

NATIONAL HOSTING AUTHORITY 5691140



Australian and New Zealand Banking Group Limited (ANZ)

STAMP  
DUTY  
PAID

HONIARA, SOLOMON ISLANDS

DATE 1 6 1 1 2 1  
D D M M Y Y

PAY BIAIBE TUITUPU OR BEARER

THE SUM OF TWO THOUSAND DOLLARS ONLY -

SBD 2,000.00

NOT  
NEGOTIABLE

*Mony*  
PLEASE SIGN ABOVE THIS LINE

*Vin*  
PLEASE SIGN ABOVE THIS LINE

No 1612534

NATIONAL HOSTING  
AUTHORITY 5691140

## MEMORANDUM

From: McCleen Sarukiki (GOC HR Manager)

To: Executive Director

Date: Wednesday 3<sup>rd</sup> November 2021

### Minutes on office refurbishment

On Wednesday 3<sup>rd</sup> November 2021, at a staff discussion, it was agreed by all GOC managers that the office need refurbishment as GOC secretariat is preparing to recruit additional staff and others.

The discussion was by the following:

1. McCleen Sarukiki- GOC HR Manager
2. Rocklive Poloso- GOC Finance Manager
3. Adrian Tuhanku- GOC sports Delivery Manager
4. Hilda Ahikau- GOC Office Coordinator

The discussion was conducted in the presence of Mr. Christian Nieng who initially approve it and gave directives on how to go about the process.

HR manager inform staff that the office to be refurbish in preparations for GOC secretariat recruitment of additional support staff.

The recruitment is in line with directive and advised by GOC CEO to cater to a growing GOC activities.

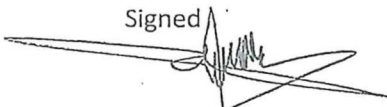
A office refurbishment plan was presented to the staff by a PMU and was approved for implementation.

In addition, due to the urgency of the tasked which requires completion by Wednesday 17<sup>th</sup> November next week.

A contractor was identified from preferred contractors list to provide the labor needed.

As advise by the NHA ED, a BOQ was prepared by the contractor and PMU staff and 3 invoices were collected from three hardware suppliers based on the BOQ as per quotations attached.

Signed



McCleen Sarukiki





National Hosting Authority  
2023 Pacific Games

All Architectural, Structural, Civil, Hydraulics and Landscape drawings shall remain the sole property of the owner and are not to be duplicate or copied without written permission.

ISSUE	DESCRIPTION	DATE
A	CONCEPT DRAFT	--/--

- KEYS & LEGENDS - WORK STATION**
- TYPE 01 - 25mm EXTERIOR PLY 'U' SHAPE
  - TYPE 02 - 25mm EXTERIOR PLY 'T' SHAPE
  - TYPE 03 - 25mm EXTERIOR PLY 'I' SHAPE
  - TYPE 04 - 25mm EXTERIOR PLY 'E' SHAPE

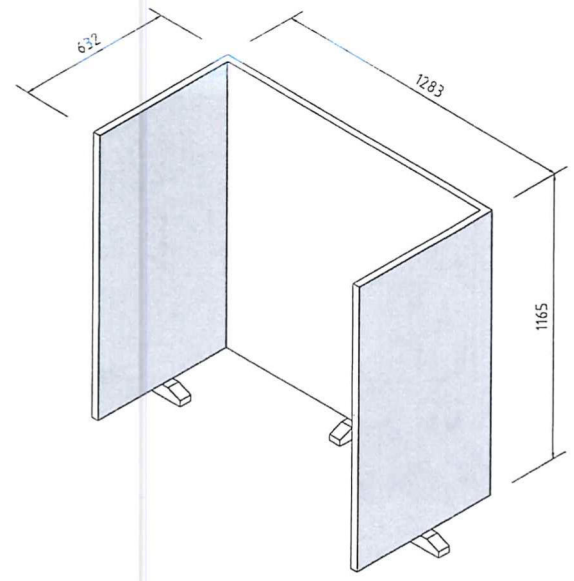
PROJECT TITLE:  
-

DRAWING TITLE:  
**FLOOR PLAN - FURNITURE FIT OUTS**

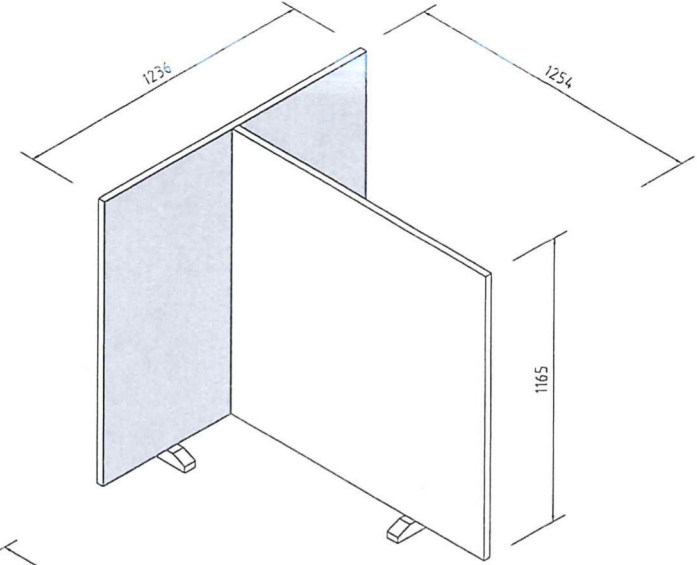
CLIENT:  
**National Hosting Authority**

ISSUE STAMP:

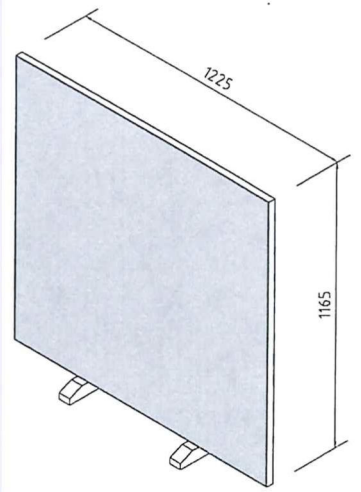
DRAWN.	D.P	CHECKED.	-
APPROVED.	-	SCALE.	SCALE AS SHOWN
PROJECT No.	-	PLOT DATE.	11/5/21
SHEET No.	02	ISSUE No.	A



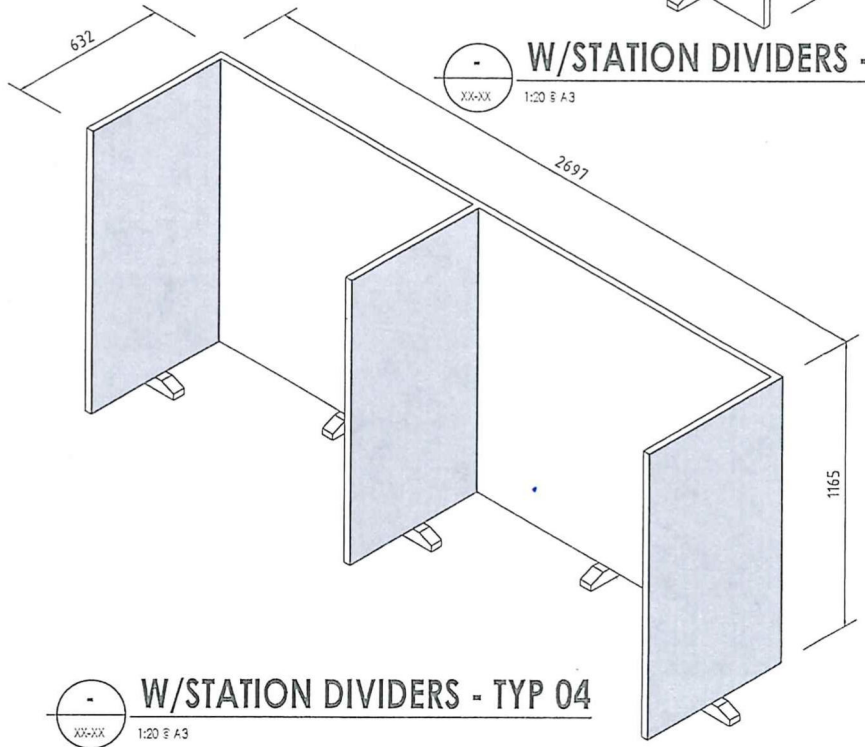
W/STATION DIVIDERS - TYP 01  
1:20 @ A3



W/STATION DIVIDERS - TYP 02  
1:20 @ A3



W/STATION DIVIDERS - TYP 03  
1:20 @ A3



W/STATION DIVIDERS - TYP 04  
1:20 @ A3

Date: 05 - 11 - 2021

Project title: NHA Office workstation dividers

Client: Games Organising Committee (SPG)

	SUMMERY	AMOUNT
1	Total Material cost	\$ 21,100.00
2	Labor cost (30%)	\$ 6,330.00
3	Profit (20%)	\$ 4,220.00
4	Contigency (10%)	\$ 2,110.00
5	Total cost of project	\$ 33,760.00



Australian and New Zealand Banking Group Limited (ANZ)

STAMP  
DUTY  
PAID

HONIARA, SOLOMON ISLANDS

DATE

1 9 1 1 2 1  
D D M M Y Y

PAY BAIABE TUITUPU OR BEARER

THE SUM OF TEN THOUSAND DOLLARS ONLY -

SBD 10,000.00

NOT  
NEGOTIABLE

*[Signature]*  
PLEASE SIGN ABOVE THIS LINE

*[Signature]*  
PLEASE SIGN ABOVE THIS LINE

NO 1612552

NATIONAL HOSTING  
AUTHORITY 5691140

*Baiabe Tuitupu*  
*[Signature]*  
*19/11/2021*

POSTED



# PAYMENT VOUCHER

Payment: Voucher No:	
NAME: Baiabe Tuitupu	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed _____ Date _____
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed <u><i>[Signature]</i></u> Date <u>23/11/21</u>

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2717	Other Local Other Costs	Final Payment - Labour Charge Workstaions	\$10,000.00

Cheque No: 1612552 for \$10,000.00 Date 19/11/2021

Signature of claimant \_\_\_\_\_

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

Payment Voucher Prepared by *[Signature]* Date 19/11/21

Original

# TAX INVOICE\*/STATEMENT 0658703

(\*delete as appropriate)

Date 14/11/2021

To GOC

ABN (of Recipient)

Order No.

From RBC (CHAIRBE TUTORING)

ABN (of Supplier)

QTY	DESCRIPTION	PRICE	G.S.T.	TOTAL
	Labour charge			12,000
	Deposit			
	\$ 2000 →			
	for fuel			
	tools used			

**PAID**  
 DATE: 16/11/20 CHQ. No. 1612524

GL - 6 - 2717  
 Job - 4 - 7400 - 01

pay to pay  
 [Signature]  
 19/11/2021

TOTAL INCLUSIVE OF G.S.T. \$12,000 →

Total includes G.S.T. of

**PAID**  
 DATE: 19/11/21 CHQ. No. 1612552

GL - 6 - 2717  
 Job - 4 - 7400 - 01

Job completed  
 [Signature]  
 19/11/2021