_  
 \_\_\_\_\_ 24/05/23

	INTERNATIONAL AIRFARE QUOTE FOR SI	
	TENNIS TEAM TO NADI.	
①	MIR/NAN/HIR @ \$7467.30 x 9	\$67,205.70
②	HIR/NAN @ \$3665.00 x 2	\$7330.00
	Admin FEE	\$ 100.00
L.P.O No.		ITL \$74,635.70



**YOUR TRAVEL AGENT IN THE HAPPY ISLES**

Tennis Federation Budget- Fiji Open Championships 31/05-04/06/2023

		FJD	SBD
<b>Budet Submission</b>			<b>\$ 79,000.00</b>
1	Air Tickets GTS		\$ 74,635.70
2	Accommodation 11x8nights	\$ 3,720.00	\$ 14,401.86
3	Entry Fees	\$ 2,250.00	\$ 8,710.80
<b>Total cost</b>			<b>\$ 97,748.36</b>

*Amal*

*2/2*



SOLOMON ISLANDS TENNIS ASSOCIATION  
c/o NOCSI  
P O BOX 532  
HONIARA  
SOLOMON ISLANDS  
Mobile: (677) 7502715/7414057



EMAIL: [sitennisassociation@gmail.com](mailto:sitennisassociation@gmail.com); [trijamenterprise@gmail.com](mailto:trijamenterprise@gmail.com)

Executive Director  
National Hosting Authority  
Honiara

17 May 2023

Dear Executive Director,

**RE: FIJI OPEN TENNIS CHAMPIONSHIPS 31<sup>ST</sup> MAY – 4 JUNE 2023**

The Solomon Islands Tennis Federation (SITF) is planning to send its national squad to attend the Fiji Open Championships in Nadi, Fiji from 31<sup>st</sup> May to 4 June 2023.

This tournament is one of the regional competitions planned as one of the Federation's priorities to send its squad. In addition, since the two US Based athletes (medal prospects), Miss Georjemah Row and Vinda Teally are arriving tomorrow (18 May) to train with the squad, this is a great opportunity for the team to compete in this event as they will be competing as doubles partners and mixed doubles partners with our in-country squad members.

The Federation is humbly requesting support through your good office to assist with airfares, accommodation and entry fee costs for this event to send nine athletes (4 male, 5 women), one coach and one Team Manager.

The budget for this event is as per the breakdown below:

Item	Budget
Airfares x 9 (2 US based players already have return tickets)	\$40,500
Accommodation for 11 people x 8 nights	\$30,000
Entry fees @FJD250 x 9	\$8,500
<b>TOTAL</b>	<b>\$79,000</b>

The Federation will meet the other costs such as meals, equipment and transport.

The Team will travel on 30 May 2023 so your timely response to this request will be very much appreciated.

Should you have any questions please do not hesitate to contact me.

Your Sports  
John Barsad  
President  
Solomon Islands Tennis Federation



Guadalcanal Travel Solomons  
ABN: 1001396  
TA Lic: 20111569  
City Centre Building  
Mendana Avenue, Honiara  
Solomon Islands  
T: +677 22586

E: gtstravel@gts.com.sb

## TAX INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 14 June 2023  
Invoice Number 5751  
Debtor Code SINIS  
Order Number NHA/1401  
Contact Name JESSICA  
Page Number 1

Trip No.	Description	Amount
14805	This document is for the following Passengers:- Ms Deborah Ellen Strange	
14805	Solomon Airlines Brisbane to Honiara to Brisbane. Departing on Wednesday, 21 June 2023, returning on Tuesday, 27 June 2023. Ticket for Ms Deborah Ellen Strange, . Issued on Ticket Number 2421218455. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.30	7,982.30
<b>Subtotal</b>		<b>7,982.30</b>
<b>Plus GST</b>		<b>0.00</b>
<b>Invoice Total</b>		<b>7,982.30</b>

Payable within 14 days from date of invoice.

<b>Remittance Advice</b>	<b>Invoice Total</b>	<b>7,982.30</b>
<b>Please Send Remittance to:</b>	Invoice Number	5751
<b>Bank Details:</b>	Invoice Date	14 June 2023
Guadalcanal Travel Solomons	Debtor Code	SINIS
Bank: Bank Of South Pacific	Solomon Islands National Institute	
Swiftcode: BOSPSBSB	Trip Number	14805
Acc No.: 0721320502		

Date Printed: 2/9/23

At: 10:08:34AM

Printed By: Loretta anii

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA 1401

DATE: 13/6/23

Phone: (677)7308800

Email: dsifoni@sol2023.com.sb

Supplier: <u>Solomon Airlines Ltd.</u>	Delivery to: <u>SIMS</u>
Address: <u>City Centre Building, Honoria, SI</u>	Attention: <u>Claudina Ora</u>
Mobile: <u>(677) 22586</u>	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	Airfare for Ms Deborah Ellen Otto Stange.			\$13,116.40
	Booking of: 5 VISAS			

PLEASE INCLUDE PO NUMBER ON ALL INVOICES	Subtotal	\$13,116.40
	TAX	
	TOTAL	\$13,116.40

NHA Account Name: <u>Other Overseas Fares</u>	NHA Account Code: <u>6-2718</u>
MOFT Account Name: .....	MOFT Account Code: .....
Approved by: Signature: <u>[Signature]</u> [Financial Controller]	Date: <u>13/6/23</u>
Signature: <u>[Signature]</u> [CEO]	Date: <u>20/6/23</u>

Copy 1 White                      Supplier  
 Copy 2 Pink                      Ordering Department  
 Copy 3 Yellow                    Finance



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP207

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfare for Ms Deborah Ellen Otto Strange	Solomon Airlines Ltd	SV18G1	\$13,116.40
<b>TOTALS</b>					<b>\$13,116.40</b>

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$13,116.40 Date: 9/06/23

Requisition Officer (Name): Damien Yee Sign: [Signature]

Account Code: 6-220

Account Name: Other Overseas Fees

Funds available on this account: \_\_\_\_\_

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): A. Ksop Sign: [Signature]

Post: ED HP

Department: SINIS

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

SBD\$ 13,116.40

Signed: [Signature]

Name: Carter

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: Dorothy K. Tans Date: 13/06/23

Position: ACC NHA



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP207

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		<del>Ms Deborah</del> Ellen Otto Strange	Solomon Airlines Ltd	5V1861	\$13,116.40
<b>TOTALS</b>					<b>\$13,116.40</b>

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$13,116.40      Date: 9/06/23

Requisition Officer (Name): Damien Yee      Sign: [Signature]

Account Code: 6-2219

Account Name: Other Overseas Funds

Funds available on this account: \_\_\_\_\_

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): A. Ksop      Sign: [Signature]

Post: ED HP

Department: SINIS

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

SBD\$ 13,116.40

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)	<input checked="" type="checkbox"/>
Payment requires three quotes (\$10,000.00 above)	<input type="checkbox"/>
Is it a ITB Contract Payment	<input type="checkbox"/>
Is it a GTB Contract Payment	<input type="checkbox"/>
Payment is a Bid Waiver	<input type="checkbox"/>

Compliance Check by: [Signature]      Signature

Name: Darbyk Tiam      Date: 13/06/23

Position: Sec NHA

13/06/23



Minute

To: EXECUTIVE DIRECTOR, NHA

Ref: SPP-HP207

*[Signature]*

Thru: Executive Director HP

: Finance Coordinator

*[Signature]*

Date: 9/06/23

**RE: REQUEST APPROVAL AND PAYMENT AIRFARES FOR MS DEBORAH ELLEN OTTO STRANGE**

**Overview;**

We are seeking Approval for airfares for expert coach from New Zealand; Ms Deborah Ellen Otto Strange to travel on the 20th June and return on the 28th of June from New Zealand-Brisbane-Honiara return.

Debbie is coming as a Throws Coach mentor and she will be here to run Athletics throws (Able body & Para) training camp.

Her attendance is vital in terms of technical preparation for the National Squads participation in the upcoming Pacific Games, thus; Kindly request approval to endorse their travel trip.

Solomon Airlines have submitted their invoice, which totals **\$13,116.40 SBD**.

Therefore, kindly request for approval of budget and endorsement of this request.

**Way forward;**

- Collate the required documents for review and approval.
- Raise payment

Amount: <b>\$13,116.40 SBD</b>
Account Name: <b>SOLOMON AIRLINES LIMITED</b>

Claudina Ora *[Signature]*  
Procurement

**Endorsed by; Mr Aaron Alsop** *[Signature]*  
Executive Director  
High Performance Program

**APPROVAL:**

Mr Christian Nieng Executive Director. NATIONAL HOSTING AUTHORITY	Approve	Decline
	<i>[Checkmark]</i>	
Signature: <i>[Signature]</i>	Date: 13/09/23	

# Your trip

Booking ref:  
Issued date:

**5VI8GI**  
**09 June 2023**

[CheckMyTrip App](#)

Traveller	<b>Mrs Deborah Ellen Otto Strange</b>	Agency	<b>GUADALCANAL TRAVEL SOLOMONS</b> City Centre Building Ground Floor Mendana Avenue HONIARA
		Telephone	<b>+67722586</b>

## Tuesday 20 June 2023



### Qantas Airways QF 126



Check-in

Departure	20 June 15:30	Auckland, (Auckland International) (+)	Terminal: I - International Terminal
Arrival	20 June 17:25	Brisbane, (Brisbane) (+)	Terminal: I - International Terminal
Duration	03:55 (Non stop)		
Booking status	Confirmed		
Class	Economy (L)		
Baggage allowance	30 Kg(s) for Mrs Deborah Ellen Otto Strange		
Equipment	AIRBUS A330-200		
Flight meal	Hot meal		

## Wednesday 21 June 2023



### Solomon Airlines IE 701



Departure	21 June 09:30	Brisbane, (Brisbane) (+)	Terminal: I - International Terminal
Arrival	21 June 13:50	Honiara, (International) (+)	
Duration	03:20 (Non stop)		
Booking status	Confirmed		
Class	Economy (M)		
Baggage allowance	30 Kg(s) for Mrs Deborah Ellen Otto Strange		
Check in completed by	08:45		
Equipment	AIRBUS A320		
Flight meal	Meal		

## Tuesday 27 June 2023



### Solomon Airlines IE 706



Departure	27 June 17:20	Honiara, (International) (+)	
Arrival	27 June 19:35	Brisbane, (Brisbane) (+)	Terminal: I - International Terminal
Duration	03:15 (Non stop)		
Booking status	Confirmed		
Class	Economy (M)		
Baggage allowance	30 Kg(s) for Mrs Deborah Ellen Otto Strange		
Check in completed by	16:35		
Equipment	AIRBUS A320		
Flight meal	Meal		

## Wednesday 28 June 2023



## Qantas Airways QF 119



Check-in

Departure	28 June 09:10	Brisbane, (Brisbane) (+)	Terminal: I - International Terminal
Arrival	28 June 14:20	Auckland, (Auckland International) (+)	Terminal: I - International Terminal
Duration		03:10 (Non stop)	
Booking status		Confirmed	
Class		Economy (L)	
Baggage allowance		30 Kg(s) for Mrs Deborah Ellen Otto Strange	
Equipment		AIRBUS A330-200	
Flight meal		Hot meal	

### General Information

\*\*\* AIRFARE SBD13116.40 \*\*\*

### Ecological information

Calculated average CO2 emission is 625.13 kg/person

Source: ICAO Carbon Emissions Calculator

<http://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx>

### Airline Booking Reference(s)

IE (Solomon Airlines): 5VI8GI

QF (Qantas Airways): 5VI8GI

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage).

## Claudina Ora

---

**From:** Jackie Travertz  
**Sent:** Friday, 9 June 2023 12:35 PM  
**To:** Jessica Sasanga; Claudina Ora  
**Subject:** RE: STRANGE/DEBORAH ELLEN OTTO MRS 20JUN2023 AKL BNE

Thank you Jessica.

Hi Sis Claudina,

Debbie is coming as a Coach mentor just like every other Coaches. She is coming as a throws Coach in replacement of Cobby who came together with Sharon and Peter at their first visit.

She will be here to run Athletics throws (Able body & Para) training camp.

Regards  
Jackie



**Jackie L Travertz | Performance Manager**  
Performance Services - Portfolio 3  
Solomon Islands National Institute of Sport  
Prince Philip Highway, Panatina,  
Honiara, Solomon Islands.

+677 42274 | +677 7142754

NSC

**From:** Jessica Sasanga <JSasanga@sinis.com.sb>  
**Sent:** Friday, 9 June 2023 12:15 PM  
**To:** Jackie Travertz <JTravertz@sinis.com.sb>; Claudina Ora <COra@sinis.com.sb>  
**Subject:** FW: STRANGE/DEBORAH ELLEN OTTO MRS 20JUN2023 AKL BNE

Hi Jackie,

See attached Deborah's flight booking. Pls attach supporting documents for her airfare submission.

Regards  
Jessica

**From:** "Travel Document" <[itinerary@amadeus.com](mailto:itinerary@amadeus.com)>  
**Sent:** Friday, 9 June 2023 12:11 PM  
**To:** Jessica Sasanga <[JSasanga@sinis.com.sb](mailto:JSasanga@sinis.com.sb)>  
**Subject:** STRANGE/DEBORAH ELLEN OTTO MRS 20JUN2023 AKL BNE

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.

Issued date : 09JUN2023

<b>Your trip</b>	Booking ref : 5VI8GI	<a href="#">CheckMyTrip App</a>
<b>Traveller</b>	<b>Agency Information</b>	
Mrs Deborah Ellen Otto Strange	GUADALCANAL TRAVEL SOLOMONS City Centre Building Ground Floor Mendana Avenue HONIARA Tel: +67722586	

Your itinerary is summarized below. Please refer to the attached PDF document for detailed information.

	<b>Tuesday, 20 JUN 2023</b>	<b>Airline Booking Reference : 5VI8GI</b>	
<b>QF 126</b>	<b>20JUN, 15:30</b>	Auckland, (Auckland International)	<b>Terminal : I</b>
Qantas Airways			
<a href="#">Check-in</a>	<b>20JUN, 17:25</b>	Brisbane, (Brisbane)	<b>Terminal : I</b>
	03h 55m (Non stop)	<b>CO2 E : 152.711 kg/person</b>	<b>Class : Economy (L)</b>
			<b>Booking status : Confirmed</b>
	<b>Baggage : 30 Kg(s)</b>		
	<b>Wednesday, 21 JUN 2023</b>	<b>Airline Booking Reference : 5VI8GI</b>	
<b>IE 701</b>	<b>21JUN, 09:30</b>	Brisbane, (Brisbane)	<b>Terminal : I</b>
Solomon Airlines			
	<b>21JUN, 13:50</b>	Honiara, (International)	
	03h 20m (Non stop)	<b>CO2 E : 159.781 kg/person</b>	<b>Class : Economy (M)</b>
			<b>Booking status : Confirmed</b>
	<b>Baggage : 30 Kg(s)</b>		
	<b>Tuesday, 27 JUN 2023</b>	<b>Airline Booking Reference : 5VI8GI</b>	
<b>IE 706</b>	<b>27JUN, 17:20</b>	Honiara, (International)	
Solomon Airlines			
	<b>27JUN, 19:35</b>	Brisbane, (Brisbane)	<b>Terminal : I</b>
	03h 15m (Non stop)	<b>CO2 E : 159.911 kg/person</b>	<b>Class : Economy (M)</b>
			<b>Booking status : Confirmed</b>
	<b>Baggage : 30 Kg(s)</b>		
	<b>Wednesday, 28 JUN 2023</b>	<b>Airline Booking Reference : 5VI8GI</b>	
<b>QF 119</b>	<b>28JUN, 09:10</b>	Brisbane, (Brisbane)	<b>Terminal : I</b>
Qantas Airways			
<a href="#">Check-in</a>	<b>28JUN, 14:20</b>	Auckland, (Auckland International)	<b>Terminal : I</b>
	03h 10m (Non stop)	<b>CO2 E : 152.73 kg/person</b>	<b>Class : Economy (L)</b>
			<b>Booking status : Confirmed</b>
	<b>Baggage : 30 Kg(s)</b>		

<b>Other information</b>
*** AIRFARE SBD13116.40 ****

Please refer to the attached PDF document for all legal information.

# Solomon Islands Government

## NATIONAL HOSTING AUTHORITY

### 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 Fls, 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 (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

~~SOLOMON AIRLINES LIMITED~~ *Amr*

*Guadalcanal Travel Services*

#### REASON FOR REQUEST Please Tick

Genuine Market Limitation	<input checked="" type="checkbox"/>	Natural Disaster	<input type="checkbox"/>	SI at War	<input type="checkbox"/>
Public Emergency	<input type="checkbox"/>	Technical or Specialized Equipment	<input type="checkbox"/>	<i>GTS dr</i>	<input type="checkbox"/>

I hereby Apply for bid waiver to waive the 3 Quotes; on the grounds that ~~Solomon Airlines~~ *GTS* is the selected supplier for airfares as these are procurement to meet existing needs.

Thus, Apply for a bid waiver where necessary in the process to make the technical evaluation & decision Accordingly.

Requested by: Procurement  
**HP- SI National Institute of sports**  
 Name: Claudina Ora

Signed: *Claudina Ora*

Date: *9/06/23*

Approved by: Executive Director  
**National Hosting Authority**  
 Christian Nieng

Signed:

Date:



Guadalcanal Travel Solomons  
ABN: 1001396  
TA Lic: 20111569  
City Centre Building  
Mendana Avenue, Honiara  
Solomon Islands  
T: +677 22586

E: gtstravel@gts.com.sb

## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 20 June 2023  
Invoice Number 5558  
Debtor Code SINIS  
Order Number 1396  
Page Number 1

Trip No.	Description	Amount
15244	This document is for the following Passengers:- Mr Robert Anita, Mr LINJAY JOHN Fatalaea, Mr SELWYN Kuru, Mr EMERY Maesi, Mr RONNIE MAEFASIA Uatee, Ms JACINTA Uriga, MOSES Harisimae Suhara, Mr JOE Kwasui, Ms MARY Liu, Ms ANISA TEMAKAI Opaka, Mr JUNIOR Otoa, Ms HAZEL Uatee	
15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for Mr Robert Anita, . Issued on Ticket Number 2421219694. Includes Ticket Taxes, Levies and Surcharges of : \$1,179.50	8,699.50
15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for Mr LINJAY JOHN Fatalaea, . Issued on Ticket Number 2421219695. Includes Ticket Taxes, Levies and Surcharges of : \$1,179.50	8,699.50
15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for MOSES Harisimae Suhara, . Issued on Ticket Number 2421219696. Includes Ticket Taxes, Levies and Surcharges of : \$1,179.50	8,699.50
15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for Mr SELWYN Kuru, . Issued on Ticket Number 2421219697. Includes Ticket Taxes, Levies and Surcharges of : \$1,179.50	8,699.50
15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for Mr JOE Kwasui, . Issued on Ticket Number 2421219698. Includes Ticket Taxes, Levies and Surcharges of : \$1,179.50	8,699.50
15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for Ms MARY Liu, . Issued on Ticket Number 2421219699. Includes Ticket Taxes, Levies and Surcharges of : \$1,185.10	10,245.10

Date Printed: 18/10/23

At: 9:14:38AM

Printed By: Loretta Anii



## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 20 June 2023  
Invoice Number 5558  
Debtor Code SINIS  
Order Number 1396  
Page Number 2

15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for Ms ANISA TEMAKAI Opaka, . Issued on Ticket Number 2421219700. Includes Ticket Taxes, Levies and Surcharges of : \$1,185.10	10,245.10
15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for Mr JUNIOR Otoe, . Issued on Ticket Number 2421219701. Includes Ticket Taxes, Levies and Surcharges of : \$1,185.10	10,245.10
15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for Ms HAZEL Uatee, . Issued on Ticket Number 2421219702. Includes Ticket Taxes, Levies and Surcharges of : \$1,185.10	10,245.10
15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for Mr EMERY Maesi, . Issued on Ticket Number 2421219703. Includes Ticket Taxes, Levies and Surcharges of : \$1,185.10	12,310.10
15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for Mr RONNIE MAEFASIA Uatee, . Issued on Ticket Number 2421219704. Includes Ticket Taxes, Levies and Surcharges of : \$1,185.10	12,310.10
15244	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Friday, 21 July 2023. Ticket for Ms JACINTA Uriga, . Issued on Ticket Number 2421219705. Includes Ticket Taxes, Levies and Surcharges of : \$1,185.10	12,310.10
15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for Mr Robert Anita, . Issued on Ticket Number 2336380771. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	5,479.20
15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for Mr LINJAY JOHN Fatalaea, . Issued on Ticket Number 2336380772. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	5,479.20



## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 20 June 2023  
Invoice Number 5558  
Debtor Code SINIS  
Order Number 1396  
Page Number 3

15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for MOSES Harisimae Suhara, . Issued on Ticket Number 2336380773. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	5,479.20
15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for Mr SELWYN Kuru, . Issued on Ticket Number 2336380774. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	5,479.20
15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for Mr JOE Kwasui, . Issued on Ticket Number 2336380775. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	5,479.20
15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for Ms MARY Liu, . Issued on Ticket Number 2336380776. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	6,400.20
15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for Ms ANISA TEMAKAI Opaka, . Issued on Ticket Number 2336380777. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	6,400.20
15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for Mr JUNIOR Otoe, . Issued on Ticket Number 2336380778. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	6,400.20
15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for Ms HAZEL Uatee, . Issued on Ticket Number 2336380779. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	6,400.20
15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for Mr EMERY Maesi, . Issued on Ticket Number 2336380780. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	6,400.20



## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 20 June 2023  
Invoice Number 5558  
Debtor Code SINIS  
Order Number 1396  
Page Number 4

15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for Mr RONNIE MAEFASIA Uatee, . Issued on Ticket Number 2336380781. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	6,400.20
15244	Qantas Airways Christchurch to Brisbane. Departing on Friday, 21 July 2023. Ticket for Ms JACINTA Uriga, . Issued on Ticket Number 2336380782. Includes Ticket Taxes, Levies and Surcharges of : \$402.20	6,400.20
15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for Mr Robert Anita, . Issued on Ticket Number 9711562904. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	6,694.28
15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for Mr LINJAY JOHN Fatalaea, . Issued on Ticket Number 9711562905. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	6,694.28
15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for MOSES Harisimae Suhara, . Issued on Ticket Number 9711562906. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	6,694.28
15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for Mr SELWYN Kuru, . Issued on Ticket Number 9711562907. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	6,694.28
15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for Mr JOE Kwasui, . Issued on Ticket Number 9711562908. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	6,694.28
15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for Ms MARY Liu, . Issued on Ticket Number 9711562913. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	5,827.61



## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 20 June 2023  
Invoice Number 5558  
Debtor Code SINIS  
Order Number 1396  
Page Number 5

15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for Ms ANISA TEMAKAI Opaka, . Issued on Ticket Number 9711562914. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	5,827.61
15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for Mr JUNIOR Otoe, . Issued on Ticket Number 9711562915. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	5,827.61
15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for Ms HAZEL Uatee, . Issued on Ticket Number 9711562916. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	5,827.61
15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for Mr EMERY Maesi, . Issued on Ticket Number 9711562917. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	5,827.61
15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for Mr RONNIE MAEFASIA Uatee, . Issued on Ticket Number 9711562918. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	5,827.61
15244	Air New Zealand Brisbane to Christchurch. Departing on Thursday, 29 June 2023. Ticket for Ms JACINTA Uriga, . Issued on Ticket Number 9711562919. Includes Ticket Taxes, Levies and Surcharges of : \$1,160.94	5,827.61
15244	Service Fee - Booking Fee	8,911.84
	<b>Subtotal</b>	<u>276,782.11</u>
	<b>Plus GST</b>	0.00
	<b>Invoice Total</b>	<u>276,782.11</u>

Payable within 14 days from date of invoice.

Date Printed: 18/10/23

At: 9:14:38AM

Printed By: Loretta Anii



## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396 ✓  
Invoice Date 20 June 2023  
Invoice Number 5558  
Debtor Code SINIS  
Order Number 1396  
Page Number 6

### Remittance Advice

**Please Send Remittance to:**  
**Bank Details:**  
Guadalcanal Travel Solomons  
Bank: Bank Of South Pacific  
Swiftcode: BOSPSBSB  
Acc No.: 0721320502

**Invoice Total 276,782.11**

Invoice Number 5558  
Invoice Date 20 June 2023  
Debtor Code SINIS  
Solomon Islands National Institute  
Of Sports  
Trip Number 15244

Date Printed: 18/10/23

At: 9:14:38AM

Printed By: Loretta Anii

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA 1396

DATE: 8/6/23

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb

Supplier: <u>Guadalcanal Travel Service</u>	Delivery to: <u>SINIS</u>
Address: <u>PO Box 114, Honoria, Solomon Is</u>	Attention: <u>Jessie. Bosanata</u>
Mobile: .....	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	<u>Airfares for 12 athletes from Karate traveling to New Zealand.</u>			<u>\$164,388.00</u>
	<u>Profuma lau # 10040</u>			

PLEASE INCLUDE PO NUMBER ON ALL INVOICES

Subtotal	<u>\$164,388.00</u>
TAX	
TOTAL	<u>\$164,388.00</u>

NHA Account Name: <u>Other Overseas Fares</u>	NHA Account Code: <u>6-2718</u>
MOFT Account Name: .....	MOFT Account Code: .....
Approved by: Signature: <u>[Signature]</u>	Date: <u>9/6/23</u>
[Financial Controller]	
Signature: <u>[Signature]</u>	Date: <u>9/6/23</u>
[CEO]	

- Copy 1 White Supplier
- Copy 2 Pink Ordering Department
- Copy 3 Yellow Finance

Copy send to Jessie.  
 Sinis  
 12/6/23

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA 00001 **1396**

DATE: 8/6/23

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb

Supplier: <u>Quadalcanal Travel Service</u>	Delivery to: <u>SINIS</u>
Address: <u>PO Box 114, Honoria, Solomon Is</u>	Attention: <u>Jessie. Bosamat</u>
Mobile: .....	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	<u>Airfares for 12 athletes from Karate traveling to New Zealand.</u>			<u>\$164,388.00</u>
	<u>Profirma Inv # 10040</u>			

PLEASE INCLUDE PO NUMBER ON ALL INVOICES

Subtotal	<u>\$164,388.00</u>
TAX	
TOTAL	<u>\$164,388.00</u>

NHA Account Name: <u>Other Overseas Fares</u>	NHA Account Code: <u>6-2718</u>
MOFT Account Name: .....	MOFT Account Code: .....
Approved by: Signature: <u>[Signature]</u>	Date: <u>9/6/23</u>
[Financial Controller]	
Signature: <u>[Signature]</u>	Date: <u>9/6/23</u>
[CEO]	

- Copy 1 White                      Supplier
- Copy 2 Pink                      Ordering Department
- Copy 3 Yellow                    Finance

Copy send to Jessie  
SINIS  
12/6/23



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP204

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfares for 12 athletes from Karate to New Zealand	Guadalcanal Travel Service	10040	\$164,388.00
<b>TOTALS</b>					<b>\$164,388.00</b>
<b>Approval is requested to incur expenditure on the above</b> Estimated Cost (SBD): <u>\$164,388.00</u> Date: <u>5/06/23</u> Requisition Officer (Name): <u>Claudio Ora</u> Sign: <u>[Signature]</u>			Account Code: <u>6-2718</u> Account Name: <u>Other overseas fare</u> Funds available on this account: _____		
<b>Supervisors Certification (Accountable Officers):</b> Certifying Officer (Name): <u>A. Kisor</u> Sign: <u>[Signature]</u> Post: <u>ED HP</u> Department: <u>SINIS</u>			<b>Authority is granted for expenditure not exceeding:</b> SBDS <u>\$164,388.00</u> Signed: <u>[Signature]</u> Name: _____ Note: Authority for expenditure must be given by accounting officer or his/her delegated Compliance Check by: <u>[Signature]</u> Signature _____		
<b>Threshold Checklist</b> Payment requires one quote (10,000 below) <input type="checkbox"/> Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/> Is it a ITB Contract Payment <input type="checkbox"/> Is it a GTB Contract Payment <input type="checkbox"/> Payment is a Bid Waiver <input checked="" type="checkbox"/>			Name: <u>Leand B</u> Date: <u>7/06/23</u> Position: <u>Pch</u>		



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP204

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfares for 12 athletes from Karate to New Zealand	Guadalcanal Travel Service	10040	\$164,388.00
<b>TOTALS</b>					<b>\$164,388.00</b>

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$164,388.00 Date: 5/06/23  
 Requisition Officer (Name): Claudia Ora Sign: [Signature]

Account Code: 6-2718  
 Account Name: Other overseas fare  
 Funds available on this account: \_\_\_\_\_

**Supervisors Certification (Accountable Officers):**  
 Certifying Officer (Name): A. Misop Sign: [Signature]  
 Post: ED HP  
 Department: SINIS

**Authority is granted for expenditure not exceeding:**  
 SBD\$ 164,388.00  
 Signed: [Signature]  
 Name: [Signature]  
 Note: Authority for expenditure must be given by accounting officer or his/her deligated

**Threshold Checklist**

Payment requires one quote (10,000 below)	<input type="checkbox"/>
Payment requires three quotes (\$10,000.00 above)	<input type="checkbox"/>
Is it a ITB Contract Payment	<input type="checkbox"/>
Is it a GTB Contract Payment	<input type="checkbox"/>
Payment is a Bid Waiver	<input checked="" type="checkbox"/>

Compliance Check by: [Signature] Signature  
 Name: Leoval B Date: 7/06/23  
 Position: Pcht

12/16/23

**GUADALCANAL TRAVEL SERVICE**

P.O. Box 114 Honiara Solomon Islands Tel: 22586 Telex: 66313HQ

**PROFORMA INVOICE**      **Nº 10040**

Sold To: SINIS

Customer Account No. \_\_\_\_\_

31/05/23

AIRFARE QUOTATION

HIL/BNE/AELCHC/BNE/HIL

PER PAX @ \$13699.00 X 12 PAX \$164,388.00



L.P.O No. \_\_\_\_\_

TOTAL - \$164,388.00



**YOUR TRAVEL AGENT IN THE HAPPY ISLES**



---

## Minute

**To:** Executive Director/NHA  
**Attention:** Financial Controller and Procurement and Compliance Manager  
**Date:** 7<sup>th</sup> June 2023

Dear ED,

**Subject: Support to Solomon Islands Karate Federation.**

I refer to the underlined subject.

Oceania Karate Federation (OFC) have formally written and invited the Solomon Islands Karate Federation to participate in the 2023 Senior and U21 Oceanic Karate Championships in Christchurch, New Zealand. Please see attached.

The Solomon Islands team is invited to participate and therefore seek support for associated costs as per the attached budget.

Your approval is sought for \$323,673.27<sup>6</sup> as per the attached Karate proposed master budget to enable the team to participate in the Karate Championships on 1<sup>st</sup> and 2<sup>nd</sup> July 2023.

Thank you and kind regards

Ms. Janet Bateé Prakash  
HRM/Admin.

Approved  
2/06/23





Minute

To: EXECUTIVE DIRECTOR, NHA

Ref: SPP-HP204

Thru: Executive Director HP

: HR Coordinator

Date: 5/06/23

**RE: REQUEST APPROVAL AND PAYMENT AIRFARES FOR KARATE TEAM**

**Overview;**

Portfolio 1 (Combat Sports) is requesting approval for Airfares for karate athletes to New Zealand. These 12 athletes will travel on the 23<sup>rd</sup> of June and return on the 7<sup>th</sup> July.

The Karate New Zealand has invited the SI Karate team to participate in the Senior and Under 21 Oceania Karate Championships, Friday 30th June, 2023, the New Zealand Open Karate Championships 1st and 2nd July, 2023 and the OKF seminar by Sensei Antonio Oliva on 3rd and 4th of July, 2023. The Oceania Championships and the NZ Open are being held at Pioneer Stadium, 75 Lyttleton Street, and the seminar by Anotnio Oliva is being held at Karate Christchurch, 8 Phillips Street. (See attached documentation for full detail)

The team's participation at this international competition is vital in terms of their preparation towards the 2023 Pacific Games, thus; Kindly request approval to endorse their travel trip airfares for this competition.

GTS have submitted their invoice, which totals **\$164,388.00 SBD**.

Therefore, kindly request for approval of budget and endorsement of this request.

**Way forward;**

- Collate the required documents for review and approval.
- Raise payment

Amount: <b>\$164,388.00 SBD</b>
Account Name: <b>Guadalcanal Travel Service</b>

Jessie Bosamata  
For Procurement

Endorsed by; Mr Aaron Alsop   
Executive Director  
High Performance Program

**APPROVAL:**

Mr Christian Nieng Executive Director. NATIONAL HOSTING AUTHORITY	Approve	Decline
Signature:  Date: 8/6/23		



# Solomon Islands Government

## NATIONAL HOSTING AUTHORITY

### 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 (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

**GUADALCANAL TRAVEL SERVICE**

#### REASON FOR REQUEST Please Tick

Genuine Market Limitation	<input checked="" type="checkbox"/>	Natural Disaster	<input type="checkbox"/>	SI at War	<input type="checkbox"/>
Public Emergency	<input type="checkbox"/>	Technical or Specialized Equipment	<input type="checkbox"/>		<input type="checkbox"/>

I hereby Apply for bid waiver to waiver the 3 Quotes; on the grounds that Guadalcanal Travel Service is the selected supplier for airfares as these are procurement to meet existing needs.

Thus, Apply for a bid waiver where necessary in the process to make the technical evaluation & decision Accordingly.

Requested by: Procurement  
**HP- SI National Institute of sports**  
Name: Claudina Ora

Signed: 

Date: 5/06/23

Approved by: Executive Director  
**National Hosting Authority**  
Christian Nieng

Signed: 

Date: 8/6/23



**KARATE PROPOSE MASTER BUDGET**

EXPENSE'S DETAILS		AMOUNT PER PERSON	NUMBER OF PEOPLE	NUMBER OF DAYS	TOTAL BUDGET VALUE	
<b>Flights</b>	HON - BRIS -AUCKLAND-CHRISTCHURCH (RETURN)	\$ 13,699.00	12 People		\$164,388.00	
<b>Accom</b>	Christchurch Accom	\$ 2,750.00	12 People	8 Days	\$33,000.00	Paid by AA. To be reimbursed
	Gold Coast performance Center Accom	\$ 2,723.77	12 People	4 Days	\$32,685.27	
	Brisbane Accommodation	\$ 666.67	12 People	2 Days	\$8,000.00	Paid by AA. To be reimbursed
<b>Facility Hire</b>	Gold Coast Performance Centre weekly hire rate	\$ 350.00	12 People	4 Days	\$16,800.00	
<b>Meals</b>	Self catered(Christchurch)	\$ 300.00	12 People	8 Days	\$28,800.00	Paid by AA. To be reimbursed
	GCPC Catered(Breakfast,lunch &Dinner all included)	\$ 1,425.00	12 People	4 Days	\$17,100.00	
<b>Visas</b>	Application for NZ VISA	\$ 950.00	12 People		\$11,400.00	Paid by AA. To be reimbursed
<b>Transport</b>	Airport transfer (Brisbane to GCPC)	\$ 1,000.00		2 Trips	\$2,000.00	
	Airport transfer (Christchurch Airport to Accom)	\$ 1,000.00		2 Trips	\$2,000.00	Paid by AA. To be reimbursed
	Taxis - From apartment to competition venue	\$ 2,000.00			\$2,000.00	Paid by AA. To be reimbursed
<b>Registration</b>	Fees	\$ 550.00	10		\$5,500.00	
<b>TOTAL</b>					<b>\$323,673.27</b>	



**Gold Coast Performance Centre Meal Budget Breakdown**

<b>DAYS</b>	<b>NUMBER OF PEOPLE</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>	<b>TOTAL</b>
		\$ 87.00	\$ 94.00	\$ 122.00	
23rd June	12			\$ 1,464.00	\$ 1,464.00
24th June	12	\$ 1,044.00	\$ 1,128.00	\$ 1,464.00	\$ 3,636.00
25th June	12	\$ 1,044.00	\$ 1,128.00	\$ 1,464.00	\$ 3,636.00
26th June	12	\$ 1,044.00	\$ 1,128.00	\$ 1,464.00	\$ 3,636.00
27th June	12	\$ 1,044.00	\$ 1,128.00	\$ 1,464.00	\$ 3,636.00
28th June	12	\$ 1,044.00			\$ 1,044.00
			<b>TOTAL</b>		\$ 17,052.00



# **OCEANIA KARATE FEDERATION**

**Member of the World Karate Federation (WKF)**  
**Member of Organisation of Sports Federation of Oceania (OSFO)**

1 May 2023

Rex Kenihiria

Solomon Islands Karate Federation

Email: [rkenihiria@gmail.com](mailto:rkenihiria@gmail.com)

Dear Rex

**Re: 2023 Senior and U21 Oceania Karate Championships - Invitation to Solomons Karate Federation**

On behalf of the Oceania Karate Federation (OKF), I write to formally invite the Solomon Islands Karate Federation to participate in the 2023 Oceania Karate Federation Senior and Under 21 Championships in Christchurch, New Zealand, on 30 June 2023.

The OKF Championships is this year to be held in conjunction with the New Zealand Open Championships from 1-2 July 2023. The Solomons Islands team is also invited to participate in the NZ Open event.

In addition, the OKF is hosting a "Learning Programme for Coaches and Athletes" Clinic on 3-4 July 2023 to coincide with the 2023 Oceania Karate Federation Senior and Under 21 Championships in Christchurch, New Zealand. This Clinic is open to the national coaches and national team members of all OKF National Karate Federations. The World Karate Federation has arranged for world-renowned international coach, Antonio Oliva, to deliver the Clinic to benefit the coaching capability of all OKF NFs. The Solomon Islands is formally invited to send coaching and athlete representatives to participate in this Clinic.

OKF looks forward to your participation in the 2023 Oceania Senior and U21 Karate Championships and the OKF Learning Programme for Coaches and Athletes.

If you have any queries please let me know.

Best regards

Leo Donnelly, ONZM

**OKF General Secretary**

**Mobile: +64 27 4417357**

**Email: [leodonnely@xtra.co.nz](mailto:leodonnely@xtra.co.nz)**



SOLOMON ISLANDS KARATE FEDERATION  
PO BOX 2030, HONIARA  
SOLOMON ISLANDS

This is the Karate final list to participate in the upcoming Oceania senior Karate tournament in Christchurch New Zealand. Please kindly request your endorsement and approval for the team travel.

**Female Kumite**

- 1, Hazel Uatee - 50kg
- 2, Mary Liu -55kg
- 3, Jecinta Uriga - 61kg
- 4, Anisa Temakai Opaka - 68 kg

**Male Kumite**

- 1, Moses Harisimae - 60 kg
- 2, Linjay Fatalaea -67 kg
- 3, Joe Kwasui -75 Kg
- 4, Selwyn Kuru - 84 kg
- 5, Robert Anita + 84 Kg

**Open Category**

- 6, Junior Otoi

**Individual Male Kata**

- Robert Anita

**Individual Female Kata**

- Anisa Temakai Opaka

**Coach and Team Management**

Coach: Roney Uate'e

Team Manager/Coach: Rex Kenihiria



Ed Nita

I endorse the team as  
it is to attend the competition  
in New Zealand



Guadalcanal Travel Solomons  
ABN: 1001396  
TA Lic: 20111569  
City Centre Building  
Mendana Avenue, Honiara  
Solomon Islands  
T: +677 22586

E: gtstravel@gts.com.sb

## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 1 July 2023  
Invoice Number 5424  
Debtor Code SINIS  
Order Number po NHA1440  
Page Number 1

Trip No.	Description	Amount
14331	This document is for the following Passengers:- Ms Bianca Jayde Scurry	
14331	Qantas Airways Melbourne - Tullamarine to Coolangatta then Brisbane to Melbourne - Tullamarine. Departing on Sunday, 2 July 2023, returning on Sunday, 9 July 2023. Ticket for Ms Bianca Jayde Scurry, . Issued on Ticket Number 2336380823. Includes Ticket Taxes, Levies and Surcharges of : \$246.90	7,669.90
	<b>Subtotal</b>	<u>7,669.90</u>
	<b>Plus GST</b>	0.00
	<b>Invoice Total</b>	<u>7,669.90</u>

Payable within 14 days from date of invoice.

### Remittance Advice

Please Send Remittance to:  
**Bank Details:**  
Guadalcanal Travel Solomons  
Bank: Bank Of South Pacific  
Swiftcode: BOSPSBSB  
Acc No.: 0721320502

**Invoice Total 7,669.90**

Invoice Number 5424  
Invoice Date 1 July 2023  
Debtor Code SINIS  
Solomon Islands National Institute  
Of Sports  
Trip Number 14331

Date Printed: 18/10/23

At: 9:16:35AM

Printed By: Loretta Anii

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA.0 - 1440

DATE: 29/6/23

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb

Supplier: <u>Guadalcanal Travel Service</u>	Delivery to: <u>SINIS</u>
Address: <u>Honiara, Solomon Islands</u>	Attention: <u>Claudia Ora.</u>
Mobile: .....	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	Airfare for Mrs Bianca Scurry.			\$5,914.10
	Booking Ref: 5Z1YZK			

PLEASE INCLUDE PO NUMBER ON ALL INVOICES

Subtotal	\$5,914.10
TAX	
TOTAL	\$5,914.10

NHA Account Name: <u>Other Overseas Fares</u>	NHA Account Code: <u>6-2718</u>
MOFT Account Name: .....	MOFT Account Code: .....
Approved by: Signature: <u>[Signature]</u>	Date: <u>29/6/23</u>
[Financial Controller]	
Signature: <u>[Signature]</u>	Date: <u>29/6/23</u>
[CEO]	

Copy 1 White  
 Copy 2 Pink  
 Copy 3 Yellow

Supplier  
 Ordering Department  
 Finance

Copy sent by Lynn.

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA 00001 **1440**

DATE: **29/6/23**

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb

Supplier: <b>Guadalcanal Travel Service</b>	Delivery to: <b>SINIS</b>
Address: <b>Honiara, Solomon Islands</b>	Attention: <b>Claudia Ora</b>
Mobile: .....	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	<b>Airfare for Mrs Bianca Scurry.</b>			<b>\$5,914.10</b>
	<b>Booking Ref: 521YZK</b>			

PLEASE INCLUDE PO NUMBER ON ALL INVOICES

Subtotal	<b>\$5,914.10</b>
TAX	
TOTAL	<b>\$5,914.10</b>

NHA Account Name: <b>Other Overseas Fares</b>	NHA Account Code: <b>6-2718</b>
MOFT Account Name: .....	MOFT Account Code: .....
Approved by: <b>[Signature]</b>	Date: <b>29/6/23</b>
<b>[Financial Controller]</b>	Date: <b>29/6/23</b>
Signature: <b>[Signature]</b>	Date: .....
<b>[CEO]</b>	

Copy 1 White Supplier  
 Copy 2 Pink Ordering Department  
 Copy 3 Yellow Finance

*copy sent by Lynn*



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-762

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfare for Mrs Bianca Scorry	Guadalcanal Travel Service	52142K	\$5,914.10
<b>TOTALS</b>					<b>\$5,914.10</b>

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$5,914.10 Date: 27/06/23

Requisition Officer (Name): Damien Yee Sign: [Signature]

Account Code: 6-2709

Account Name: Other Overseas Fees

Funds available on this account: \_\_\_\_\_

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): A. Alsop Sign: [Signature]

Post: ED HP

Department: SINIS

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

SBD\$ 5,914.10

Signed: [Signature]

Name: [Signature]



**Threshold Checklist**

Payment requires one quote (10,000 below)	<input checked="" type="checkbox"/>
Payment requires three quotes (\$10,000.00 above)	<input type="checkbox"/>
Is it a ITB Contract Payment	<input type="checkbox"/>
Is it a GTB Contract Payment	<input type="checkbox"/>
Payment is a Bid Waiver	<input type="checkbox"/>

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

Compliance Check by: [Signature] Signature

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

Position: [Signature]

*Travel int. flights.*  
*3-1000-12*

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



Minute

To: EXECUTIVE DIRECTOR, NHA

Ref: SPP-HP22-762

Thru: Executive Director HP

: Finance Coordinator

Date: 27/06/23

**RE: REQUEST APPROVAL AND PAYMENT FOR DOMESTIC AIRFARE FOR BIANCA SCURRY**

Kindly requesting approval & payment for Mrs Bianca Scurry, domestic airfare to meet with Taekwondo team in Gold coast for their training & competition.

Bianca is a taekwondo instructor from Australia. Her attendance is vital in terms of the technical support the coaches and athletes requires thus; Kindly request approval to endorse her travel trip.

Guadalcanal Travel Services submitted their invoice, which totals to **\$5,914.10 SBD** which is less than the 10k threshold and would only require the Executive Director's approval for payment.

Therefore, kindly request for approval of budget and endorsement of this request.

**Way forward;**

- Collate the required documents for review and approval.
- Raise LPO

Amount: <b>\$5,914.10 SBD</b>
Account Name: <b>Guadalcanal Travel Services</b>

**Claudina Ora**  
Procurement

**Endorsed by; Mr Aaron Alsop**   
Executive Director  
High Performance Program

**APPROVAL:**

<b>Mr Christian Nieng</b> Executive Director. NATIONAL HOSTING AUTHORITY Signature:	Approve	Decline
	Date: 30/6/23	



## Claudina Ora

**From:** Aaron Alsop <azxsive@hotmail.com>  
**Sent:** Tuesday, 27 June 2023 1:11 PM  
**To:** Jessica Sasanga; Claudina Ora; Aaron Alsop; Moses Aunama  
**Cc:** Cindy Matela  
**Subject:** RE: SCURRY/BIANCA JAYDE MS 01JUL2023 MEL OOL

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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.

Thanks

approved

**From:** Jessica Sasanga <JSasanga@sinis.com.sb>  
**Sent:** Tuesday, 27 June 2023 1:10 PM  
**To:** Claudina Ora <COra@sinis.com.sb>; Aaron Alsop <AAlsop@sinis.com.sb>; Aaron Alsop <azxsive@hotmail.com>; Moses Aunama <MAunama@sinis.com.sb>  
**Cc:** Cindy Matela <CMatela@sinis.com.sb>  
**Subject:** FW: SCURRY/BIANCA JAYDE MS 01JUL2023 MEL OOL

Hi Claudina,

This is Bianca domestic flight to meet with Taekwondo team in Gold Coast for their training and competition. Boss pls approve and Moses pls provide supporting documents.

**From:** "Travel Document" <[itinerary@amadeus.com](mailto:itinerary@amadeus.com)>  
**Sent:** Tuesday, 27 June 2023 1:07 PM  
 Jessica Sasanga <[JSasanga@sinis.com.sb](mailto:JSasanga@sinis.com.sb)>  
**Subject:** SCURRY/BIANCA JAYDE MS 01JUL2023 MEL OOL

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.

Issued date : 27JUN2023

### Your trip

Booking ref : 5ZIYZK

[CheckMyTrip App](#)

### Traveller

Ms Bianca Jayde Scurry

### Agency Information

GUADALCANAL TRAVEL SOLOMONS  
CITY CENTRE BUILDING GROUND FLOOR  
MENDANA AVENUE  
HONIARA  
Tel: +67722586

Your itinerary is summarized below. Please refer to the attached PDF document for detailed information.



Saturday, 01 JUL 2023

Airline Booking Reference : MNCIKQ

**VA 725**  
Virgin Australia  
[Check-in](#)

**01JUL, 06:10**  
**01JUL, 08:15**  
02h 05m (Non stop)

Melbourne, (Melbourne  
Airport)  
Gold Coast, (Coolangatta)  
**CO2 E : 108.607 kg/person**

**Terminal : 3**  
**Terminal : 1**  
**Class : Economy (R)**  
**Booking status : Confirmed**



**Sunday, 09 JUL 2023**

**Airline Booking Reference : 5ZIYZK**

**QF 635**  
Qantas Airways  
[Check-in](#)

**09JUL, 20:15**  
**09JUL, 22:40**  
02h 25m (Non stop)

Brisbane, (Brisbane)  
Melbourne, (Melbourne  
Airport)  
**CO2 E : 109.623 kg/person**

**Terminal : D**  
**Terminal : 1**  
**Class : Economy (V)**  
**Booking status : Confirmed**

**Baggage : 1PC**

**Other information**

\*\*\*\*AIRFARE SBD5,914.10\*\*\*\*\*

Please refer to the attached PDF document for all legal information.

## Your trip

Booking ref:  
Issued date:

5ZIZK  
27 June 2023

[CheckMyTrip App](#)

Traveller Ms Bianca Jayde Scurry

Agency

GUADALCANAL TRAVEL SOLOMONS  
CITY CENTRE BUILDING GROUND  
FLOOR  
MENDANA AVENUE  
HONIARA

Telephone

+67722586

Saturday 01 July 2023



### Virgin Australia VA 725



Departure 01 July 06:10

Melbourne, (Melbourne Airport) (+)

Terminal: 3

Arrival 01 July 08:15

Gold Coast, (Coolangatta) (+)

Terminal: 1

[Check-in](#)

Duration

02:05 (Non stop)

Booking status

Confirmed

Class

Economy (R)

Equipment

BOEING 737-800 (WINGLETS)

Flight meal

Food and beverages for purchase

Sunday 09 July 2023



### Qantas Airways QF 635



Departure 09 July 20:15

Brisbane, (Brisbane) (+)

Terminal: D - Domestic Terminal

Arrival 09 July 22:40

Melbourne, (Melbourne Airport) (+)

Terminal: 1

[Check-in](#)

Duration

02:25 (Non stop)

Booking status

Confirmed

Class

Economy (V)

Baggage allowance

1 Piece(s) for Ms Bianca Jayde Scurry

Equipment

BOEING 737-800 (WINGLETS)

Flight meal

Refreshments

### General Information

\*\*\*\*AIRFARE SBD5,914.10\*\*\*\*\*

### Ecological information

Calculated average CO2 emission is 218.23 kg/person

Source: ICAO Carbon Emissions Calculator

<http://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx>

### Airline Booking Reference(s)

QF (Qantas Airways): 5ZIZK

VA (Virgin Australia): MNCIKQ

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage).



# 2023 PACIFIC GAMES OFFICE

## Approval /Signature Required

Supplier Name: Cuadaleanal Travel services

28/06/23

- |                     |                                     |                  |                    |                        |
|---------------------|-------------------------------------|------------------|--------------------|------------------------|
| 1) Requisition      | <input checked="" type="checkbox"/> | Sign by ED NHA   | <u>29/6</u>        | _____                  |
| 2) Payment Voucher  | <input type="checkbox"/>            | Sign by FC       | _____              | Sign by ED _____       |
| 3) LPO              | <input checked="" type="checkbox"/> | Sign by FC       | <u>[Signature]</u> | Sign by ED _____       |
| 4) IB Authorisation | <input type="checkbox"/>            | Authorised by FC | _____              | Authorised by ED _____ |

Comments:



Guadalcanal Travel Solomons  
 ABN: 1001396  
 TA Lic: 20111569  
 City Centre Building  
 Mendana Avenue, Honiara  
 Solomon Islands  
 T: +677 22586

E: gtstravel@gts.com.sb

## COPY INVOICE

Solomon Islands National Institute Of Sports  
 Prince Philip Highway  
 Ranadi  
 Honiara

GST Number 1001396  
 Invoice Date 6 July 2023  
 Invoice Number 5445  
 Debtor Code SINIS  
 Order Number 1438  
 Contact Name JESSICA  
 Page Number 1

Trip No.	Description	Amount
14805	This document is for the following Passengers:- Ms Deborah Ellen Strange	
14805	Service Fee - Booking Fee	1,591.00
14805	Air New Zealand Auckland to Brisbane to Auckland.. Ticket for Ms Deborah Ellen Strange, . Issued on Ticket Number 9711465645. Includes Ticket Taxes, Levies and Surcharges of : \$1,697.00	13,257.00
<b>Subtotal</b>		<u>14,848.00</u>
<b>Plus GST</b>		0.00
<b>Invoice Total</b>		<u>14,848.00</u>

Payable within 14 days from date of invoice.

<b>Remittance Advice</b>	<b>Invoice Total</b>	<b>14,848.00</b>
<b>Please Send Remittance to:</b>	Invoice Number	5445
<b>Bank Details:</b>	Invoice Date	6 July 2023
Guadalcanal Travel Solomons	Debtor Code	SINIS
Bank: Bank Of South Pacific	Solomon Islands National Institute	
Swiftcode: BOSPSBSB	Trip Number	14805
Acc No.: 0721320502		

Date Printed: 18/10/23

At: 9:17:23AM

Printed By: Loretta Anii

## Lovelyn Tanona

---

**From:** George MacKenzie  
**Sent:** Tuesday, 24 October 2023 9:02 AM  
**To:** Loretta Anii; Gregory Sale; George Mani; Lovelyn Tanona; Guadalcanal Travel, Guadalcanal Travel Service; Seleima Kibule Kidoe  
**Cc:** Debbie Sifoni Rence; Brenda Mamaloni Qurusu  
**Subject:** RE: SINIS SOA / DUE INVOICES  
**Attachments:** sinis soa 18oct23.pdf

Hi Loretta

Thanks well noted, send us the revised statement.

Please, Lovelyn see below the Invoice 5414 is a cancelled invoice and/invoice5445 replaces that invoice.

Regards  
George

---

**From:** Loretta Anii <loretta@gts.com.sb>  
**Sent:** Tuesday, 24 October 2023 8:41 am  
**To:** George MacKenzie <GMacKenzie@sol2023.com.sb>; Gregory Sale <GSale@sol2023.com.sb>; George Mani <george.mani@gts.com.sb>; Guadalcanal Travel, Guadalcanal Travel Service <gtstravel@gts.com.sb>; Seleima Kibule Kidoe <seleima@gts.com.sb>  
**Cc:** Debbie Sifoni Rence <DSifoniRence@sol2023.com.sb>; Brenda Mamaloni Qurusu <brenda@gts.com.sb>  
**Subject:** RE: SINIS SOA / DUE INVOICES

Good morning George,  
As per your inquiry,ref invoice5414 \$9117 and invoice5445 \$14848.Invoice 5414 is a cancelled invoice and /invoice5445 replaces that invoice.  
Seleima, will work on cancelling the ticket as pax never travel on that.

Thanks.



### Loretta Anii

#### Finance Manager

City Centre Building | Mendana Avenue  
Honiara, Solomon Islands

Phone: (+677) 22586/7 |Ext: 511

Email : [loretta@gts.com.sb](mailto:loretta@gts.com.sb) | [finance@gts.com.sb](mailto:finance@gts.com.sb) | [gtstravel@gts.com.sb](mailto:gtstravel@gts.com.sb)

Web: [www.solomontravel.sb](http://www.solomontravel.sb) | [facebook](#)

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA 1438

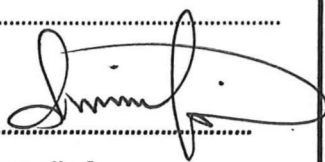

DATE: 29/6/23

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb


Supplier: Guadalcanal Travel Service	Delivery to: SINIS
Address: Honiara, Solomon Islands	Attention: Claudina Ora
Mobile: .....	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	Airfare for Ms Deborah Ellen Otto Strange			\$9,117.00
	Booking Ref: 62MAGB			

PLEASE INCLUDE PO NUMBER ON ALL INVOICES	Subtotal	\$9,117.00
	TAX	
	TOTAL	\$9,117.00

NHA Account Name: Other Overseas Fares	NHA Account Code: 6-2718
MOFT Account Name: .....	MOFT Account Code: .....
Approved by: Signature: 	Date: 29/6/23
[Financial Controller]	
Signature: 	Date: 29/6/23
[CEO]	

Copy 1 White Supplier  
 Copy 2 Pink Ordering Department  
 Copy 3 Yellow Finance

Copy sent to Claudina and Damien.  
 29/06/23  


# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA 00001 **1438**

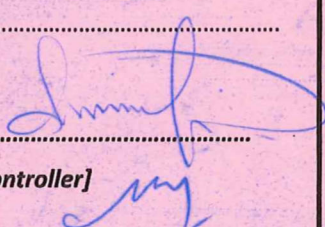
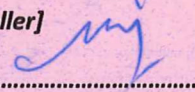
DATE: **29/6/23**

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb


Supplier: <b>Guadalcanal Travel Service</b>	Delivery to: <b>SINIS</b>
Address: <b>Honiara, Solomon Islands</b>	Attention: <b>Claudina Ora</b>
Mobile: .....	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	<b>Airfare for Ms Deborah Ellen Otto Strange</b>			<b>\$9,117.00</b>
	<b>Booking Ref: 62MAGB</b>			

<b>PLEASE INCLUDE PO NUMBER ON ALL INVOICES</b>	Subtotal	<b>\$9,117.00</b>
	TAX	
	TOTAL	<b>\$9,117.00</b>

NHA Account Name: <b>Other Overseas Fares</b>	NHA Account Code: <b>6-2718</b>
MOFT Account Name: .....	MOFT Account Code: .....
Approved by: Signature: 	Date: <b>29/6/23</b>
[Financial Controller]	
Signature: 	Date: <b>29/6/23</b>
[CEO]	

Copy 1 White Supplier  
 Copy 2 Pink Ordering Department  
 Copy 3 Yellow Finance

**Copy sent to Claudina and Damien.**  
**29/06/23**  




# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-763

DEPARTMENT: SINIS

PURCHASE REQUISITION					
QUANTITY	UNIT	DESCRIPTION <small>(Full and clear details of payment)</small>	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfare for Ms Deborah Ellen Otto Spange	Guadalcanal Travel Service	G2MGQB	\$9,117.00
<b>TOTALS</b>					<b>\$9,117.00</b>
<b>Approval is requested to incur expenditure on the above</b>  Estimated Cost (SBD): <u>\$9,117.00</u> Date: <u>27/06/23</u> Requisition Officer (Name): <u>Damien Yee</u> Sign: <u>[Signature]</u>			Account Code: <u>E-2919</u> Account Name: <u>Other Overseas Fees</u> Funds available on this account: _____		
<b>Supervisors Certification (Accountable Officers):</b> Certifying Officer (Name): <u>A. Alsop</u> Sign: <u>[Signature]</u> Post: <u>ED HP</u> Department: <u>SINIS</u>			<b>Authority is granted for expenditure not exceeding:</b> SBD\$ <u>9,117.00</u> Signed: <u>[Signature]</u> Name: <u>[Signature]</u> <small>Note: Authority for expenditure must be given by accounting officer or his/her deligated</small> Compliance Check by: <u>[Signature]</u> Signature Name: <u>Darby Thomas</u> Date: <u>28/06/23</u> Position: <u>[Signature]</u>		
<b>Threshold Checklist</b> Payment requires one quote (10,000 below) <input type="checkbox"/> Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/> Is it a ITB Contract Payment <input type="checkbox"/> Is it a GTB Contract Payment <input type="checkbox"/> Payment is a Bid Waiver <input type="checkbox"/>					

Travel int-flights  
3-0000-12

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



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-763

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfare for M's Deborah Ellen Otto Strange	Guadalcanal Travel Service	62MGOB	\$9,117.00
<b>TOTALS</b>					\$9,117.00
Approval is requested to incur expenditure on the above			Account Code: <u>6-2919</u>		
Estimated Cost (SBD): <u>\$9,117.00</u>			Account Name: <u>Other awareness Fee</u>		
Requisition Officer (Name): <u>Damien Yee</u>			Funds available on this account: _____		
Date: <u>27/06/23</u>			Sign: <u>[Signature]</u>		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>A. Alsop</u>			SBD\$ <u>9,117.00</u>		
Post: <u>ED HP</u>			Signed: <u>[Signature]</u>		
Department: <u>SINIS</u>			Name: <u>[Signature]</u>		
Threshold Checklist			Note: Authority for expenditure must be given by accounting officer or his/her delegated		
Payment requires one quote (10,000 below)			Compliance Check by: <u>[Signature]</u> Signature		
Payment requires three quotes (\$10,000.00 above)			Name: <u>Darby V. Thomas</u> Date: <u>28/06/23</u>		
Is it a ITB Contract Payment			Position: <u>REC NTOT</u>		
Is it a GTB Contract Payment					
Payment is a Bid Waiver					

20/06/23  
 Damien Yee  
 Compliance to Accounting and Finance

Travel int - flights  
3-1000-12



Minute

To: EXECUTIVE DIRECTOR, NHA

Ref: SPP-HP22-763

Thru: Executive Director HP

*[Handwritten signature]*

: Finance Coordinator

*[Handwritten initials]*

Date: 27/06/23

**RE: REQUEST APPROVAL AND PAYMENT AIRFARES FOR MS DEBORAH ELLEN OTTO STRANGE**

**Overview;**

We are seeking Approval for airfares for expert coach from New Zealand; Ms Deborah Ellen Otto Strange to travel on the 27<sup>th</sup> July and return on the 1<sup>st</sup> August from New Zealand-Brisbane-Honiara return.

Debbie is coming as a Throws Coach mentor and she will be here to run Athletics throws (Able body & Para) training and mentoring.

Her attendance is vital in terms of technical preparation for the National Squads participation in the upcoming Pacific Games, thus; Kindly request approval to endorse their travel trip.

GTS have submitted their invoice, which totals **\$9,117.00 SBD**.

Therefore, kindly request for approval of budget and endorsement of this request.

**Way forward;**

- Collate the required documents for review and approval.
- Raise payment

Amount: <b>\$9,117.00 SBD</b>
Account Name: <b>SOLOMON AIRLINES LIMITED</b>

Claudina Ora *[Signature]*  
Procurement

**Endorsed by; Mr Aaron Alsop** *[Signature]*  
Executive Director  
High Performance Program

**APPROVAL:**

<b>Mr Christian Nieng</b> Executive Director. NATIONAL HOSTING AUTHORITY Signature: <i>[Signature]</i>	Approve <i>[Checkmark]</i>	Decline
	Date: <i>29/6/23</i>	



## Claudina Ora

**From:** Aaron Alsop <azxsive@hotmail.com>  
**Sent:** Tuesday, 27 June 2023 1:51 PM  
**To:** Jessica Sasanga; Claudina Ora; Jackie Travertz; Aaron Alsop  
**Subject:** RE: STRANGE/DEBORAH ELLEN OTTO MRS 27JUL2023 AKL BNE

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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.

Thanks

approved

**From:** Jessica Sasanga <JSasanga@sinis.com.sb>  
**Sent:** Tuesday, 27 June 2023 1:48 PM  
**To:** Claudina Ora <COra@sinis.com.sb>; Jackie Travertz <JTravertz@sinis.com.sb>; Aaron Alsop <AAlsop@sinis.com.sb>; Aaron Alsop <azxsive@hotmail.com>  
**Subject:** FW: STRANGE/DEBORAH ELLEN OTTO MRS 27JUL2023 AKL BNE

Hi Claudina,

See attached Debbie's flight itinerary and airfare. Boss pls approve, Jackie pls provide supporting documents.

Regards  
Jessica

**From:** "Travel Document" <[itinerary@amadeus.com](mailto:itinerary@amadeus.com)>  
**Sent:** Tuesday, 27 June 2023 1:44 PM  
**To:** Jessica Sasanga <[JSasanga@sinis.com.sb](mailto:JSasanga@sinis.com.sb)>  
**Subject:** STRANGE/DEBORAH ELLEN OTTO MRS 27JUL2023 AKL BNE

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.

Issued date : 27JUN2023

### Your trip

Booking ref : 62MGQB

[CheckMyTrip App](#)

### Traveller

Mrs Deborah Ellen Otto Strange

### Agency Information

GUADALCANAL TRAVEL SOLOMONS  
CITY CENTRE BUILDING GROUND FLOOR  
MENDANA AVENUE  
HONIARA  
Tel: +67722586

Your itinerary is summarized below. Please refer to the attached PDF document for detailed information.



Thursday, 27 JUL 2023

Airline Booking Reference : 62MGQB

**QF 126** 27JUL, 15:30 Auckland, (Auckland International) Terminal : I  
 Qantas Airways 27JUL, 17:25 Brisbane, (Brisbane) Terminal : I  
[Check-in](#) 03h 55m (Non stop) CO2 E : 152.711 kg/person Class : Economy (Q)  
 Booking status : Confirmed  
 Baggage : 30 Kg(s)



**Friday, 28 JUL 2023**

Airline Booking Reference : 62MGQB

**QF 8687** 28JUL, 09:00 Brisbane, (Brisbane) Terminal : I  
 Qantas Airways 28JUL, 13:20 Honiara, (International) Terminal : I  
 Operated by Solomon Airlines, 03h 20m (Non stop) CO2 E : 159.781 kg/person Class : Economy (Q)  
 IE, 701 Booking status : Confirmed  
[Check-in](#)  
 Baggage : 30 Kg(s)



**Tuesday, 01 AUG 2023**

Airline Booking Reference : 62MGQB

**QF 8688** 01AUG, 17:20 Honiara, (International) Terminal : I  
 Qantas Airways 01AUG, 19:35 Brisbane, (Brisbane) Terminal : I  
 Operated by Solomon Airlines, 03h 15m (Non stop) CO2 E : 159.911 kg/person Class : Economy (Q)  
 IE, 706 Booking status : Confirmed  
[Check-in](#)  
 Baggage : 30 Kg(s)



**Wednesday, 02 AUG 2023**

Airline Booking Reference : 62MGQB

**QF 119** 02AUG, 09:10 Brisbane, (Brisbane) Terminal : I  
 Qantas Airways 02AUG, 14:20 Auckland, (Auckland International) Terminal : I  
 03h 10m (Non stop) CO2 E : 152.73 kg/person Class : Economy (Q)  
 Booking status : Confirmed  
 Baggage : 30 Kg(s)

**Other information**

\*\*\*AIRFARE SBD9117.00\*\*\*\*

Please refer to the attached PDF document for all legal information.

# Your trip

Booking ref:  
Issued date:

**62MGQB**  
**27 June 2023**

[CheckMyTrip App](#)

Traveller	<b>Mrs Deborah Ellen Otto Strange</b>	Agency	<b>GUADALCANAL TRAVEL SOLOMONS CITY CENTRE BUILDING GROUND FLOOR MENDANA AVENUE HONIARA</b>
		Telephone	<b>+67722586</b>

## Thursday 27 July 2023



### Qantas Airways QF 126



[Check-in](#)

Departure	27 July 15:30	Auckland, (Auckland International) (+)	Terminal: I - International Terminal
Arrival	27 July 17:25	Brisbane, (Brisbane) (+)	Terminal: I - International Terminal
Duration	03:55 (Non stop)		
Booking status	Confirmed		
Class	Economy (Q)		
Baggage allowance	30 Kg(s) for Mrs Deborah Ellen Otto Strange		
Equipment	AIRBUS A330-200		
Flight meal	Hot meal		

## Friday 28 July 2023



### Qantas Airways QF 8687 (Operated by Solomon Airlines, IE701)



Departure	28 July 09:00	Brisbane, (Brisbane) (+)	Terminal: I - International Terminal
Arrival	28 July 13:20	Honiara, (International) (+)	
Duration	03:20 (Non stop)		
Booking status	Confirmed		
Class	Economy (Q)		
Baggage allowance	30 Kg(s) for Mrs Deborah Ellen Otto Strange		
Equipment	AIRBUS A320		
Flight meal	Breakfast		

## Tuesday 01 August 2023



### Qantas Airways QF 8688 (Operated by Solomon Airlines, IE706)



Departure	01 August 17:20	Honiara, (International) (+)	
Arrival	01 August 19:35	Brisbane, (Brisbane) (+)	Terminal: I - International Terminal
Duration	03:15 (Non stop)		
Booking status	Confirmed		
Class	Economy (Q)		
Baggage allowance	30 Kg(s) for Mrs Deborah Ellen Otto Strange		
Equipment	AIRBUS A320		
Flight meal	Hot meal		

## Wednesday 02 August 2023



## Qantas Airways QF 119



Check-in

Departure	02 August 09:10	Brisbane, (Brisbane) (+)	Terminal: I - International Terminal
Arrival	02 August 14:20	Auckland, (Auckland International) (+)	Terminal: I - International Terminal
Duration	03:10 (Non stop)		
Booking status	Confirmed		
Class	Economy (Q)		
Baggage allowance	30 Kg(s) for Mrs Deborah Ellen Otto Strange		
Equipment	AIRBUS A330-200		
Flight meal	Hot meal		

### General Information

\*\*\*AIRFARE SBD9117.00\*\*\*\*

### Ecological information

Calculated average CO2 emission is 625.13 kg/person

Source: ICAO Carbon Emissions Calculator

<http://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx>

### Airline Booking Reference(s)

QF (Qantas Airways): 62MGQB

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage).



GUADALCANAL  
Travel Solomons

Guadalcanal Travel Solomons  
ABN: 1001396  
TA Lic: 20111569  
City Centre Building  
Mendana Avenue, Honiara  
Solomon Islands  
T: +677 22586

E: gtstravel@gts.com.sb

### TAX INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 17 July 2023  
Invoice Number 5516  
Debtor Code SINIS  
Order Number  
Page Number 1

Trip No.	Description	Amount
	5 Days, Bus Pick up & Drop Off 2hrs Per Day @ \$400 Per Hr 10 Hours = 2X5 = Total 10 Hours	4,000.00
	<b>Subtotal</b>	<u>4,000.00</u>
	<b>Plus GST</b>	0.00
	<b>Invoice Total</b>	<u>4,000.00</u>

Payable within 14 days from date of invoice.

<b>Remittance Advice</b>	<b>Invoice Total</b>	<b>4,000.00</b>
<b>Please Send Remittance to:</b>	Invoice Number	5516
<b>Bank Details:</b>	Invoice Date	17 July 2023
Guadalcanal Travel Solomons	Debtor Code	SINIS
Bank: Bank Of South Pacific	Solomon Islands National Institute	
Swiftcode: BOSPSBSB	Trip Number	no
Acc No.: 0721320502		

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA 1485

DATE: 12/07/23

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb

Supplier: <u>ATS Ltd</u>	Delivery to: <u>SINIS</u>
Address: <u>Honoria, Solomon Islands</u>	Attention: <u>Claudia Ora</u>
Mobile: .....	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	<u>Bus hire for Para Sport athletes.</u>			<u>\$4,000</u>

PLEASE INCLUDE PO NUMBER ON ALL INVOICES	Subtotal	<u>\$4,000</u>
	TAX	
	TOTAL	<u>\$4,000</u>

NHA Account Name: <u>Hire Plant &amp; Vehicle</u>	NHA Account Code: <u>6-2402</u>
MOFT Account Name: .....	MOFT Account Code: .....
Approved by: Signature: <u>[Signature]</u>	Date: <u>12/7/23</u>
[Financial Controller]	
Signature: <u>[Signature]</u>	Date: <u>13/7/23</u>
[CEO]	

Copy 1 White Supplier  
 Copy 2 Pink Ordering Department  
 Copy 3 Yellow Finance

Copy sent to Claudia/Damien  
 13/07/2023  
[Signature]

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA 00001 1485

DATE: 12/07/23

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb

Supplier: <u>GIS Ltd</u> Address: <u>Honoria, Solomon Islands</u> Mobile: _____	Delivery to: <u>SINIS</u> Attention: <u>Claudia Ora</u> Mobile: _____ Delivery Date: _____
---	---

Item	Description	Qty	Price (excl Tax)	Total
	<u>Bus hire for Para Sport athletes.</u>			<u>\$4,000</u>

<b>PLEASE INCLUDE PO NUMBER ON ALL INVOICES</b>	Subtotal	<u>\$4,000</u>
	TAX	
	<b>TOTAL</b>	<u>\$4,000</u>

NHA Account Name: <u>Hire Plant &amp; Vehicle</u> MOFT Account Name: _____  Approved by: Signature: <u>[Signature]</u> [Financial Controller] Signature: <u>[Signature]</u> [CEO]	NHA Account Code: <u>6-2402</u> MOFT Account Code: _____  Date: <u>12/7/23</u> Date: <u>13/21/23</u>
---	--

Copy 1 White                      Supplier  
 Copy 2 Pink                      Ordering Department  
 Copy 3 Yellow                    Finance

*Copy sent to Claudia/Damien  
 13/07/2023  
 [Signature]*



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-794

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Bus hire for para sport athletes 10 hours for one week	GTS Limited	00005332	\$4,000.00
<b>TOTALS</b>					<b>\$4,000.00</b>

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$4,000.00  
Requisition Officer (Name): Damien Yee

Date: 10/7/23  
Sign: [Signature]

Account Code: G-2402  
Account Name: Hire plant & vehicles  
Funds available on this account: \_\_\_\_\_

### Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Alsef  
Post: ED HP  
Department: SINIS

Sign: [Signature]

### Authority is granted for expenditure not exceeding:

SBDS: 4,000.00  
Signed: [Signature]  
Name: [Signature]

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: Darby V. Thano Date: 11/07/23  
Position: DEC NHA

*Transport*



Minute

To: EXECUTIVE DIRECTOR, NHA

Ref: SPP-HP22-794

Thru: Executive Director HP

*[Signature]*

: Finance Coordinator

*[Signature]*

Date: 10/07/23

**RE: REQUEST APPROVAL AND PAYMENT FOR BUS HIRE**

**Overview;**

Kindly requesting approval and payment for bus hire service for our para sport athletes. They will be hired for 10 hours for one week.

GTS provided an invoice which totals to **\$4,000.00 SBD** which is less than 10k Threshold and would require the endorsement of ED- High Performance.

Therefore, kindly request for approval of budget and endorsement of this request.

**Way forward;**

- Collate the required documents for review and approval.
- Raise direct payment

Amount: <b>\$4,000.00 SBD</b>
Account Name: <b>GTS Limited</b>
Account number: <b>0721320502</b>
Bank: <b>BSP</b>

**Claudina Ora** *[Signature]*  
Procurement

**Endorsed by; Mr Aaron Alsop** *[Signature]*  
Executive Director  
High Performance Program

**APPROVAL:**

<b>Mr Christian Nieng</b> Executive Director. NATIONAL HOSTING AUTHORITY Signature: <i>[Signature]</i>	Date: <b>12/7/23</b>	Approve	Decline
		<i>[Checkmark]</i>	



City Centre Building, Mendana Avenue  
 PO Box 114, Honiara, Solomon Islands  
 +(677) 22586 / 22587  
 gts@travel@gts.com.sb



GUADALCANAL  
 Travel Solomons

**INVOICE**

**CUSTOMER:**  
**SOLOMON ISLANDS NATIONAL INSTITUTE OF  
 SPORTS**  
**HONIARA**  
**SOLOMON ISLANDS**

Invoice No: 00005332  
 Date: 6 07 2023  
 Airline:  
 Terms: Net 15  
 Cust PO #:

Description	Amount				
BUS SERVICE PROVIDED; 10 HOURS HIRE FOR ONE WEEK @ \$400 PER HOUR	\$4,000.00				
Sales Consultant: <u>GEORGE MANI</u>  <b>TERMS: 15 Days from date of this invoice</b>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: right;">Total Inc ST:</td> <td style="text-align: right;">\$4,000.00</td> </tr> <tr> <td style="text-align: right;">Amount Paid Today:</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Total Inc ST:	\$4,000.00	Amount Paid Today:	\$0.00
Total Inc ST:	\$4,000.00				
Amount Paid Today:	\$0.00				
We appreciate your business.	<table border="1" style="width: 100%;"> <tr> <td style="text-align: right;"><b>BALANCE DUE:</b></td> <td style="text-align: right;"><b>\$4,000.00</b></td> </tr> </table>	<b>BALANCE DUE:</b>	<b>\$4,000.00</b>		
<b>BALANCE DUE:</b>	<b>\$4,000.00</b>				



YOUR TRAVEL AGENT IN THE HAPPY ISLES



## 2023 PACIFIC GAMES OFFICE

### Approval /Signature Required

Supplier Name: GTS limited

- |                     |                                     |                  |                        |
|---------------------|-------------------------------------|------------------|------------------------|
| 1) Requisition      | <input checked="" type="checkbox"/> | Sign by ED NHA   | _____                  |
| 2) Payment Voucher  | <input type="checkbox"/>            | Sign by FC       | _____                  |
|                     |                                     |                  | Sign by ED _____       |
| 3) LPO              | <input checked="" type="checkbox"/> | Sign by FC       | <u>[Signature]</u>     |
|                     |                                     |                  | Sign by ED <u>1312</u> |
| 4) IB Authorisation | <input type="checkbox"/>            | Authorised by FC | _____                  |
|                     |                                     |                  | Authorised by ED _____ |

Comments:



Guadalcanal Travel Solomons  
ABN: 1001396  
TA Lic: 20111569  
City Centre Building  
Mendana Avenue, Honiara  
Solomon Islands  
T: +677 22586

E: gtstravel@gts.com.sb

## TAX INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 23 July 2023  
Invoice Number 5560  
Debtor Code SINIS  
Order Number PO 1510  
Page Number 1

Trip No.	Description	Amount
15307	<b>This document is for the following Passengers:- Mr Rolly Viga, ms Janella Ellacy Solomon, ms Duta Bero, mr Tony Junior Kabasi</b>	
15307	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Sunday, 23 July 2023, returning on Monday, 31 July 2023. Ticket for Mr Rolly Viga, . Issued on Ticket Number 2421222082. Includes Ticket Taxes, Levies and Surcharges of : \$1,176.20	9,666.20
15307	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Sunday, 23 July 2023, returning on Monday, 31 July 2023. Ticket for ms Janella Ellacy Solomon, . Issued on Ticket Number 2421222083. Includes Ticket Taxes, Levies and Surcharges of : \$1,176.20	10,236.20
15307	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Sunday, 23 July 2023, returning on Monday, 31 July 2023. Ticket for ms Duta Bero, . Issued on Ticket Number 2421222084. Includes Ticket Taxes, Levies and Surcharges of : \$1,176.20	11,731.20
15307	Solomon Airlines Honiara to Brisbane to Honiara. Departing on Sunday, 23 July 2023, returning on Monday, 31 July 2023. Ticket for mr Tony Junior Kabasi, . Issued on Ticket Number 2421222085. Includes Ticket Taxes, Levies and Surcharges of : \$1,176.20	11,731.20
15307	Qantas Airways Brisbane to Los Angeles, California to San Diego to Los Angeles, California to Brisbane. Departing on Sunday, 23 July 2023, returning on Saturday, 29 July 2023. Ticket for Mr Rolly Viga, . Issued on Ticket Number 2336380862. Includes Ticket Taxes, Levies and Surcharges of : \$1,355.30	20,768.30
15307	Qantas Airways Brisbane to Los Angeles, California to San Diego to Los Angeles, California to Brisbane. Departing on Sunday, 23 July 2023, returning on Saturday, 29 July 2023. Ticket for ms Duta Bero, . Issued on Ticket Number 2336380865. Includes Ticket Taxes, Levies and Surcharges of : \$1,355.30	21,375.30



## TAX INVOICE

Solomon Islands National Institute Of Sports  
 Prince Philip Highway  
 Ranadi  
 Honiara

GST Number 1001396  
 Invoice Date 23 July 2023  
 Invoice Number 5560  
 Debtor Code SINIS  
 Order Number PO 1510  
 Page Number 2

15307	Qantas Airways Brisbane to Los Angeles, California to San Diego to Los Angeles, California to Brisbane. Departing on Sunday, 23 July 2023, returning on Saturday, 29 July 2023. Ticket for mr Tony Junior Kabasi, . Issued on Ticket Number 2336380866. Includes Ticket Taxes, Levies and Surcharges of : \$1,355.30	21,375.30
15307	Qantas Airways Brisbane to Los Angeles, California to San Diego to Los Angeles, California to Brisbane. Departing on Sunday, 23 July 2023, returning on Saturday, 29 July 2023. Ticket for ms Janella Ellacy Solomon, . Issued on Ticket Number 2336380867. Includes Ticket Taxes, Levies and Surcharges of : \$1,355.30	21,375.30

<b>Subtotal</b>	128,259.00
<b>Plus GST</b>	0.00
<b>Invoice Total</b>	128,259.00

Payable within 14 days from date of invoice.

<b>Remittance Advice</b>	<b>Invoice Total</b>	<b>128,259.00</b>
<b>Please Send Remittance to:</b>	Invoice Number	5560
<b>Bank Details:</b>	Invoice Date	23 July 2023
Guadalcanal Travel Solomons	Debtor Code	SINIS
Bank: Bank Of South Pacific	Solomon Islands National Institute Of Sports	
Swiftcode: BOSPSBSB	Ticket Number	15307
Acc No.: 0721320502		

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA 1510



DATE: 21/07/23

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb

Supplier: <u>GTS</u>	Delivery to: <u>NHA</u>
Address: <u>Honiara, Solomon Islands</u>	Attention: <u>Melinda Campbell</u>
Mobile: .....	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	Airfare for 4x officials traveling to San Diego.			\$120,504.00
	Booking Ref: 525FLQ			

PLEASE INCLUDE PO NUMBER ON ALL INVOICES	Subtotal	\$120,504.00
	TAX	
	TOTAL	\$120,504.00

NHA Account Name: <u>Other Overseas Fares</u>	NHA Account Code: <u>6-2718</u> <u>\$128,259.00</u>
MOFT Account Name: .....	MOFT Account Code: .....
Approved by: Signature: 	Date: <u>21/07/2023</u>
[Financial Controller]	
Signature: 	Date: <u>21/7/23</u>
[CEO]	

Copy 1 White Supplier  
 Copy 2 Pink Ordering Department  
 Copy 3 Yellow Finance



**GUADALCANAL TRAVEL SERVICE**

P.O. Box 114 Honiara Solomon Islands Tel: 22586 Telex: 66313HQ

**PROFORMA INVOICE**

**Nº 10526**

Sold To: NHA

Customer Account No. \_\_\_\_\_

20/7/2023

AIRFARE QUOTATION

	<u>HIR/BNE/LAX/SAN/LAX/BNE/HIR:</u>	
	<u>① KABASI / TONY Jnr</u>	<u>30,101.00</u>
	<u>② BERO / DUTA</u>	<u>30,101.00</u>
	<u>③ Solomon / JANEKA E</u>	<u>30,101.00</u>
	<u>④ VIGA / RALLY</u>	<u>30,101.00</u>
	<u>Admin</u>	<u>100-</u>
L.P.O No.		<u>\$ 129,504.00</u>



**YOUR TRAVEL AGENT IN THE HAPPY ISLES**



**NATIONAL HOSTING AUTHORITY**

REQUISITION NUMBER: NHA-549/23

DEPARTMENT: NHA - Admin

**PURCHASE REQUISITION**

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Payment for Airfare 4x officials traveling to San Diego for the next planning stage for the USN ship Mercy	GTS	—	\$120,504
					TOTALS \$120,504
Approval is requested to incur expenditure on the above			Account Code: <u>6-2719</u>		
Estimated Cost (SBD): <u>\$120,504</u>			Account Name: <u>Other (Others) Fees</u>		
Requisition Officer (Name): <u>Linley Hndmah</u>			Funds available on this account: _____		
Date: <u>20/07/23</u>			Supervisors Certification (Accountable Officers):		
Sign: <u>[Signature]</u>			Certifying Officer (Name): <u>PAULINE TOMA</u>		
Sign: <u>[Signature]</u>			Post: <u>FC</u>		
Department: <u>NHA</u>			Department: <u>NHA</u>		
Threshold Checklist			Authority is granted for expenditure not exceeding:		
Payment requires one quote (10,000 below) <input type="checkbox"/>			SBD\$ <u>120,504</u>		
Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/>			Signed: <u>[Signature]</u>		
Is it a ITB Contract Payment <input type="checkbox"/>			Name: <u>Leavoy B</u>		
Is it a GTB Contract Payment <input type="checkbox"/>			Date: <u>19/7/23</u>		
Payment is a Bid Waiver <input type="checkbox"/>			Position: <u>POH</u>		
			Note: Authority for expenditure must be given by accounting officer or his/her delegated Compliance Check by: <u>[Signature]</u> Signature		



## MINUTE

To: ED/NHA

From: Admin Dept

Date: 20/07/23

**Subject: Budget for 4 x Officials to Travel to San Diego**

I hereby request for approval of **\$SBD172,725.18** being for air fare tickets and per diem for 4 x official to travel to San Diego for the next planning stage for the USN Ship Mercy.

Attached quote from GTS and break down of per diem.

Submitted for your considerations and approval for the purchase to be carried out.

Thank you.



Melinda Campbell


Tickets & Perdiems for the 4 people team to travel to San Diego for the next planning stage for the USN Ship Mercy					
NO	ITEM	SUPPLIER	QTY	COST	TOTAL COST
1	Air tickets	GTS	4	\$ 30,101.00	\$ 120,404.00
	GTS Admin Fee	GTS	1	\$ 100.00	\$ 100.00
2	Perdium for 4 x personnel to travel	See attached break down		See attached break down	\$ 52,221.18
				<b>TOTAL BUDGET</b>	<b>\$ 172,725.18</b>

	Names of Team to Travel	Title
1	Mr. Tony Junior Kabasi	Deputy Secretray
2	Janella Solomon	Medical Specialist
3	Duta Kauhiona	GOC
4	Rolly Viga	SIG

**Perdiems from 23-31<sup>st</sup> July 2023**

Name	Position	Perdiem Rate/Day	Number of Days	Total USD	Convert USD to SBD: ER: USD 0.1103
Tony Junior Kabasi	Deputy Secretary (Contract)	USD200/Day	9	USD1800	SBD16,319.12
Janella Solomon	Medical Specialist (Contract)	USD200/Day	9	USD1800	SBD16,319.12
Rolly Viga	SIG	USD120/Day	9	USD1080	SBD9,791.47
Duta Kauhiona	NHA	USD120/Day	9	USD1080	SBD9,791.47

BSP Exchange Rate as of 20/07/2023 (Today): **USD 0.1103**

## Melinda Campbell

---

**From:** Jimmie Rodgers <drjimmier@gmail.com>  
**Sent:** Thursday, 20 July 2023 10:53 AM  
**To:** Christian Nieng; Debbie Sifoni Rence  
**Cc:** Tony Kabasi; Janella Solomon; Duta Kauhiona; Rolly Viga; Jack Smith  
**Subject:** Tickets and Perdiems for the 4-people team to travel to San Diego for the next Planning stage for USNShip mercy

ED NHA et al

The US side has advised that they will not be able to facilitate the tickets to travel this weekend for our team and have requested instead of we could fund the tickets and they will reimburse.

ED NHA please process the tickets for the four people all copied into this email and their per diems for the trip.

Please send the invoice with the team for the airfares.

Per diems are non-refundable.

Tony will make contact shortly on travel routes

Thank

SPM

Sent from [Mail](#) for Windows

## Melinda Campbell

---

**From:** Tony Kabasi  
**Sent:** Thursday, 20 July 2023 2:05 PM  
**To:** Christian Nieng  
**Cc:** Dr. Jimmie Rodgers; Melinda Campbell; Debbie Sifoni Rence  
**Subject:** Flight Itinerary and Perdiems  
**Attachments:** Perdiems .doc; Itinerary (16).pdf

ED NHA,

In furtherance to the email from Chair of NHA and SPM, please find attached breakdown for the perdiems and flight itinerary. I have urgently requested Brenda to send in the quotation asap. Once the quotations comes through, Ill forward.

In the meantime, please check and facilitate the payment of Perdiems.

Kind regards,

**Tony Kabasi**  
Deputy Secretary to Prime Minister (DSPM)-Policy and Programme

Office of the Prime Minister and Cabinet  
P.O. Box G1, Honiara.  
Solomon Islands Government  
Tel: (677) 21863/20024/22202  
Mobile: (677) 7732520

## Your trip

Booking ref:  
Issued date:

5Z5FLQ  
20 July 2023

[CheckMyTrip.App](#)

Traveller	<b>Rolly Viga</b>	Agency	GUADALCANAL TRAVEL SOLOMONS CITY CENTRE BUILDING GROUND FLOOR MENDANA AVENUE HONIARA
		Telephone	+67722586

Sunday 23 July 2023



### Solomon Airlines IE 706



Departure 23 July 11:15  
Arrival 23 July 13:30

Honiara, (International) (+)  
Brisbane, (Brisbane) (+)

Terminal: I - International  
Terminal

Duration  
Booking status  
Class  
Check in completed by  
Equipment  
Flight meal

03:15 (Non stop)  
Confirmed  
Economy (H)  
10:30  
AIRBUS A320  
Meal

Sunday 23 July 2023



### Qantas Airways QF 015



[Check-in](#)

Departure 23 July 21:25  
Arrival 23 July 18:05

Brisbane, (Brisbane) (+)  
Los Angeles, (Los Angeles Intl) (+)

Terminal: I - International  
Terminal  
Terminal: B - Tom Bradley  
International Terminal

Duration  
Booking status  
Class  
Equipment  
Flight meal

13:40 (Non stop)  
Confirmed  
Economy (Y)  
AIRBUS A330-200  
Refreshments/Hot meal

Sunday 23 July 2023



### United Airlines UA 571



[Check-in](#)

Departure 23 July 22:40  
Arrival 23 July 23:36

Los Angeles, (Los Angeles Intl) (+)  
San Diego, (International) (+)

Terminal: 7  
Terminal: 2

Duration  
Booking status  
Class  
Equipment  
Flight meal

00:56 (Non stop)  
Confirmed  
Economy (Y)  
AIRBUS A320  
No meal service

Saturday 29 July 2023



### United Airlines UA 5249 (Operated by Skywest DbA United Express)



Departure 29 July 10:22  
Arrival 29 July 11:28

San Diego, (International) (+)  
Los Angeles, (Los Angeles Intl) (+)

Terminal: 2  
Terminal: 7

Duration  
Booking status  
Class  
Equipment  
Flight meal

01:06 (Non stop)  
Confirmed  
Economy (Y)  
EMBRAER 175 (ENHANCED WINGLETS)  
No meal service

Saturday 29 July 2023



### Qantas Airways QF 016



[Check-in](#)

Departure	29 July 21:20	Los Angeles, (Los Angeles Intl) (+)	Terminal: B - Tom Bradley International Terminal
Arrival	31 July 05:00	Brisbane, (Brisbane) (+)	Terminal: I - International Terminal
Duration		14:40 (Non stop)	
Booking status		Confirmed	
Class		Economy (Y)	
Equipment		AIRBUS A330-200	
Flight meal		Refreshments/Hot meal	

Monday 31 July 2023



### Solomon Airlines IE 701



Departure	31 July 09:00	Brisbane, (Brisbane) (+)	Terminal: I - International Terminal
Arrival	31 July 13:20	Honiara, (International) (+)	
Duration		03:20 (Non stop)	
Booking status		Confirmed	
Class		Economy (Y)	
Check in completed by		08:15	
Equipment		AIRBUS A320	
Flight meal		Meal	

#### Ecological information

Calculated average CO2 emission is 1,612.40 kg/person

Source: ICAO Carbon Emissions Calculator

<http://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx>

#### Airline Booking Reference(s)

IE (Solomon Airlines): 5Z5FLQ

QF (Qantas Airways): 5Z5FLQ

UA (United Airlines): A97STD

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage).



Guadalcanal Travel Solomons  
ABN: 1001396  
TA Lic: 20111569  
City Centre Building  
Mendana Avenue, Honiara  
Solomon Islands  
T: +677 22586

E: gtstravel@gts.com.sb

## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 27 September 2023  
Invoice Number 5967  
Debtor Code SINIS  
Order Number 1782  
Contact Name briana  
Page Number 1

Trip No.	Description	Amount
16560	<b>This document is for the following Passengers:- Freeman Hale Aumalefo, Alex Lini, Lorah Maelosia, Shirmara Wini</b>	
16560	Air Pacific Nadi to Apia to Nadi. Departing on Monday, 25 September 2023. Ticket for Freeman Hale Aumalefo, . Issued on Ticket Number 2425759648. Includes Ticket Taxes, Levies and Surcharges of : \$784.80	7,888.80
16560	Air Pacific Nadi to Apia to Nadi. Departing on Monday, 25 September 2023. Ticket for Alex Lini, . Issued on Ticket Number 2425759649. Includes Ticket Taxes, Levies and Surcharges of : \$784.80	7,888.80
16560	Air Pacific Nadi to Apia to Nadi. Departing on Monday, 25 September 2023. Ticket for Lorah Maelosia, . Issued on Ticket Number 2425975107. Includes Ticket Taxes, Levies and Surcharges of : \$784.80	7,888.80
16560	Air Pacific Nadi to Apia to Nadi. Departing on Monday, 25 September 2023. Ticket for Shirmara Wini, . Issued on Ticket Number 2425975108. Includes Ticket Taxes, Levies and Surcharges of : \$784.80	7,888.80
16560	Air Nuigini Honiara to Nadi to Honiara. Departing on Tuesday, 3 October 2023. Ticket for Freeman Hale Aumalefo, . Issued on Ticket Number 2154287580. Includes Ticket Taxes, Levies and Surcharges of : \$861.40	3,271.40
16560	Air Nuigini Honiara to Nadi to Honiara. Departing on Tuesday, 3 October 2023. Ticket for Alex Lini, . Issued on Ticket Number 2154287581. Includes Ticket Taxes, Levies and Surcharges of : \$861.40	3,271.40

Date Printed: 18/10/23

At: 9:20:41AM

Printed By: Loretta Anii



GUADALCANAL  
Travel Solomons

## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 27 September 2023  
Invoice Number 5967  
Debtor Code SINIS  
Order Number 1782  
Contact Name briana  
Page Number 2

16560	Air Nuigini Honiara to Nadi to Honiara. Departing on Tuesday, 3 October 2023. Ticket for Lorah Maelosia, . Issued on Ticket Number 2154287582. Includes Ticket Taxes, Levies and Surcharges of : \$861.40	3,271.40
16560	Air Nuigini Honiara to Nadi to Honiara. Departing on Tuesday, 3 October 2023. Ticket for Shirmara Wini, . Issued on Ticket Number 2154287583. Includes Ticket Taxes, Levies and Surcharges of : \$861.40	3,271.40

<b>Subtotal</b>	<u>44,640.80</u>
<b>Plus GST</b>	0.00
<b>Invoice Total</b>	<u>44,640.80</u>

Payable within 14 days from date of invoice.

### Remittance Advice

Please Send Remittance to:

#### Bank Details:

Guadalcanal Travel Solomons  
Bank: Bank Of South Pacific  
Swiftcode: BOSPSBSB  
Acc No.: 0721320502

**Invoice Total 44,640.80**

Invoice Number 5967  
Invoice Date 27 September 2023  
Debtor Code SINIS  
Solomon Islands National Institute  
Of Sports  
Tip Number 16560

Date Printed: 18/10/23

At: 9:20:41AM

Printed By: Loretta Anii

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb



PO # NHA **1782**

DATE: 22/09/2023

Supplier: <u>Coladial Canal Travel Services</u>	Delivery to: <u>SINLS</u>
Address: <u>City Centre Buildings, Hon</u>	Attention: <u>Damen yee</u>
Mobile: <u>22586</u>	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	<u>Airfare for weightlifting team to Samoa.</u>			<u>\$45,228.00</u>

PLEASE INCLUDE PO NUMBER ON ALL INVOICES	Subtotal	<u>\$45,228.00</u>
	TAX	<u>\$44,640.80</u>
	TOTAL	<u>\$45,228.00</u>

Account Name: <u>Other overseas fares</u>	NHA Account Code: <u>6-2718 \$44,640.80</u>
Account Name: .....	MOFT Account Code: .....
Approved by: Signature: <u>[Signature]</u>	Date: <u>22/9/23</u>
[Financial Controller]	Date: <u>22/9/23</u>
Signature: <u>[Signature]</u>	Date: .....
[CEO]	

Supplier  
 Ordering Department  
 Finance

Copy Send to  
 Brienna & Claudina  
 24/9/23



**OFFICIAL PURCHASE ORDER**

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb



PO # NHA **1782**

DATE: 22/09/2023

Supplier: <u>Solomon Airlines</u>	Delivery to: <u>SOLIS</u>
Address: <u>Cybernetic Building, Hon</u>	Attention: <u>Damon yee</u>
Mobile: <u>22586</u>	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	Airfare for weight lifting team to Samoa			\$145,228.00

PLEASE INCLUDE PO NUMBER ON ALL INVOICES	Subtotal	\$145,228.00
	TAX	
	TOTAL	\$145,228.00

Account Name: <u>Other Overseas Fees</u>	NHA Account Code: <u>6-2718</u>
Account Name: .....	MOFT Account Code: .....
Approved by: Signature: <u>[Signature]</u>	Date: <u>22/9/23</u>
[Financial Controller]	
Signature: <u>[Signature]</u>	Date: <u>22/9/23</u>
[CEO]	

Supplier  
 Ordering Department  
 Finance

Copy Send to  
 Brienna & Claudia  
 24/9/23



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-14P315

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfare for weightlifting team to Samoa	Gwadalcanal Travel Service	661ASK	\$45,228.00
<b>TOTALS</b>					<b>\$45,228.00</b>
<b>Approval is requested to incur expenditure on the above</b>					
Estimated Cost (SBD): <u>\$45,228.00</u>		Date: <u>20/10/23</u>		Account Code: <u>6-2719</u>	
Requisition Officer (Name): <u>Daniel Yee</u>		Sign: <u>[Signature]</u>		Account Name: <u>ORR Overseas Fees</u>	
				Funds available on this account: _____	
<b>Supervisors Certification (Accountable Officers):</b>			<b>Authority is granted for expenditure not exceeding:</b>		
Certifying Officer (Name): <u>A. Msop</u>		Sign: <u>[Signature]</u>		SBD\$ <u>45,228.00</u>	
Post: <u>ED HP</u>				Signed: <u>[Signature]</u>	
Department: <u>SINIS</u>				Name: <u>[Signature]</u>	
			Note: Authority for expenditure must be given by accounting officer or his/her deligated		
<b>Threshold Checklist</b>			Compliance Check by: <u>[Signature]</u> Signature		
Payment requires one quote (10,000 below) <input type="checkbox"/>			Name: <u>Darby U. Thomas</u> Date: <u>22/10/23</u>		
Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/>			Position: <u>POC NHA</u>		
Is it a ITB Contract Payment <input type="checkbox"/>					
Is it a GTB Contract Payment <input type="checkbox"/>					
Payment is a Bid Waiver <input checked="" type="checkbox"/>					



Travel - int - Flights.  
3 - 1000 - 12

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



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-14P315

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfare for weightlifting team to Samoa	Ewadal Travel Service	GGIASK	\$45,228.00
<b>TOTALS</b>					<b>545,228.00</b>
<b>Approval is requested to incur expenditure on the above</b> Estimated Cost (SBD): <u>\$45,228.00</u> Date: <u>20/1/23</u> Requisition Officer (Name): <u>Daniel Yee</u> Sign: <u>[Signature]</u>			Account Code: <u>6-2719</u> Account Name: <u>Other American Fans</u> Funds available on this account: _____		
<b>Supervisors Certification (Accountable Officers):</b> Certifying Officer (Name): <u>A. Alsop</u> Sign: <u>[Signature]</u> Post: <u>CD HP</u> Department: <u>SINIS</u>			<b>Authority is granted for expenditure not exceeding:</b> SBD\$ <u>45,228.00</u> Signed: <u>[Signature]</u> Name: <u>[Signature]</u> Note: Authority for expenditure must be given by accounting officer or his/her delegated Compliance Check by: <u>[Signature]</u> Signature: _____ Name: <u>Darby V. Thomas</u> Date: <u>22/1/23</u> Position: <u>Acting NHA</u>		
<b>Threshold Checklist</b> Payment requires one quote (10,000 below) <input type="checkbox"/> Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/> Is it a ITB Contract Payment <input type="checkbox"/> Is it a GTB Contract Payment <input type="checkbox"/> Payment is a Bid Waiver <input checked="" type="checkbox"/>					

Travel - int - Flights.

3 - 1000 - 12

23/1/23



Minute

To: EXECUTIVE DIRECTOR, NHA

Ref: SPP-HP315

Thru: Executive Director HP

: Finance Coordinator

Date: 20/09/23

**RE: REQUEST APPROVAL AND PAYMENT OF AIRFARE FOR WEIGHTLIFTING ATHLETES**

**Overview;**

Kindly requesting approval and payment for Weightlifting athletes to Samoa for the Oceania Junior, Youth & U23 Weightlifting Championships in October. The weightlifting federation has confirmed approved endorsement from NSC & NOSCI.

GTS provided an invoice which totals to **\$45,228.00 SBD**.

Therefore, kindly request for approval of budget and endorsement of this request.

**Way forward;**

- Collate the required documents for review and approval.
- Raise direct payment

Amount: <b>\$45,228.00 SBD</b>
Account Name: <b>GTS Limited</b>
Account number: <b>0721320502</b>
Bank: <b>BSP</b>

**Claudina Ora**   
Procurement

**Endorsed by; Mr Aaron Alsop**   
Executive Director  
High Performance Program

**APPROVAL:**

<b>Mr Christian Nieng</b> Executive Director. NATIONAL HOSTING AUTHORITY Signature:	Date: <b>20/9/23</b>	Approve  ✓	Decline

# Your trip

Booking ref:

**6GIASK**

[CheckMyTrip App](#)

Issued date:

**20 September  
2023**

Traveller **Mr Freeman Hale Aumalefo**  
**Alex Lini**  
**Lorah Maelosia**  
**Shirmara Wini**

Agency **GUADALCANAL TRAVEL SOLOMONS**  
**CITY CENTRE BUILDING GROUND**  
**FLOOR**  
**MENDANA AVENUE**  
**HONIARA**  
Telephone **+67722586**

Tuesday 03 October 2023



## Air Niugini PX 084



[Check-in](#)

Departure	03 October 14:00	Honiara, (International) (+)
Arrival	03 October 18:00	Nadi, (Nadi Intl) (+)
Duration		03:00 (Non stop)
Booking status		Confirmed
Class		Economy (Y)
Equipment		BOEING 737-800 (WINGLETS)
Flight meal		Dinner

Tuesday 03 October 2023



## Fiji Airways FJ 253



[Check-in](#)

Departure	03 October 22:00	Nadi, (Nadi Intl) (+)
Arrival	04 October 00:55	Apia, (Faleolo Intl) (+)
Duration		01:55 (Non stop)
Booking status		Confirmed
Class		Economy (B)
Baggage allowance		1 Piece(s) for Alex Lini 1 Piece(s) for Mr Freeman Hale Aumalefo 1 Piece(s) for Lorah Maelosia 1 Piece(s) for Shirmara Wini
Equipment		BOEING 737 MAX 8
Flight meal		Hot meal

Please use ticket before September 27 on 23:00, overdue will cancel the itinerary without notice, thankyou.

Saturday 07 October 2023



## Fiji Airways FJ 254



[Check-in](#)

Departure	07 October 15:55	Apia, (Faleolo Intl) (+)
Arrival	07 October 17:00	Nadi, (Nadi Intl) (+)
Duration		02:05 (Non stop)
Booking status		Confirmed
Class		Economy (O)
Baggage allowance		1 Piece(s) for Alex Lini 1 Piece(s) for Mr Freeman Hale Aumalefo 1 Piece(s) for Lorah Maelosia 1 Piece(s) for Shirmara Wini
Equipment		BOEING 737 MAX 8

Please use ticket before September 27 on 23:00, overdue will cancel the itinerary without notice, thankyou.

Sunday 08 October 2023



## Solomon Airlines IE 703



Departure	08 October 08:15	Nadi, (Nadi Intl) (+)
Arrival	08 October 10:20	Honiara, (International) (+)
Duration		03:05 (Non stop)
Booking status		Confirmed
Class		Economy (M)
Baggage allowance		30 Kg(s) for Alex Lini 30 Kg(s) for Mr Freeman Hale Aumalefo 30 Kg(s) for Lorah Maelosia 30 Kg(s) for Shirmara Wini
Equipment		AIRBUS A320
Flight meal		Meal

### General Information

\*\*\*RTN FARE EACH...SBD11,307.00

### Ecological information

Calculated average CO2 emission is 402.81 kg/person

Source: ICAO Carbon Emissions Calculator

<http://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx>

### Airline Booking Reference(s)

FJ (Fiji Airways): 6GIASK

IE (Solomon Airlines): 6GIASK

PX (Air Niugini): XXXXXX

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage).



ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

**Date: 20/9/2023**

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.



.....

Claudina Ora

**Procurement**

**Solomon Islands National Institute of Sports**

## SCHEDULE OF REQUIREMENTS

<b>No.</b>	<b>Item Name</b>	<b>Specification</b>	<b>Quantity</b>	<b>Delivery Date</b>
1.	GUADALCANAL TRAVEL SERVICE AIRFARES	AIRFARES FOR WEIGHTLIFTING ATHLETES TO SAMOA HON-NADI-APIA-RETURN	4	N/A

# Solomon Islands Government

## NATIONAL HOSTING AUTHORITY

### 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 Fls, 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 (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

**GUADALCANAL TRAVEL SERVICE**

#### REASON FOR REQUEST Please Tick

Genuine Market Limitation	<input checked="" type="checkbox"/>	Natural Disaster	<input type="checkbox"/>	SI at War	<input type="checkbox"/>
Public Emergency	<input type="checkbox"/>	Technical or Specialized Equipment	<input type="checkbox"/>		<input type="checkbox"/>

I hereby Apply for bid waiver; on the grounds that GUADALCANAL TRAVEL SERVICE– is the recommended supply to source these items as it is procurement to Meet Existing Needs. Thus, Apply bid waiver where necessary in the process to make the technical evaluation & decision Accordingly.

Requested by: Procurement  
**HP- SI National Institute of sports**  
 Name: Claudina Ora

Signed: 

Date: 20/1/23

Approved by: Executive Director  
**National Hosting Authority**  
 Christian Nieng

Signed: 

Date:

20/1/23





## SOLOMON ISLANDS WEIGHTLIFTING FEDERATION

C/O – P.O. Box 532, National Olympic Committee of Solomon Islands

President: Naoyuki Fujiyama

General Secretary: Apollos Saeg

E- Mail: [fujiyama@solomon.com.sb](mailto:fujiyama@solomon.com.sb)

[asaeg@gppol.com.sb](mailto:asaeg@gppol.com.sb)

1<sup>st</sup> September 2023

Chief Executive Officer  
National Sport Council  
P.O.Box G11, Honiara

Dear Madam,

RE: Proposals to send athletes to the Oceania Junior, Youth & U23 Weightlifting Championships

On behalf of the Solomon Islands Weightlifting Federation, I would like to propose that the Junior elite athletes be sent to the above competition to be held in October in Samoa, for the final preparation for the Pacific Games here in Honiara.

Attached are the following documents;

1. Competition Regulations
2. Budget
3. Travel itinerary
4. Proforma for Ticket/Accommodation/Insurance/
5. Invoice for Anti Doping Fee & Contingency

If you have any questions, please let me know.

Thank you in advance for your positive support in our preparations.

Naoyuki Fujiyama  
President  
Solomon Islands Weightlifting Federation



Cc: National Olympic Committee of Solomon Islands  
Cc: Solomon Islands National Institute of Sport



## 2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: Guadalcanal Travel Service

- |                     |                                     |                  |                                     |
|---------------------|-------------------------------------|------------------|-------------------------------------|
| 1) Requisition      | <input checked="" type="checkbox"/> | Sign by ED NHA   | _____                               |
| 2) Payment Voucher  | <input type="checkbox"/>            | Sign by FC       | _____ Sign by ED _____              |
| 3) LPO              | <input checked="" type="checkbox"/> | Sign by FC       | <u>[Signature]</u> Sign by ED _____ |
| 4) IB Authorisation | <input type="checkbox"/>            | Authorised by FC | _____ Authorised by ED _____        |

Comments:

LPO copy sent to SINIS team.  
24/9/23  
[Signature]





Guadalcanal Travel Solomons  
ABN: 1001396  
TA Lic: 20111569  
City Centre Building  
Mendana Avenue, Honiara  
Solomon Islands  
T: +677 22586

E: gtstravel@gts.com.sb

## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 12 October 2023  
Invoice Number 6062  
Debtor Code SINIS  
Order Number 1870  
Page Number 1

Trip No.	Description	Amount
16822	This document is for the following Passengers:- Martin Joffey	
16822	Air Nuigini Port Moresby to Honiara to Port Moresby. Departing on Sunday, 15 October 2023. Ticket for Martin Joffey, . Issued on Ticket Number 2154330455. Includes Ticket Taxes, Levies and Surcharges of : \$1,045.90	10,881.90
<b>Subtotal</b>		<u>10,881.90</u>
<b>Plus GST</b>		0.00
<b>Invoice Total</b>		<u>10,881.90</u>

Payable within 14 days from date of invoice.

### Remittance Advice

Please Send Remittance to:

#### Bank Details:

Guadalcanal Travel Solomons  
Bank: Bank Of South Pacific  
Swiftcode: BOSPSBSB  
Acc No.: 0721320502

**Invoice Total 10,881.90**

Invoice Number 6062  
Invoice Date 12 October 2023  
Debtor Code SINIS  
Solomon Islands National Institute  
Of Sports  
Trip Number 16822

Date Printed: 18/10/23

At: 9:21:54AM

Printed By: Loretta Anii



# 2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: Gradal Canal Travel Service

- 1) Requisition  Sign by ED NHA \_\_\_\_\_
- 2) Payment Voucher  Sign by FC \_\_\_\_\_ Sign by ED \_\_\_\_\_
- 3) LPO  Sign by FC [Signature] Sign by ED \_\_\_\_\_
- 4) IB Authorisation  Authorised by FC \_\_\_\_\_ Authorised by ED \_\_\_\_\_

Comments:

LPO Copy send to Brianna. Sinis ✓  
 ED to Grant bid waiver 12/10/23  
 LPO copy send to Sinis



# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA **1870**

DATE: 11/10/23

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb

Supplier: <u>Guadalcanal Travel Service</u>	Delivery to: <u>SINIS - Claudia Ora</u>
Address: <u>20031</u>	Attention: .....
Mobile: <u>20031</u>	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	Request payment of Airfare for Mr Martin Joffey from PNG to Honiara, return.			\$10,881.90

PLEASE INCLUDE PO NUMBER ON ALL INVOICES

Subtotal	\$10,881.90
TAX	
TOTAL	\$10,881.90

Account Name: <u>Other oversea fares</u>	NHA Account Code: <u>6-2718</u>
MOFT Account Name: .....	MOFT Account Code: .....
Approved by: Signature: <u>[Signature]</u>	Date: <u>12/10/23</u>
[Financial Controller]	
Signature: <u>[Signature]</u>	Date: <u>12/10/23</u>
[CEO]	

- Copy 1 White                      Supplier
- Copy 2 Pink                      Ordering Department
- Copy 3 Yellow                    Finance

**OFFICIAL PURCHASE ORDER**

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA **1870**

DATE: 11/10/23

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb

Supplier: <u>SINIS CLAUDIA ORA</u>	Delivery to: <u>SINIS CLAUDIA ORA</u>
Address: <u>258412</u>	Attention: .....
Mobile: .....	Mobile: .....
	Delivery Date: .....

Item	Description	Qty	Price (excl Tax)	Total
	Request payment of Airfare for Mr Martin Joffey from PNG to Honiara, return.			\$10,881.90

PLEASE INCLUDE PO NUMBER ON ALL INVOICES	Subtotal	\$10,881.90
	TAX	
	TOTAL	\$10,881.90

NHA Account Name: <u>Other oversea fares</u>	NHA Account Code: <u>6-2718</u>
MOFT Account Name: .....	MOFT Account Code: .....
Approved by: Signature: <u>[Signature]</u> [Financial Controller]	Date: <u>12/15/23</u>
Signature: <u>[Signature]</u> [CEO]	Date: <u>12/15/23</u>

Copy 1 White Supplier  
 Copy 2 Pink Ordering Department  
 Copy 3 Yellow Finance

9/11/23



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP347

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfare for Mr Martin Saffey	Guadalcanal Travel Service	DCSSUP	\$10,881.90
<b>TOTALS</b>					\$10,881.90
Approval is requested to incur expenditure on the above			Account Code: <u>6-2718</u>		
Estimated Cost (SBD): <u>\$10,881.90</u>			Account Name: <u>Other overseas fees</u>		
Requisition Officer (Name): <u>Damien Yee</u>			Funds available on this account: _____		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding: SBD\$ <u>10,881.90</u> EXECUTIVE DIRECTOR Note: Authority for expenditure must be given by accounting officer or his/her deligated Compliance Check by _____ Signature _____ Name: <u>Phonau</u> Date: <u>6/16/23</u> Position: <u>Pen</u>		
Certifying Officer (Name): <u>A. M. Sef</u>					
Post: <u>EO HP</u>					
Department: <u>SINIS</u>					
<b>Threshold Checklist</b> Payment requires one quote (10,000 below) <input type="checkbox"/> Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/> Is it a ITB Contract Payment <input type="checkbox"/> Is it a GTB Contract Payment <input type="checkbox"/> Payment is a Bid Waiver <input checked="" type="checkbox"/>					

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

Travel - int - Flight.  
 3-1000-12



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP347

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfare for Mr Martin Joffey Guadalcanal Travel Service	Guadalcanal Travel Service	DCSSUP	\$10,881.90
<b>TOTALS</b>					\$10,881.90

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$10,881.90 Date: 9/10/23

Requisition Officer (Name): Damien Yee Sign: [Signature]

Account Code: 6-2719

Account Name: Other overseas fares

Funds available on this account: \_\_\_\_\_

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): A. M sop Sign: [Signature]

Post: EDHP

Department: SINIS

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

SBD\$ 10,881.90

Signed: [Signature]

Name: [Signature]

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

**Threshold Checklist**

Payment requires one quote (10,000 below)	<input type="checkbox"/>
Payment requires three quotes (\$10,000.00 above)	<input type="checkbox"/>
Is it a ITB Contract Payment	<input type="checkbox"/>
Is it a GTB Contract Payment	<input checked="" type="checkbox"/>
Payment is a Bid Waiver	<input checked="" type="checkbox"/>

Compliance Check by: [Signature] Signature

Name: Damien Yee Date: 10/16/23

Position: Pen

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

Travel - int - Flight.

3-1000-12

12/10/23

123



Minute

To: EXECUTIVE DIRECTOR, NHA

Ref: SPP-HP347

Thru: Executive Director HP

: Finance Coordinator

Date: 9/10/23

**RE: REQUEST APPROVAL AND PAYMENT FOR AIRFARE FOR MR MARTIN JOFFEY**

Kindly requesting approval & payment of airfare for Mr MARTIN JOFFEY from PNG to Honiara, return.

Mr MARTIN JOFFEY is a touch rugby mentor coach who will be mentoring the touch rugby athletes in preparation for the games.

His attendance is vital in terms of the technical support the SINIS staff and athletes requires thus; Kindly request approval to endorse his travel trip to Solomon Islands.

GTS submitted their invoice, which totals SBD \$10,881.90.

Therefore, kindly request for approval of budget and endorsement of this request.

**Way forward;**

- Collate the required documents for review and approval.
- Raise LPO

Amount: \$10,881.90

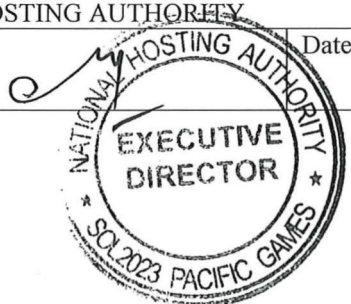
Account Name: Guadalcanal Travel Service

Claudina Ora  
Procurement

Endorsed by; Mr Aaron Alsop   
Executive Director  
High Performance Program

**APPROVAL:**

Mr Christian Nieng Executive Director. NATIONAL HOSTING AUTHORITY	Approve	Decline
Signature:  Date: 9/10/23	✓	



15 OCT 2023 ▶ 22 OCT 2023 TRIP TO HONIARA, SOLOMON ISLANDS

PREPARED FOR  
MR MARTIN JOFFEY



RESERVATION CODE DCJSUP



DEPARTURE: **SUNDAY 15 OCT** Please verify flight times prior to departure

<b>AIR NIUGINI</b> <b>PX 0080</b> Duration: 2hr(s) 20min(s) Cabin: Economy / Y Status: Confirmed	<b>POM</b> PORT MORESBY, PAPUA NEW GUINEA	<b>HIR</b> ▶ HONIARA, SOLOMON ISLANDS	Aircraft: FOKKER JET
	Departing At: <b>07:30</b> Terminal: Not Available	Arriving At: <b>10:50</b> Terminal: Not Available	Distance (in Miles): 876 Meals: Breakfast

Passenger Name: » Mr Martin Joffey      Seats: Check-In Required



DEPARTURE: **SUNDAY 22 OCT** Please verify flight times prior to departure

<b>AIR NIUGINI</b> <b>PX 0081</b> Duration: 2hr(s) 20min(s) Cabin: Economy / B Status: Confirmed	<b>HIR</b> HONIARA, SOLOMON ISLANDS	<b>POM</b> ▶ PORT MORESBY, PAPUA NEW GUINEA	Aircraft: FOKKER JET
	Departing At: <b>11:40</b> Terminal: Not Available	Arriving At: <b>13:00</b> Terminal: Not Available	Distance (in Miles): 876 Meals: Lunch

Passenger Name: » Mr Martin Joffey      Seats: Check-In Required

**Notes**  
Airfare sbd10881.90 Return



ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

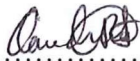
**Date: 9/10/2023**

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.



.....  
Claudina Ora

**Procurement**

**Solomon Islands National Institute of Sports**

## SCHEDULE OF REQUIREMENTS

<b>No.</b>	<b>Item Name</b>	<b>Specification</b>	<b>Quantity</b>	<b>Delivery Date</b>
1.	GUADALCANAL TRAVEL SERVICE	AIRFARE FOR MR MARTIN JOFFEY POM-HON-RETURN	1	N/A

Solomon Islands Government  
NATIONAL HOSTING AUTHORITY

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 Fls, 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 (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

GUADALCANAL TRAVEL SERVICE /

REASON FOR REQUEST Please Tick

Genuine Market Limitation	√	Natural Disaster		SI at War	
Public Emergency		Technical or Specialized Equipment			

I hereby Apply for bid waiver; on the grounds that GUADALCANAL TRAVEL SERVICE - is the selected supplier as it is Procuring to Meet Existing Needs.  
Thus, Apply bid waiver where necessary in the process to make the technical evaluation & decision Accordingly.

Requested by: Procurement  
HP- SI National Institute of sports  
Name: Claudina Ora

Signed: *Claudina Ora*

Date: 9/10/23

Approved by: Accounting Officer  
NHA- ED

*C Niemy*



Signed: *[Signature]*

Date:

9/10/23



Guadalcanal Travel Solomons  
ABN: 1001396  
TA Lic: 20111569  
City Centre Building  
Mendana Avenue, Honiara  
Solomon Islands  
T: +677 22586

E: gtstravel@gts.com.sb

## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 13 October 2023  
Invoice Number 6081  
Debtor Code SINIS  
Order Number 1871  
Page Number 1

Trip No.	Description	Amount
16881	<b>This document is for the following Passengers:- Geojimah Row</b>	
16881	Air Pacific San Francisco to Nadi to Honiara to Nadi to San Francisco. Departing on Tuesday, 24 October 2023. Ticket for Geojimah Row, . Issued on Ticket Number 2425975271. Includes Ticket Taxes, Levies and Surcharges of : \$1,049.40	28,442.40
16881	Service Fee - Booking Fee	1,125.00
16881	American Airlines San Francisco to Dallas - International to Little Rock. Departing on Wednesday, 4 January 2023. Ticket for Geojimah Row, . Issued on Ticket Number 2930646139. Includes Ticket Taxes, Levies and Surcharges of : \$1,027.00	9,381.00
16881	Service Fee - Booking Fee	1,150.00
16881	American Airlines Little Rock to Dallas - International to San Francisco. Departing on Tuesday, 24 October 2023. Ticket for Geojimah Row, . Issued on Ticket Number 2930646140. Includes Ticket Taxes, Levies and Surcharges of : \$1,042.00	9,589.00
	<b>Subtotal</b>	<u>49,687.40</u>
	<b>Plus GST</b>	0.00
	<b>Invoice Total</b>	<u>49,687.40</u>

Payable within 14 days from date of invoice.

Date Printed: 18/10/23

At: 9:23:50AM

Printed By: Loretta Anii



GUADALCANAL  
Travel Solomons

## COPY INVOICE

Solomon Islands National Institute Of Sports  
Prince Philip Highway  
Ranadi  
Honiara

GST Number 1001396  
Invoice Date 13 October 2023  
Invoice Number 6081  
Debtor Code SINIS  
Order Number 1871  
Page Number 2

### Remittance Advice

Please Send Remittance to:  
**Bank Details:**  
Guadalcanal Travel Solomons  
Bank: Bank Of South Pacific  
Swiftcode: BOSPSBSB  
Acc No.: 0721320502

**Invoice Total 49,687.40**

Invoice Number 6081  
Invoice Date 13 October 2023  
Debtor Code SINIS  
Solomon Islands National Institute  
Of Sports  
Invoice Number 16881

Date Printed: 18/10/23

At: 9:23:50AM

Printed By: Loretta Anii

**OFFICIAL PURCHASE ORDER**

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands



PO # NHA **1871**

DATE: 11/10/23

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb

Supplier: Sole Guadalcanal Travel  
USA Fiji Airways Service

Address: P.O.B 114  
22586

Mobile: \_\_\_\_\_

Delivery to: Claudia Ora

Attention: \_\_\_\_\_

Mobile: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Item	Description	Qty	Price (excl Tax)	Total
	Request payment of Airfare for Miss Feojimah sauramoniabu from USA to Honiara, return.			\$ 62,242-00

PLEASE INCLUDE PO NUMBER ON ALL INVOICES	Subtotal	\$ 62,242-00
	TAX	
	TOTAL	\$ 62,242-00

NHA Account Name: Other overseas fares

MOFT Account Name: \_\_\_\_\_

Approved by: Signature: [Signature]  
 [Financial Controller]

Signature: [Signature]  
 [CEO]

NHA Account Code: 6-2718 \$49,687-40

MOFT Account Code: \_\_\_\_\_

Date: 12/10/23

Date: 12/10/23

Copy 1 White Supplier  
 Copy 2 Pink Ordering Department  
 Copy 3 Yellow Finance

# OFFICIAL PURCHASE ORDER

NHA/SOL2023 Pacific Games  
 PO Box 2443  
 Honoria, Solomon Islands

Phone: (677)7308800  
 Email: dsifoni@sol2023.com.sb



PO # NHA **1871**

DATE: 11/10/23

Supplier: <u>Guadalcanal Travel</u> <u>Sole SA Fiji Airways</u>	Delivery to: <u>Claudia OR</u>
Address: <u>P.O.B 114</u>	Attention: _____
Mobile: <u>22586</u>	Mobile: _____
	Delivery Date: _____

Item	Description	Qty	Price (excl Tax)	Total
	Request payment of Airfare for Miss Geojimah Sauramonigahu from USA to Honiara, return.			#62,242.00

PLEASE INCLUDE PO NUMBER ON ALL INVOICES	Subtotal	#62,242.00
	TAX	
	TOTAL	#62,242.00

NHA Account Name: <u>Other oversea fares</u>	NHA Account Code: <u>6-2718</u>
MOFT Account Name: _____	MOFT Account Code: _____
Approved by: Signature: <u>[Signature]</u> [Financial Controller]	Date: <u>12/10/23</u>
Signature: <u>[Signature]</u> [CEO]	Date: <u>12/10/23</u>

Copy 1 White Supplier  
 Copy 2 Pink Ordering Department  
 Copy 3 Yellow Finance

#49,687.40 LT

11/10/23



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP346

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfare for Miss Geojimah Sauramoniabu Row	Avadalcornal Travel Service	SSHIPX	\$62,242.00
<b>TOTALS</b>					<b>\$62,242.00</b>

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$62,242.00 Date: 9/10/23  
 Requisition Officer (Name): Damien Yee Sign: [Signature]

Account Code: 6-2719  
 Account Name: Other overseas office fees

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Alsop Sign: [Signature]  
 Post: ED ITF  
 Department: SINIS

Authority is granted for expenditure not exceeding:



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

Compliance Check by: [Signature] Signature

### 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

Name: [Signature] Date: 10/10/23  
 Position: PCW

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

*Travel - int - Flight*  
 3-1000-12



# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP346

DEPARTMENT: SINIS

## PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Airfare for Miss Geojimah Sauramoniabu Row	Guadalcanal Travel Service	SSHIPX	\$62,242.00
				<b>TOTALS</b>	\$62,242.00
<b>Approval is requested to incur expenditure on the above</b> Estimated Cost (SBD): <u>\$62,242.00</u> Date: <u>9/10/23</u> Requisition Officer (Name): <u>Damien Yee</u> Sign: <u>[Signature]</u>			Account Code: <u>6-2719</u> Account Name: <u>Other expenses other than</u> Funds available on this account: _____		
<b>Supervisors Certification (Accountable Officers):</b> Certifying Officer (Name): <u>A. Msop</u> Sign: <u>[Signature]</u> Post: <u>ED HP</u> Department: <u>SINIS</u>			<b>Authority is granted for expenditure not exceeding:</b> SBD\$ <u>62,242.00</u> Signed: <u>[Signature]</u> Name: <u>[Signature]</u> Note: Authority for expenditure must be given by accounting officer or his/her deligated Compliance Check by: _____ Signature _____ Name: <u>[Signature]</u> Date: <u>10/10/23</u> Position: <u>Per</u>		
<b>Threshold Checklist</b> Payment requires one quote (10,000 below) <input type="checkbox"/> Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/> Is it a ITB Contract Payment <input type="checkbox"/> Is it a GTB Contract Payment <input checked="" type="checkbox"/> Payment is a Bid Waiver <input type="checkbox"/>					

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

*Travel - int - Flight*

*3-1000-12*

*12/10/23*



Minute

To: EXECUTIVE DIRECTOR, NHA

Ref: SPP-HP346

Thru: Executive Director HP

: Finance Coordinator

Date: 9/10/23

**RE: REQUEST APPROVAL AND PAYMENT FOR AIRFARE FOR MISS GEOJIMAH SAURAMONIABU ROW**

Kindly requesting approval & payment of airfare for MISS GEOJIMAH SAURAMONIABU ROW from USA to Honiara, return. Miss Row will be competing during the pacific games.

Guadalcanal Travel Service submitted their invoice, which totals SBD \$62,242.00.

Therefore, kindly request for approval of budget and endorsement of this request.

**Way forward;**

- Collate the required documents for review and approval.
- Raise LPO

Amount: \$62,242.00

Account Name: **GUADALCANAL TRAVEL SERVICE**

**Claudina Ora**

Procurement

**Endorsed by; Mr Aaron Alsop**

Executive Director

High Performance Program

**APPROVAL:**

**Mr Christian Nieng**

Executive Director.

NATIONAL HOSTING AUTHORITY

Signature:



Date

9/10/23

Approve

✓

Decline

GSA FIJI AIRWAYS  
GUADALCANAL TRAVEL SERVICE  
PO BOX 114  
TIN 50-00123-0-9  
SOLOMON ISLANDS  
TELEPHONE: 677 22586  
FAX: TBA

BOOKING REF: 5SHIPX  
DATE: 09 OCTOBER 2023  
ROW/GEOJIMAH SAURAMONIABU MISS

FLIGHT AA 3794 - AMERICAN AIRLINES TUE 24 OCTOBER 2023  
OPERATED BY: ENVOY AIR AS AMERICAN EAGLE

DEPARTURE: LITTLE ROCK, AR (B AND H CLINTON NATL) 24 OCT 05:00  
ARRIVAL: DALLAS, TX (DALLAS FT WORTH INTL) 24 OCT 06:28  
FLIGHT BOOKING REF: AA/FCSLEP  
RESERVATION CONFIRMED, ECONOMY (Y) DURATION: 01:28

NON STOP LITTLE ROCK, AR TO DALLAS, TX  
AIRCRAFT OWNER: AMERICAN AIRLINES, AA  
COCKPIT CREW: ENVOY AIR, MQ  
CABIN CREW: ENVOY AIR, MQ  
EQUIPMENT: EMBRAER 175

FLIGHT AA 711 - AMERICAN AIRLINES TUE 24 OCTOBER 2023

DEPARTURE: DALLAS, TX (DALLAS FT WORTH INTL) 24 OCT 07:35  
ARRIVAL: SAN FRANCISCO, CA (SAN FRANCISCO INTL), TERMINAL 1 24 OCT 09:25  
FLIGHT BOOKING REF: AA/FCSLEP  
RESERVATION CONFIRMED, ECONOMY (Y) DURATION: 03:50

MEAL: FOOD FOR PURCHASE

NON STOP DALLAS, TX TO SAN FRANCISCO, CA  
AIRCRAFT OWNER: AMERICAN AIRLINES, AA  
EQUIPMENT: AIRBUS A321NEO

FLIGHT FJ 871 - FIJI AIRWAYS TUE 24 OCTOBER 2023

DEPARTURE: SAN FRANCISCO, CA (SAN FRANCISCO INTL), TERMINAL I - 24 OCT 23:35  
INTERNATIONAL TERMINAL  
ARRIVAL: NADI, FJ (NADI INTL) 26 OCT 05:10  
FLIGHT BOOKING REF: FJ/5SHIPX  
RESERVATION CONFIRMED, ECONOMY (Y) DURATION: 10:35

BAGGAGE ALLOWANCE: OPC  
MEAL: DINNER/BREAKFAST

NON STOP SAN FRANCISCO, CA TO NADI  
AIRCRAFT OWNER: FIJI AIRWAYS, FJ  
EQUIPMENT: AIRBUS A350-900

FLIGHT FJ 269 - FIJI AIRWAYS THU 26 OCTOBER 2023

DEPARTURE: NADI, FJ (NADI INTL) 26 OCT 13:00  
ARRIVAL: HONIARA, SB (INTERNATIONAL) 26 OCT 15:05  
FLIGHT BOOKING REF: FJ/5SHIPX  
RESERVATION CONFIRMED, ECONOMY (N) DURATION: 03:05

-----  
BAGGAGE ALLOWANCE: 0PC  
MEAL: REFRESHMENTS

NON STOP NADI TO HONIARA  
AIRCRAFT OWNER: FIJI AIRWAYS, FJ  
EQUIPMENT: BOEING 737 MAX 8

FLIGHT FJ 268 - FIJI AIRWAYS THU 04 JANUARY 2024

-----  
DEPARTURE: HONIARA, SB (INTERNATIONAL) 04 JAN 16:25  
ARRIVAL: NADI, FJ (NADI INTL) 04 JAN 20:30  
FLIGHT BOOKING REF: FJ/5SHIPX  
RESERVATION CONFIRMED, ECONOMY (V) DURATION: 03:05

-----  
BAGGAGE ALLOWANCE: 0PC  
MEAL: REFRESHMENTS

NON STOP HONIARA TO NADI  
AIRCRAFT OWNER: FIJI AIRWAYS, FJ  
EQUIPMENT: BOEING 737-800 (WINGLETS)

FLIGHT FJ 870 - FIJI AIRWAYS THU 04 JANUARY 2024

-----  
DEPARTURE: NADI, FJ (NADI INTL) 04 JAN 22:15  
ARRIVAL: SAN FRANCISCO, CA (SAN FRANCISCO INTL), TERMINAL I - 04 JAN 12:20  
INTERNATIONAL TERMINAL  
FLIGHT BOOKING REF: FJ/5SHIPX  
RESERVATION CONFIRMED, ECONOMY (K) DURATION: 10:05

-----  
BAGGAGE ALLOWANCE: 0PC  
MEAL: DINNER/BREAKFAST

NON STOP NADI TO SAN FRANCISCO, CA  
AIRCRAFT OWNER: FIJI AIRWAYS, FJ  
EQUIPMENT: AIRBUS A350-900

FLIGHT AA 2430 - AMERICAN AIRLINES THU 04 JANUARY 2024

-----  
DEPARTURE: SAN FRANCISCO, CA (SAN FRANCISCO INTL), TERMINAL 1 04 JAN 23:57  
ARRIVAL: DALLAS, TX (DALLAS FT WORTH INTL) 05 JAN 05:26  
FLIGHT BOOKING REF: AA/FCSLEP  
RESERVATION CONFIRMED, ECONOMY (Y) DURATION: 03:29

-----  
MEAL: REFRESHMENTS

NON STOP SAN FRANCISCO, CA TO DALLAS, TX  
AIRCRAFT OWNER: AMERICAN AIRLINES, AA  
EQUIPMENT: AIRBUS A321

FLIGHT AA 3477 - AMERICAN AIRLINES  
OPERATED BY: ENVOY AIR AS AMERICAN EAGLE

FRI 05 JANUARY 2024

-----  
DEPARTURE: DALLAS, TX (DALLAS FT WORTH INTL) 05 JAN 07:27  
ARRIVAL: LITTLE ROCK, AR (B AND H CLINTON NATL) 05 JAN 08:45  
FLIGHT BOOKING REF: AA/FCSLEP  
RESERVATION CONFIRMED, ECONOMY (Y) DURATION: 01:18  
-----

NON STOP DALLAS, TX TO LITTLE ROCK, AR  
AIRCRAFT OWNER: AMERICAN AIRLINES, AA  
COCKPIT CREW: ENVOY AIR, MQ  
CABIN CREW: ENVOY AIR, MQ  
EQUIPMENT: EMBRAER 175

GENERAL INFORMATION

-----  
\*\* AIRFARE SBD62242.00 RETURN \*\*\*

CHECK YOUR TRIP ONLINE  
[CLICK HERE ROW GEOJIMAH SAURAMONIABU](#)



ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

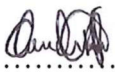
**Date: 9/10/2023**

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.



.....  
Claudina Ora

**Procurement**

**Solomon Islands National Institute of Sports**

**SCHEDULE OF REQUIREMENTS**

<b>No.</b>	<b>Item Name</b>	<b>Specification</b>	<b>Quantity</b>	<b>Delivery Date</b>
1.	<i>Guadalcanal Travel Service</i>	AIRFARE FOR MR GEOJIMAH SAURAMONIABU ROW	1	N/A

# Solomon Islands Government

## NATIONAL HOSTING AUTHORITY

### 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 (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

**GUADALCANAL TRAVEL SERVICE**

#### REASON FOR REQUEST Please Tick

Genuine Market Limitation	<input checked="" type="checkbox"/>	Natural Disaster	<input type="checkbox"/>	SI at War	<input type="checkbox"/>
Public Emergency	<input type="checkbox"/>	Technical or Specialized Equipment	<input type="checkbox"/>		<input type="checkbox"/>

I hereby Apply for bid waiver; on the grounds that GUADALCANAL TRAVEL SERVICE - is the selected supplier as it is Procuring to Meet Existing Needs.  
Thus, Apply bid waiver where necessary in the process to make the technical evaluation & decision Accordingly.

Requested by: Procurement  
**HP- SI National Institute of sports**  
Name: Claudina Ora

Signed: *Claudina Ora*

Date: 9/10/23

Approved by: Accounting Officer  
**NHA- ED**

*C Niery*

Date:

9/10/23

