SINIS

2023

2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: DJ GRAPHICS

1) Requisition	☑	Sign by ED NHA	✓		
2) Payment Voucher	☑	Sign by FC		Sign by ED	✓
3) LPO	☐	Sign by FC		Sign by ED	
4 IB Authorisation	☑	Authorised by FC		Authorised by ED	23/6/23

Comments:

Transaction or Request Lodgement Receipt

Transaction or Request Description:	ANZ to ANZ Transfer
Transaction or Request Status:	Posted
Date / Time:	23/06/2023 11:54
Transaction Number:	AGO52143

Transaction Details:

Account Transfer of SBD 4,400.00

From Account: 5691140
To Account: 23006

Notes for Recipient: SI & SINIS FLags
Notes for Myself: SI & SINIS Flag

Pay Date : 23/06/2023



Comments:
* * * * * * * * * * Authorisation Details * * * * * * * * * * *
23/06/2023 11:54 Pauline Tovua
Authorisation Required for : Transfer Between My Accounts (2A)
23/06/2023 14:43 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : Verified
23/06/2023 16:03 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
23/06/2023 16:03 Debbie Ofaeri Sifoni
Transaction Processed
* *

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Your Reference

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

Held for Authorisation
Transaction Number AGO52143

Transaction Details

Account Transfer of SBD 4,400.00

From Account: 5691140
To Account: 23006

Notes for Recipient: SI & SINIS FLags
Notes for Myself: SI & SINIS Flag

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

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

PAYMENT VOUCHER

Payment: Voucher No:	
NAME: DJ Graphics Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed _____ Date 22/6/23
IF DIRECT CREDITS ISSUED: BANK REF #:_____ Signed_____	APPROVED BY FINANCIAL CONTROLLER Signed _____ Date 21/6/23

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2717	Other Local Other Costs	Payment for SINIS Flags and Solomon Flag for SINIS Facility.	$4,400.00

Cheque No: IB TRANS for $4,400.00 Date 20/06/2023

Signature of claimant_____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 20/06/23

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-690

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		SINIS Flags and Solomon flag	DJ Graphics Ltd	30052023	$4,400.00
				TOTALS	$4,400.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $4,400.00 Date: 31/05/23

Requisition Officer (Name): Claudina Ora Sign:

Account Code: 6-2717

Account Name: Other local other Costs

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A-Misop Sign:

Post: ED HP

Department: SINIS

Authority is granted for expenditure not exceeding:

SBD$ [illegible]

Signed:

Name:

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

Threshold Checklist

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

Compliance Check by: Signature

Name: Darley V Thaw Date: 31/05/23

Position: PCE NHA

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

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-690

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY SUPPLIER	ORDER NO.	COST
		SINIS Flags and Solomon flag	DTG Graphics Ltd	30/05/2023	$4,400.00
				TOTALS	$4,400.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $4,400.00 Date: 31/05/23

Requisition Officer (Name): Claudina Ora Sign:

Account Code: 6-2717

Account Name: Other Local other costs

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Misop Sign:

Post: ED HP

Department: SINIS

Authority is granted for expenditure not exceeding:

SBD$ 4,400

Signed:

Name:

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

Threshold Checklist

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

Compliance Check by: Signature

Name: Darby V. Thao Date: 31/05/23

Position: PCE NHA

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

NATIONAL HOSTING AUTHORITY

SOL2023 Pacific Games

SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST

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

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

Divisional Compliance Performed By

Signed:

Name and Position: Procurement SINIS & Claudina Ora

Date: 31/05/2023

NHA Compliance Performed By

Signed:

Name and Position: JW & PCM

Date: 31/05/2023

Minute

Ref: SPP-HP22-690

To: EXECUTIVE DIRECTOR, NHA

Thru: Executive Director HP

: HR Coordinator

Date: 31/05/23

RE: REQUEST APPROVAL AND PAYMENT FOR FLAGS

Overview;

SINIS requesting the need to procure SINIS Flags and Solomon Flag for our facility.

Quote was collected from DJ Graphics which totals to $4,400.00 SBD, and is below $10,000.00 threshold and therefore, will only require approval from the High Performance ED.

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: **$4,400.00**
Account Name**: DJ GRAPHICS LTD**
Account #: **23006**
Bank: **ANZ**

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 20/6/23		

dj Graphics LTD

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

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

THIS IS NOT A ORDER FORM

CLIENT NAME: SINIS

CONTACT ADDRESS: C/O. GEOFF KUPER

TELEPHONE: _____ MOBILE: 7946600 SALES REP: FREDA MAUI

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

QUOTE FOR SUBLIMATED FLAGS

2 PCS X SINIS FLAG X SOLOMON FLAG	$	2,900.00
ARTWORK + SET UP	$	1,100.00
SUB TOTAL	$	4,000.00
ADD 10% GST	*$*	*400.00*
TOTAL COST	$	4,400.00

PRODUCTION TIME FRAME: 7-WORKING DAY AFTER VISUAL CONFIRMATION

CONDITIONS APPLY

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

NAME: FREDA MAUI DESIGNATION: SALES & MARKETING DATE: 30-May-23

PACIFIC GAMES
SOLOMON ISLANDS

ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 31/05/2023

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
SINIS
Sol2023 Pacific Games

SCHEDULE OF REQUIREMENTS

No.	Item Name	Specification	Quantity	Delivery Date
1.	- **DJ Graphics** To Procure Sublimated Flags for our Facility and application + Artwork Charge	- **DJ Graphics** To Procure Sublimated Flags for our Facility and application + Artwork Charge		31/05/2023

2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: DS Graphics Ltd

1) Requisition	☑	Sign by ED NHA			
2) Payment Voucher	☐	Sign by FC GP		Sign by ED	
3) LPO	☐	Sign by FC		Sign by ED	
8/9/23 4 IB Authorisation	☑	Authorised by FC		Authorised by ED	✓

Comments:

RECIEVED
DATE 7/9/2023
SIGN

SINIS

Transaction or Request Lodgement Receipt

Transaction or Request Description:	ANZ to ANZ Transfer
Transaction or Request Status:	Posted
Date / Time:	08/09/2023 16:38
Transaction Number:	AGY05261

Transaction Details:

Account Transfer of SBD 3,685.00

From Account: 5691140
To Account: 23006

Notes for Recipient: Flag Materials & Sublimation- SINIS
Notes for Myself: SINIS Sublimated Flag- from DJ Graphics



Pay Date : 08/09/2023

Comments:

* * * * * * * * * * Authorisation Details * * * * * * * * * * *
08/09/2023 16:38 Gregory Sale
Authorisation Required for : Transfer Between My Accounts (2A)
11/09/2023 12:40 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : verified
12/09/2023 09:31 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
12/09/2023 09:31 Debbie Ofaeri Sifoni
Transaction Processed
* *

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Your Reference

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

Held for Authorisation
Transaction Number AGY05261

Transaction Details

Account Transfer of SBD 3,685.00

From Account: 5691140
To Account: 23006

Notes for Recipient: Flag Materials & Sublimation- SINIS
Notes for Myself: SINIS Sublimated Flag- from DJ Graphics

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



PAYMENT VOUCHER

Payment: Voucher No:	
NAME: DJ Graphics Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed _____ Date 8/9/23
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER PT Signed _____ Date 8/9/23

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2717	Other Local Other Costs	Being for Sublimated Flags for SINIS facility.	$3,685.00

Cheque No: IB for $3,685.00 Date 8/09/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 8/09/23

djGraphics LTD

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

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

THIS IS NOT A ORDER FORM

CLIENT NAME: SINIS

CONTACT ADDRESS:

TELEPHONE: MOBILE: SALES REP: FRANCINA

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

QUOTE FOR SUBLIMATED FLAGS

1PC X FLAG MATERIAL + SUBLIMATION (1.5M X 3M)	$ 2,350.00
APPLICATION + ARTWORK CHARGE	$ 1,000.00
SUBTOTAL	$ 3,350.00
10% GST	*$ 335.00*
TOTAL COST	$ 3,685.00

PRODUCTION TIME FRAME: 7-WORKING DAY AFTER VISUAL CONFIRMATION

CONDITIONS APPLY

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

NAME: FRANCINA SANTA DESIGNATION: SALES & MARKETING DATE: 7-Sep-23

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-935

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Sublimated flags	DJ Graphics Ltd	70923	$3,685.00
				TOTALS	$3,685.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $3,685.00 Date: 7/9/23

Requisition Officer (Name): Damien Yee Sign:

Account Code: 6-2717

Account Name: other local Expenditure

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Masop Sign:

Post: ED HP

Department: SINIS

Authority is granted for expenditure not exceeding:

SBD$ 3685=00

Signed:

Name: Debbie. Rienue.

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

Threshold Checklist

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

Compliance Check by: Signature

Name: Danny V. Thau Date: 07/09/23

Position: PCO (NHA)

Merchandise POS

3-2000-04-02

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

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-935

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
	1	Sublimated flags	DS Graphics Ltd	70923 6/9/23 PF	$3,685.00
				TOTALS	$3,685.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $3,685.00

Requisition Officer (Name): Damien Te

Date: 7/9/23

Sign:

Account Code: 1-9-2719

Account Name:

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Ai'soq

Post: ED HP

Department: SINIS

Sign:

Authority is granted for expenditure not exceeding:

SBD$ 3,685.00

Signed:

Name: Debbie Renua

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:

Name: Darley V. Thomas

Position: PCO MTH

Signature

Date: 07/09/23

Merchandise POS

3-2000-04-02

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

NATIONAL HOSTING AUTHORITY

SOL2023 Pacific Games

SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST

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

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

Divisional Compliance Performed By

Signed:

Name and Position: Procurement SINIS & Claudina Ora

Date: 07/09/2023

NHA Compliance Performed By

Signed:

Name and Position: JW & PCM

Date: 7/09/2023

Minute

Ref: SPP-HP22-935

To: EXECUTIVE DIRECTOR, NHA

Thru: Executive Director HP

: Finance Coordinator **Date**: 7/09/23

RE: REQUEST APPROVAL AND PAYMENT FOR SUBLIMATED FLAGS

Overview;

SINIS requesting the need to procure Sublimated Flags for our facility.

Quote was collected from DJ Graphics which totals to $3,685.00 SBD, and is below $10,000.00 threshold and therefore, will only require approval from the High Performance ED.

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: **$3,685.00 SBD**
Account Name**: DJ GRAPHICS LTD**
Account #: **23006**
Bank: **ANZ**

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 7/9/23		

ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 07/09/2023

To All Bidders,

1. The National Hosting Authority has budget financing and intends to apply part of the proceeds of this financing to procure Goods/Services per the enclosed specifications, and now invites sealed bids for this purpose.
2. Your quotation, citing the above reference number, should reach the undersigned within 7 days from the date of this letter.
3. The goods shall be procured using the Simple Procurement Procedures specified in the Solomon Islands Government Procurement and Contract Administration Manual.
4. The Technical Specifications and Delivery Schedule are provided in the attached Schedule of Requirements.
5. This request for quotation has been addressed to three (3) Suppliers of these goods/services.
6. The goods/services supplied under this contract shall conform to the standards provided in the attached Technical Specifications.
7. The Supplier is required to supply any equipment listed in the Technical Specifications together with the detailed operations and maintenance manuals, for each appropriate unit.
8. The Supplier shall warrant that any equipment supplied under the contract is new and unused.
9. Prices should be quoted for delivery to the National Hosting Authority Honiara, Solomon Islands.
10. The validity for the quotation shall be thirty (30) days from the date of submitting the quotation.
11. One (1) original and one (1) copy of the quotation shall be submitted in a sealed envelope and addressed to the Administration office/NHA/PMU/GOC & SINIS Honiara, Solomon Islands.
12. Please indicate delivery schedule and after sales service (if relevant) available to NHA, Honiara.
13. Submission of a quotation is confirmation of the tenderer's compliance with, and acceptance of, the terms and conditions including the payment terms of this Request for Quotation.

14. The Purchase Order will be awarded on the basis of price, delivery dates, and quality offered against the Schedule of Requirements Technical Specifications.
15. The successful Supplier shall be notified in writing and furnished with a Local Purchase Order (LPO) and have an effective contract with the NHA on receipt of the duly signed Local Purchase Order. The terms and conditions of this Request for Quotation shall form part of the contract.
16. The Purchaser may terminate the contract if the Supplier fails to deliver any or all of the goods/services within the period specified, or within any extension thereof granted in writing by the NHA.
17. The Supplier shall not assign, in whole or in part, its obligation to perform under this contract, except with the written consent of the NHA.
18. Prices charged by the Supplier for the goods/services shall not vary from prices quoted. Prices shall therefore be fixed.
19. The Supplier's request for payment shall be made in writing, accompanied by an invoice and an LPO confirming delivery of the goods/services. All payments shall be made promptly and in no case later than twenty (20) days after delivery and acceptance of the goods. Payments will only be made by cheque or direct transfer into the Supplier's business bank account.

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



.....

Claudina Ora
Procurement
SINIS
Sol2023 Pacific Games

SCHEDULE OF REQUIREMENTS

No.	Item Name	Specification	Quantity	Delivery Date
1.	- **DJ Graphics** To Procure Sublimated Flags for our Facility and application + Artwork Charge			07/09/2023

2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: DS Graphics Ltd

1) Requisition	☑	Sign by ED NHA			
2) Payment Voucher	☑	Sign by FC		Sign by ED	
3) LPO	☐	Sign by FC		Sign by ED	
3/10/23 4 IB Authorisation	☑	Authorised by FC		Authorised by ED	✓

Comments:

RECIEVED
DATE 28/9/2023
SIGN

SINIS

Transaction or Request Lodgement Receipt

Transaction or Request Description:	ANZ to ANZ Transfer
Transaction or Request Status:	Posted
Date / Time:	03/10/2023 12:10
Transaction Number:	AHB96358

Transaction Details:

Account Transfer of SBD 3,300.00

From Account: 5691140
To Account: 23006

Notes for Recipient: Field Hire- DC park - SINIS Archery
Notes for Myself: Inv#2023-0928-1

Pay Date : 03/10/2023

PAID
DATE 06/10/23 CHQ. No.

Comments:
* * * * * * * * * * Authorisation Details * * * * * * * * * *
03/10/2023 12:10 Gregory Sale
Authorisation Required for : Transfer Between My Accounts (2A)
05/10/2023 18:24 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : verified
06/10/2023 14:40 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
06/10/2023 14:40 Debbie Ofaeri Sifoni
Transaction Processed
* *

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PAYMENT VOUCHER

Payment: Voucher No:	
NAME: DJ Graphics Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed _____ Date 2/10/23
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed _____ Date 2/10/23

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2405	Hire Venues	DC Park Field Hiring for 2 days -Archery Training	$3,300.00

Cheque No: IB for $3,300.00 Date 2/10/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 2/10/23

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-1000

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		DC Park field hire 2days Archery training session	DS Graphics Ltd	2023-0928-1	$3,300.00
				TOTALS	$3,300.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $3,300.00 Date: 28/9/23

Requisition Officer (Name): Nathan Wate Sign:

Account Code: 6-2717

Account Name: other local other Cost

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Alsop Sign:

Post: ED HP

Department: SINIS

Authority is granted for expenditure not exceeding:

SBD$ 3,300.00

Signed:

Name:

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

Threshold Checklist

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

Compliance Check by: Signature

Name: Danny V. Thao Date: 29/09/23

Position: PCO NHA

launch, ongoing event, oda

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

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-1000

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		DC Park field hire 2days Archery training session	DS Graphics Ltd	1120/23-0928-1	$3,300.00
				TOTALS	$3,300.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $3,300.00 Date: 28/9/23

Requisition Officer (Name): Nathan Wate Sign:

Account Code: G-2713

Account Name: other local other cost

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Msop Sign:

Post: EDHP

Department: SINIS

Authority is granted for expenditure not exceeding:

SBD$ 3,300.00

Signed:

Name: Craig

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

Threshold Checklist

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

Compliance Check by: Signature

Name: Darley V. Thom Date: 29/09/23

Position: PCCO NHA

launch, ongoing event, 'oda'

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

NATIONAL HOSTING AUTHORITY

SOL2023 Pacific Games

SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST

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

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

Divisional Compliance Performed By

Signed: [signature]

Name and Position: Procurement SINIS & Claudina Ora

Date: 28/09/2023

NHA Compliance Performed By

Signed: [signature]

Name and Position: FM & PCM

Date: 28/09/23

Minute

To: EXECUTIVE DIRECTOR, NHA

Ref: SPP-HP22-1000

Thru: Executive Director HP

: HR Coordinator

Date: 28/09/23

RE: REQUEST APPROVAL AND PAYMENT FOR FIELD HIRE

Overview;

Kindly requesting approval & payment for dc park field hire from 30th sept to 1st october for archery training session.

Quote was collected from DJ Graphics which totals to $3,300.00 SBD, and is below $10,000.00 threshold and therefore, will only require approval from the High Performance ED.

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: **$3,300.00**
Account Name**: DJ GRAPHICS LTD**
Account #: **23006**
Bank: **ANZ**

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 29/09/23		

NATIONAL HOSTING AUTHORITY EXECUTIVE DIRECTOR SOI 2023 PACIFIC GAMES

dj Graphics LTD

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

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

SALES INVOICE

Invoice# 2023-0928-1
LPO#:
Date: 28-Sep-23

Bill To:

ARCHERY TEAM SOLOMON
HONIARA, SOLOMON ISLANDS
C/O - JESSICA

QTY	DESCRIPTION	UNIT PRICE (ex gst)	TOTAL (ex gst)
2 DAYS	DC PARK FIELD HIRE - 2DAYS SATURDAY 30TH SEPT & SUNDAY 1ST OCT, 2023	1,650.00	3,300.00 - - - - -
			3,300.00

Job Order#:	Prepared by:	Salesperson:	Received by:
DC PARK HIRE	JASMINE	DRAKE	

Sub-total	3,300.00
Less discount	-
GST	-
Total	3,300.00
Amount applied	-

Payment Options:

Direct Deposit

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

Cheque

Account Name: DJ Graphics Ltd

BALANCE DUE $ 3,300.00

ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 28/9/2023

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

No.	Item Name	Specification	Quantity	Delivery Date
1.	FIELD HIRE FOR ARCHERY TRAINING	DC PARK FIELD HIRE - 2DAYS SATURDAY 30TH SEPT & SUNDAY 1ST OCT, 2023		N/A

PACIFIC GAMES
SOLOMON ISLANDS

2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: DJ Graphics Ltd

1) Requisition	☑	Sign by ED NHA			
2) Payment Voucher	☑	Sign by FC		Sign by ED	
3) LPO	☐	Sign by FC		Sign by ED	
11/10/23 4 IB Authorisation	☑	Authorised by FC		Authorised by ED	✓

Comments:

2023 RECIEVED
DATE 6/10/2023
SIGN

Transaction or Request Lodgement Receipt

Transaction or Request Description:	ANZ to ANZ Transfer
Transaction or Request Status:	Posted
Date / Time:	11/10/2023 12:14
Transaction Number:	AHD02991

Transaction Details:

Account Transfer of SBD 6,600.00

From Account: 5691140
To Account: 23006

Notes for Recipient: SINIS- DC park Fiel Hire - 4 days
Notes for Myself: Field Hire-7th-8th & 14th-15th Oct

Pay Date : 11/10/2023

Comments:

* * * * * * * * * * Authorisation Details * * * * * * * * * *
11/10/2023 12:14 Gregory Sale
Authorisation Required for : Transfer Between My Accounts (2A)
12/10/2023 08:58 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : verified
12/10/2023 10:58 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
12/10/2023 10:58 Debbie Ofaeri Sifoni
Transaction Processed
* *

PAID
DATE 12/10/23 CHQ. No.

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Your Reference

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

Held for Authorisation
Transaction Number AHD02991

Transaction Details

Account Transfer of SBD 6,600.00

From Account: 5691140
To Account: 23006

Notes for Recipient: SINIS- DC park Fiel Hire - 4 days
Notes for Myself: Field Hire-7th-8th & 14th-15th Oct

Pay Date: 11/10/2023

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

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

11/10/23

PAYMENT VOUCHER

Payment: Voucher No:	
NAME: DJ Graphics Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed _____ Date 10/10/23
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed _____ Date 10/10/23

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOI 2023 PACIFIC GAMES

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2405	Hire Venues	DC Park field hire for 4days 7th - 8th Oct 2023-Archery Training	$6,600.00

Cheque No: IB for $6,600.00 Date 10/10/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 10/10/23

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-1018

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		DC Park field hire for 4 days 7th - 8th Oct 14th - 15th Oct	DS Graphics Ltd	2023-1004	$6,600.00
				TOTALS	$6,600.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $6,600.00 Date: 6/10/23

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

Account Code: 6-2405

Account Name: Hire Venues

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$ 6,600-00

Signed: [signature]

Name: Eileen

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: Ahmad Date: 9/10/23

Position: PCM

Copy 1 White NHA Finance

Copy 2 Pink Compliance Department

Copy 3 Yellow Requesting Department

Launch, opening event, oda

3 [illegible] 2024

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-11P22-1018

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		DC park field hire for 4 days 7th - 8th Oct 14th - 15th Oct	DS Graphics Ltd	2023-1004	$6,600.00
				TOTALS	$6,600.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $6,600.00 Date: 6/10/23

Requisition Officer (Name): Damien Yee Sign:

Account Code: 6-2405

Account Name: Hire Venue

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Masiga Sign:

Post: ED HP

Department: SINIS

Authority is granted for expenditure not exceeding:

SBD$ 6,600.00

Signed:

Name: C Mcleay

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

Threshold Checklist

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

Compliance Check by: Signature

Name: Phillips Date: 9/10/23

Position: PCM

Copy 1 White NHA Finance

Copy 2 Pink Compliance Department

Copy 3 Yellow Requesting Department

launch, opng event, oda.

3-9050-03-04

NATIONAL HOSTING AUTHORITY

SOL2023 Pacific Games

SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST

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

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

Divisional Compliance Performed By

Signed: [signature]

Name and Position: Procurement SINIS & Claudina Ora

Date: 06/10/2023

NHA Compliance Performed By

Signed: [signature]

Name and Position: FIN & PCM

Date: 06/10/2023

PACIFIC GAMES
SOLOMON ISLANDS

Minute

To: EXECUTIVE DIRECTOR, NHA **Ref**: SPP-HP22-1018

Thru: Executive Director HP

: Finance Coordinator **Date**: 6/10/23

RE: REQUEST APPROVAL AND PAYMENT FOR FIELD HIRE

Overview;

Kindly requesting approval & payment for dc park field hire from 7th-8 October and 14th-15th October for archery training session.

Quote was collected from DJ Graphics which totals to $6,600.00 SBD, and is below $10,000.00 threshold and therefore, will only require approval from the High Performance ED.

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: **$6,600.00**
Account Name**: DJ GRAPHICS LTD**
Account #: **23006**
Bank: **ANZ**

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	✓	

SOL2023 PACIFIC GAMES NATIONAL HOSTING AUTHORITY EXECUTIVE DIRECTOR

dj Graphics LTD

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

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

SALES INVOICE

Invoice# 2023-1004
LPO#:
Date: 4-Oct-23

Bill To:
ARCHERY TEAM SOLOMON
HONIARA, SOLOMON ISLANDS
C/O - JESSICA

QTY	DESCRIPTION	UNIT PRICE (ex gst)	TOTAL (ex gst)
4 DAYS	DC PARK FIELD HIRE FOR 4DAYS SATURDAY 7 OCTOBER AND SUNDAY 8 OCTOBER - 8 AM TO 5 PM SATURDAY 14 OCTOBER AND SUNDAY 15 OCTOBER – 8 AM TO 5 PM	1,650.00	6,600.00 - - - -
			6,600.00

Job Order#:	Prepared by:	Salesperson:	Received by:
DC PARK HIRE	JASMINE	DRAKE	

Sub-total	6,600.00
Less discount	-
GST	-
Total	6,600.00
Amount applied	-

Payment Options:
Direct Deposit
Account Name: DJ Graphics Ltd
Bank: ANZ
Account Number: 23006
Swift code: ANZBSBSB

Cheque
Account Name: DJ Graphics Ltd

BALANCE DUE $ 6,600.00

ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 6/10/2023

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

No.	Item Name	Specification	Quantity	Delivery Date
1.	FIELD HIRE FOR ARCHERY TRAINING	DC PARK FIELD HIRE - 4DAYS 7th-8 October and 14th-15th October for archery training session.		N/A

PACIFIC GAMES
SOLOMON ISLANDS

ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 06/10/2023

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



.....

Claudina Ora
Procurement
SINIS
Sol2023 Pacific Games

SCHEDULE OF REQUIREMENTS

No.	Item Name	Specification	Quantity	Delivery Date
1.	- **DJ Graphics** To Procure DC Park field Hire for 4 Days 7th to 8th Oct 14th to 15th Oct 2023	- **DJ Graphics** To Procure DC Park field Hire for 4 Days 7th to 8th Oct 14th to 15th Oct 2023		06/10/2023

PACIFIC GAMES
SOLOMON ISLANDS

2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: DS Graphics Ltd

1) Requisition	☑	Sign by ED NHA			
2) Payment Voucher	☑	Sign by FC	✓	Sign by ED	✓
3) LPO	☐	Sign by FC		Sign by ED	
24/10/23 4 IB Authorisation	☑	Authorised by FC		Authorised by ED	

Comments:

- Attache Design /JM
- NOESI & NSC – to notify –JM

RECIEVED
DATE 18/10/23
SIGN



Transaction or Request Lodgement Receipt

Transaction or Request Description:	ANZ to ANZ Transfer
Transaction or Request Status:	Posted
Date / Time:	24/10/2023 17:13
Transaction Number:	AHE73639

Transaction Details:

Account Transfer of SBD 34,225.00

From Account: 5691140
To Account: 23006

Notes for Recipient: Uniforms for Va'a- SI Outrigger Canoe-Sublimation
Notes for Myself: Inv#2023-100302B

Pay Date : 24/10/2023

Comments:
* * * * * * * * * * * Authorisation Details * * * * * * * * * * *
24/10/2023 17:13 Gregory Sale
Authorisation Required for : Transfer Between My Accounts (2A)
25/10/2023 12:13 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : Verified
25/10/2023 12:27 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
25/10/2023 12:27 Debbie Ofaeri Sifoni
Transaction Processed
* *

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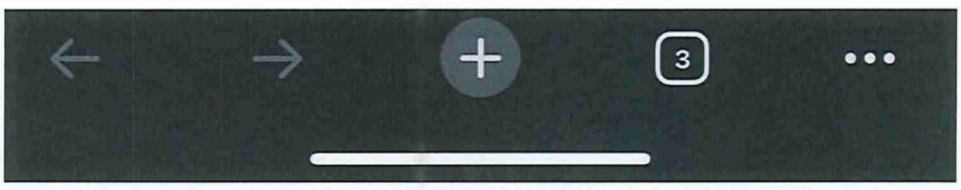


PAYMENT VOUCHER

Payment: Voucher No:	
NAME: DJ Graphics Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed _____ Date 24/10/23
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed _____ Date 24/10/23

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2901	Uniforms	Vaa Uniform for games Solomon Islands Outrigger and Canoe	$34,225.00

Cheque No: IB for $34,225.00 Date 24/10/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 24/10/23

Your Reference

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

Held for Authorisation
Transaction Number AHE73639

Transaction Details

Account Transfer of SBD 34,225.00

From Account: 5691140
To Account: 23006

Notes for Recipient: Uniforms for Va'a- SI Outrigger Canoe-Sublimation
Notes for Myself: Inv#2023-100302B

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



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP369

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Vaa Uniforms	DJ Graphics Ltd	2023-1003028	$37,647.50
				TOTALS	$37,647.50

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $37,647.50 Date: 18/10/23

Requisition Officer (Name): Damien Yee Sign:

Account Code: 6-2901

Account Name: uniform

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Alsop Sign:

Post: ED HP

Department: SINIS

Authority is granted for expenditure not exceeding:

SBD$ 37,647.50

Signed:

Name:

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

Threshold Checklist

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

Compliance Check by: Signature

Name: Jeff Mosby Date: 20/10/2023

Position: Compliance.

Copy 1 White NHA Finance

Copy 2 Pink Compliance Department

Copy 3 Yellow Requesting Department

uniforms - GMT

3-9060-01-05-

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP369

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Vaa Uniforms	DJ Graphics Hom. Ltd	2023-1003028	$37,647.50
				TOTALS	

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $37,647.50

Requisition Officer (Name): Damien Yee

Date: 10/10/23

Sign:

Account Code: 6-2901

Account Name: Uniform

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Misop

Post: EDHP

Department: SINIS

Sign:

Authority is granted for expenditure not exceeding:

SBD$ 37,647.50

Signed:

Name:

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

Threshold Checklist

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

Compliance Check by: Signature

Name: Jill Nicks Date: 20/10/23

Position: Compliance

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

Uniforms - GMT

3-9060-01-05

NATIONAL HOSTING AUTHORITY

SOL2023 Pacific Games

SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST

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

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

Divisional Compliance Performed By

Signed: _____

Name and Position: __Procurement SINIS & Claudina Ora_____

Date: 18/10/2023

NHA Compliance Performed By

Signed: _____

Name and Position: JW & PCM

Date: 18/10/2023

Minute

Ref: SPP-HP369

To: EXECUTIVE DIRECTOR, NHA

Thru: Executive Director HP

: Finance Coordinator **Date**: 18/10/23

RE: REQUEST APPROVAL AND PAYMENT FOR VAA UNIFORMS

Overview;

SINIS requesting the need to procure Vaa uniforms for the games.

Quote was collected from DJ Graphics which totals to **$37,647.50 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: **$37,647.50 SBD**
Account Name**: DJ GRAPHICS LTD**
Account #: **23006**
Bank: **ANZ**

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 24/10/23		

dj Graphics LTD

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

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

SALES INVOICE

Invoice# 2023-100302B
LPO#:
Date: 03-Oct-23

Bill To:

SOLOMON ISLANDS OUTRIGGER AND CANOE FEDERATION

C/O - ERIC CHOW

QTY	DESCRIPTION	UNIT PRICE (ex gst)	TOTAL (ex gst)
45 PCS	COOL-DRI POLO SHIRT + EMBROIDERY + SI PATCH (SLV)	251.00	11,295.00
25 PCS	COOL-DRI TEES + SUBLIMATION	265.00	6,625.00
25 PCS	COOL-DRI SINGLET + SUBLIMATION	260.00	6,500.00
25 PCS	COTTON LONG SLEEVE TEES + SCREEN-PRINT	145.00	3,625.00
25 PCS	TRUCKER CAP + HEATPRESS	66.00	1,650.00
25 PCS	BACKSACK + SUPACOLOR	110.00	2,750.00
1	ARTWORK & SET-UP CHARGES	1,780.00	1,780.00
			34,225.00

Job Order#:	Prepared by:	Salesperson:	Received by:
2164-2165 / 0382-0383	ERIKA	ERIKA	

Sub-total	34,225.00
Less discount	-
GST	3,422.50
Total	37,647.50
Amount applied	-

NHA Tax Exempt

Payment Options:

Direct Deposit

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

Cheque

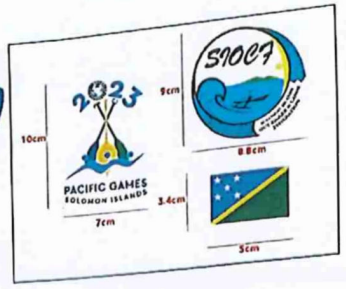
Account Name: DJ Graphics Ltd

BALANCE DUE $ 37,647.50

Design Artwork.

VISUAL 1











DJGL will NOT be liable for any errors once artwork visual is confirmed. Please CHECK all Spelling, Design Layout, Color and Sizes. Size in artwork visuals are NOT in proportion unless indicated. All colours may NOT be accurate to actual product.

CLIENT NAME	SIOCF	DRAWN BY	Erika	APPROVAL SIGNATURE	DJ Graphics LTD
ORDER NUMBER	0383	SALES PERSON		APPROVAL DATE	
DATE	16/10/2023	MATERIALS	BACKSACK	JOB DUE DATE	

JOB DUE DATE IS SUBJECT TO APPROVAL BEING GIVEN BY THE REQUIRED DATE AS STATED ABOVE.

ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 18/10/2023

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

No.	Item Name	Specification	Quantity	Delivery Date
1.	UNIFORMS	VAA UNIFORMS FOR PACIFIC GAMES		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
DJ GRAPHICS LTD

REASON FOR REQUEST Please Tick

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

I hereby Apply for bid waiver; on the grounds that DJ GRAPHICS LTD – is the recommended supplier to source this 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: Claudina Ora Date: 18/10/23
Approved by: Executive Director **National Hosting Authority** **Christian Nieng**	Signed: Date: 25/10/23

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: DJ Graphics Ltd

1) Requisition	☐	Sign by ED NHA	✓		
2) Payment Voucher	☑	Sign by FC		Sign by ED	
3) LPO	☐	Sign by FC		Sign by ED	
2/11/23 4 IB Authorisation	☑	Authorised by FC	✓	Authorised by ED	✓

Comments:

10% GST to note .. JM

RECIEVED
DATE 31/10/23
PACIFIC GAMES SOLOMON ISLANDS
SIGN

Transaction or Request Lodgement Receipt

Transaction or Request Description:	ANZ to ANZ Transfer
Transaction or Request Status:	Posted
Date / Time:	02/11/2023 17:19
Transaction Number:	AHG01192

Transaction Details:

Account Transfer of SBD 2,286.00

From Account: 5691140
To Account: 23006

Notes for Recipient: Coat of Arms flag-Sublimated
Notes for Myself: SINIS

Pay Date : 02/11/2023

Comments:

* * * * * * * * * * Authorisation Details * * * * * * * * * * *
02/11/2023 17:19 Gregory Sale
Authorisation Required for : Transfer Between My Accounts (2A)
03/11/2023 12:50 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : verified
03/11/2023 15:15 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
03/11/2023 15:15 Debbie Ofaeri Sifoni
Transaction Processed
* *

PAID
CHQ. No.
DATE 3/11/23

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Your Reference

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

Held for Authorisation
Transaction Number AHG01192

Transaction Details

Account Transfer of SBD 2,286.00

From Account: 5691140
To Account: 23006

Notes for Recipient: Coat of Arms flag-Sublimated
Notes for Myself: SINIS

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

3/11/23

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOLOMON PACIFIC GAMES

PAYMENT VOUCHER

Payment: Voucher No:	
NAME: DJ Graphics Ltd	APPROVED BY EXECUTIVE DIRECTOR Signed _____ Date 11/11/23
Address:	
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed _____ Date 1/11/23

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2604	Training - Other	Payment for Coat of Arms Flag	$2,286.00

Cheque No: IB for $2,286.00 Date 1/11/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 1/11/23

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP22-1131

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Cost of arms flag	DS Graphics Ltd	31102023	$2,286.00
				TOTALS	$2,286.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $2,286.00 Date: 31/10/23

Requisition Officer (Name): Damien Yee Sign:

Account Code: 6-2604.

Account Name: other Local other Cost

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Alsop Sign:

Post: ED HP

Department: SINIS

Authority is granted for expenditure not exceeding:

SBD$ 2,286.00

Signed:

Name: CMy

NATIONAL HOSTING AUTHORITY Common Seal SOLOMON ISLANDS

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

Threshold Checklist

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

Compliance Check by: Signature

Name: Jeff Melok Date: 31/10/2023

Position: Compliance.

Copy 1 White NHA Finance

Copy 2 Pink Compliance Department

Copy 3 Yellow Requesting Department

Media Equipment

3-2000-02003.

NATIONAL HOSTING AUTHORITY

SOL2023 Pacific Games

SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST

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

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

Divisional Compliance Performed By

Signed:

Name and Position: Procurement SINIS & Claudina Ora

Date: 31/10/2023

NHA Compliance Performed By

Signed:

Name and Position: DW & PCM

Date: 31/10/2023

PACIFIC GAMES
SOLOMON ISLANDS

Minute

Ref: SPP-HP22-1131

To: EXECUTIVE DIRECTOR, NHA

Thru: Executive Director HP

: Finance Coordinator

Date: 31/10/23

RE: REQUEST APPROVAL AND PAYMENT FOR COAT OF ARMS FLAG

Overview;

SINIS requesting the need to procure Coat of Arms Flag.

Quote was collected from DJ Graphics which totals to **$2,286.00 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: **$2,286.00**
Account Name**: DJ GRAPHICS LTD**
Account #: **23006**
Bank: **ANZ**

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: 31/10/23	✓	

NATIONAL HOSTING AUTHORITY
Common Seal
SOL2023 PACIFIC GAMES

djGraphics LTD

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

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

THIS IS NOT A ORDER FORM

CLIENT NAME: SINIS

CONTACT ADDRESS:

TELEPHONE: MOBILE: SALES REP: FRANCINA

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

QUOTE FOR SUBLIMATED FLAG

1PC X FLAG MATERIAL + SUBLIMATION (0.9M X 1.8M)	$	1,486.00
APPLICATION CHARGE	$	800.00
SUBTOTAL	$	2,286.00 ✓
10% GST	$	*228.60*
TOTAL COST	$	2,514.60

PRODUCTION TIME FRAME: 7-WORKING DAY AFTER VISUAL CONFIRMATION

CONDITIONS APPLY

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

NAME: FRANCINA SANTA DESIGNATION: SALES & MARKETING DATE: 31-Oct-23

PACIFIC GAMES
SOLOMON ISLANDS

ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 31/10/2023

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

No.	Item Name	Specification	Quantity	Delivery Date
1.	DJ GRAPHICS LTD	Coat of arms flag		N/A

2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: DJ GRAPHICS

1) Requisition	☑	Sign by FC		Sign by ED	
2) Payment Voucher	☐	Sign by FC		Sign by ED	
3) LPO	☐	Sign by FC		Sign by ED	
4) IB Authorisations	☑	Authorised by FC		Authorised by ED	

Comments:

RECEIVED
Date: 11/11/23 Sign.....

2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: DJ Graphics Ltd

1) Requisition	✓	Sign by ED NHA			
5/09/23 2) Payment Voucher	✓	Sign by FC		Sign by ED	PP
3) LPO		Sign by FC		Sign by ED	
4 IB Authorisation		Authorised by FC		Authorised by ED	

Cancelled Payment.

Comments:

~~To be cancelled~~

Payment Cancelled.

Paid by A. Alsop -

RECIEVED
DATE 4/4/2023
SIGN

SINIS

Pauline Tovua

From: Claudina Ora
Sent: Wednesday, 6 September 2023 3:00 PM
To: Debbie Sifoni Rence; Pauline Tovua; Gregory Sale
Cc: Damien Yee
Subject: RE: DJ GRAPHICS- T-shirts for NRL

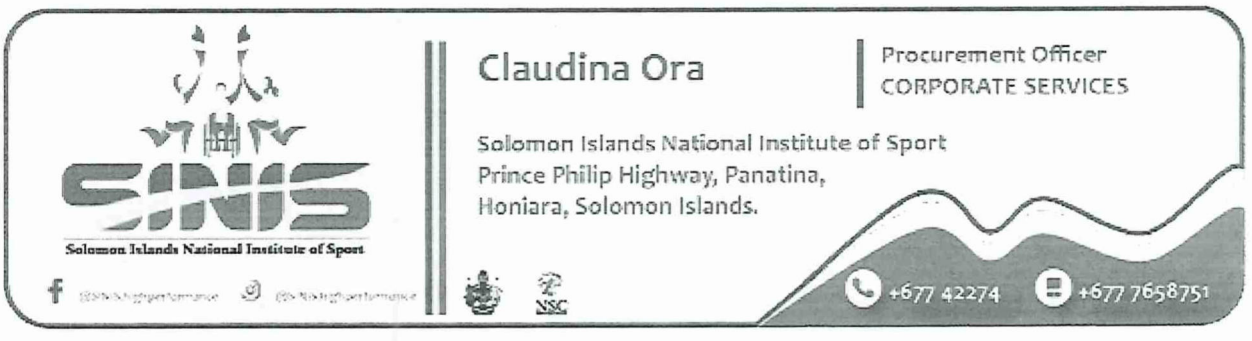
Hi Team,

Cancel PR for this payment please.

From: Claudina Ora
Sent: Wednesday, 6 September 2023 10:08 AM
To: Debbie Sifoni Rence <DSifoniRence@sol2023.com.sb>; Pauline Tovua <PTovua@sol2023.com.sb>; Gregory Sale <GSale@sol2023.com.sb>
Cc: Damien Yee <DYee@sinis.com.sb>
Subject: DJ GRAPHICS- T-shirts for NRL

Hi Team,

Any update on payment for t-shirts. We urgently need this t-shirts to be printed by tomorrow.



PAYMENT VOUCHER

Payment: Voucher No:	
NAME: DJ Graphics Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed _____ Date 6/9/23
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	PP APPROVED BY FINANCIAL CONTROLLER Signed _____ Date 5/9/23 .

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2901	Uniforms	100 Plain Cool-Dri T-Shirts for NRL.	$11,000.00

Cheque No: IB for $11,000.00 Date 5/09/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 5/09/23

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP285

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY SUPPLIER	ORDER NO.	COST
		Plain Cool-Dri T/shirts x 100	DS Graphics Ltd	30823	$11,000.00
				TOTALS	$11,000.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $11,000.00 Date: 1/9/23

Requisition Officer (Name): Damien Yee Sign:

Account Code: 6-2901 LT

Account Name: Uniforms LT

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Msaq Sign:

Post: ED HP

Department: SINIS

Authority is granted for expenditure not exceeding:

SBD$ 11,000

Signed:

Name: Debbie Pauvale

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

Threshold Checklist

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

Compliance Check by: Signature

Name: P. Hamuta Date: 9/1/23

Position: PCM

Uniforms

3-2000-01-07

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

NATIONAL HOSTING AUTHORITY

SOL2023 Pacific Games

SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST

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

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

Divisional Compliance Performed By

Signed: [signature]

Name and Position: Procurement SINIS & Claudina Ora

Date: 01/09/2023

NHA Compliance Performed By

Signed: [signature]

Name and Position: JW & PCM

Date: 01/09/2023

Minute

Ref: SPP-HP285

To: EXECUTIVE DIRECTOR, NHA

Thru: Executive Director HP

: HR Coordinator **Date**: 1/09/23

RE: REQUEST APPROVAL AND PAYMENT FOR TSHIRTS

Overview;

SINIS requesting the need to procure 100 T-shirts for NRL which will be reimbursed by DFAT.

Quote was collected from DJ Graphics which totals to $11,000.00 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: **$11,000.00**
Account Name**: DJ GRAPHICS LTD**
Account #: **23006**
Bank: **ANZ**

Claudina Ora
Procurement

Endorsed by; Mr Aaron Alsop
Executive Director
High Performance Program

APPROVAL:

Mr Christian Nieng PP Executive Director. NATIONAL HOSTING AUTHORITY	Approve ✓	Decline
Signature: Date 4/9/23		

NATIONAL HOSTING AUTHORITY EXECUTIVE DIRECTOR SOL2023 PACIFIC GAMES

dj Graphics LTD

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

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

THIS IS NOT A ORDER FORM

CLIENT NAME: SINIS

CONTACT ADDRESS: C/O,PHILEMON

TELEPHONE: _____ MOBILE: _____ SALES REP: MELINDA

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

QUOTE FOR PLAIN COOL-DRI T/SHIRT

100 PCS X Q/COOL-DRI T/SHIRT	$ 10,000.00
ADD 10% GST	$ 1,000.00
TOTAL COST	$ 11,000.00

PRODUCTION TIME FRAME: 7-WORKING DAY AFTER VISUAL CONFIRMATION

CONDITIONS APPLY

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

NAME: MELINDA KINI DESIGNATION: SALES DATE: 30-Aug-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
DJ GRAPHICS LTD- TSHIRTS

REASON FOR REQUEST Please Tick					
Genuine Market Limitation	x	Natural Disaster		SI at War	
Public Emergency		Technical or Specialized Equipment			

I hereby Apply for bid waiver; on the grounds that DJ GRAPHICS LTD – is the recommended supplier to source this 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: Claudina Ora Date: 1/9/23
Approved by: Executive Director **National Hosting Authority** **Christian Nieng**	Signed: Date:

PACIFIC GAMES
SOLOMON ISLANDS

ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 01/09/2023

To All Bidders,

1. The National Hosting Authority has budget financing and intends to apply part of the proceeds of this financing to procure Goods/Services per the enclosed specifications, and now invites sealed bids for this purpose.
2. Your quotation, citing the above reference number, should reach the undersigned within 7 days from the date of this letter.
3. The goods shall be procured using the Simple Procurement Procedures specified in the Solomon Islands Government Procurement and Contract Administration Manual.
4. The Technical Specifications and Delivery Schedule are provided in the attached Schedule of Requirements.
5. This request for quotation has been addressed to three (3) Suppliers of these goods/services.
6. The goods/services supplied under this contract shall conform to the standards provided in the attached Technical Specifications.
7. The Supplier is required to supply any equipment listed in the Technical Specifications together with the detailed operations and maintenance manuals, for each appropriate unit.
8. The Supplier shall warrant that any equipment supplied under the contract is new and unused.
9. Prices should be quoted for delivery to the National Hosting Authority Honiara, Solomon Islands.
10. The validity for the quotation shall be thirty (30) days from the date of submitting the quotation.
11. One (1) original and one (1) copy of the quotation shall be submitted in a sealed envelope and addressed to the Administration office/NHA/PMU/GOC & SINIS Honiara, Solomon Islands.
12. Please indicate delivery schedule and after sales service (if relevant) available to NHA, Honiara.
13. Submission of a quotation is confirmation of the tenderer's compliance with, and acceptance of, the terms and conditions including the payment terms of this Request for Quotation.

14. The Purchase Order will be awarded on the basis of price, delivery dates, and quality offered against the Schedule of Requirements Technical Specifications.
15. The successful Supplier shall be notified in writing and furnished with a Local Purchase Order (LPO) and have an effective contract with the NHA on receipt of the duly signed Local Purchase Order. The terms and conditions of this Request for Quotation shall form part of the contract.
16. The Purchaser may terminate the contract if the Supplier fails to deliver any or all of the goods/services within the period specified, or within any extension thereof granted in writing by the NHA.
17. The Supplier shall not assign, in whole or in part, its obligation to perform under this contract, except with the written consent of the NHA.
18. Prices charged by the Supplier for the goods/services shall not vary from prices quoted. Prices shall therefore be fixed.
19. The Supplier's request for payment shall be made in writing, accompanied by an invoice and an LPO confirming delivery of the goods/services. All payments shall be made promptly and in no case later than twenty (20) days after delivery and acceptance of the goods. Payments will only be made by cheque or direct transfer into the Supplier's business bank account.

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



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Claudina Ora
Procurement
SINIS
Sol2023 Pacific Games

SCHEDULE OF REQUIREMENTS

No.	Item Name	Specification	Quantity	Delivery Date
1.	- **DJ Graphics** To Procure 100 Shirts for NRL Which will be reimbursed by DFAT	- **DJ Graphics** To Procure 100 Shirts for NRL Which will be reimbursed by DFAT		01/09/2023