



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name:

VUINI FAMILY

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

15/11/23 4) IB Authorisations



Authorised by FC

Authorised by ED

Comments:



**Transaction or Request Lodgement Receipt**

Transaction or Request Description: ANZ to Other Bank Transfer

Transaction or Request Status: Posted

Date / Time: 15/11/2023 14:58

Transaction Number: AHH55625

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 5,732.00

Transfer From Amount: SBD 5,732.00

Indicative :

My Reference: Community Group

Payment Details

Account Name: Vuini Family trust Fund

Account Number: 2001436555

Bank Name: Bank of South Pacific

Reference To Payee : Inv#01-Cleaning

Pay Date : 15/11/2023

**Comments:**

***** Authorisation Details *****

15/11/2023 14:58 Gregory Sale

Authorisation Required for : ANZ to Other Bank Transfer (2A)

15/11/2023 16:47 Christian Nieng

Authorised -ANZ to Other Bank Transfer

Comments : verified

15/11/2023 17:41 Debbie Ofaeri Sifoni

Authorised -ANZ to Other Bank Transfer

15/11/2023 17:41 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 AHH55625

Transaction Details

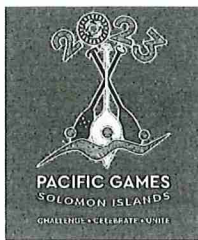
ANZ to Other Bank Transfer

From Account: 5691140
Transfer Amount in Local Currency: SBD 5,732.00
Transfer From Amount: SBD 5,732.00
Indicative :
My Reference: Community Group

Payment Details

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: Vuini Family	PP APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed <u>[Signature]</u> Date <u>15/11/23</u>
IF DIRECT CREDITS ISSUED:	PP APPROVED BY FINANCIAL CONTROLLER
BANK REF #:	
Signed	Signed <u>[Signature]</u> Date <u>15/11/23</u>

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2717	Other Local Other Costs	Payment for Community Group Cleaning Services done at SINU Kukum 31/10/23 to 7/11/23 358.25 Hrs @\$16/hr	\$5,732.00

Cheque No: IB for \$5,732.00 Date 14/11/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by [Signature] Date 14/11/23



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC - 1952/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Raise payment to Vuini Family for community group - cleaning for Pacific Games 2023	Vuini Family	-	5,732 - 7 5,732 -
			TOTALS		
Approval is requested to incur expenditure on the above			Account Code: <u>6-2717</u>		
Estimated Cost (SBD): <u>5732 -</u> Date: <u>13/11/23</u>			Account Name: <u>Other local other costs</u>		
Requisition Officer (Name): <u>Georgina K</u> Sign: <u>[Signature]</u>			Funds available on this account: _____		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Johnny Horimae</u> Sign: <u>[Signature]</u>			SBD\$ <u>5,732 -</u>		
Post: <u>Secured (87)</u>			Signed: <u>[Signature]</u>		
Department: <u>GOC Acks</u>			Name: <u>[Signature]</u>		
			Note: Authority for expenditure must be given by accounting officer or his/her delegated		
Threshold Checklist			Compliance Check by: <u>[Signature]</u> Signature		
Payment requires one quote (10,000 below)			Name: <u>Thimae</u> Date: <u>14/11/23</u>		
Payment requires three quotes (\$10,000.00 above)			Position: <u>PCM</u>		
Is it a ITB Contract Payment					
Is it a GTB Contract Payment					
Payment is a Bid Waiver					

Copy 1 White
Copy 2 Pink
Copy 3 YellowNHA Finance
Compliance Department
Requesting Department



NATIONAL HOSTING AUTHORITY

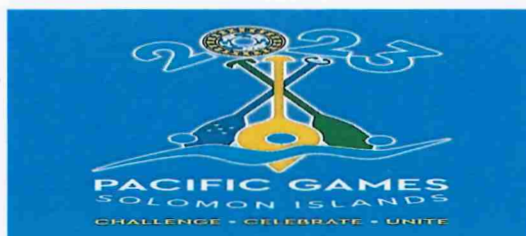
REQUISITION NUMBER: GOC-1952/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION	PURCHASING OFFICER USE ONLY		
		(Full and clear details of payment)	SUPPLIER	ORDER NO.	COST
		Raise payment to Vuini Family for community group - cleaning for Pacific Games 2023	Vuini Family	-	5,732 - 5,732 -
			TOTALS		
Approval is requested to incur expenditure on the above			Account Code: <u>6-2717</u>		
Estimated Cost (SBD): <u>5732 -</u>			Account Name: <u>Other local other posts</u>		
Requisition Officer (Name): <u>Georgina K</u>			Funds available on this account: _____		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Jimmy Harrison</u>			SBD\$ <u>5,732 -</u>		
Post: <u>Seconded (S4)</u>			Signed: <u>[Signature]</u>		
Department: <u>GOC Accts</u>			Name: <u>[Signature]</u>		
			Note: Authority for expenditure must be given by accounting officer or his/her delegated		
Threshold Checklist			Compliance Check by: <u>[Signature]</u> Signature		
Payment requires one quote (10,000 below)			Name: <u>Phimace</u> Date: <u>14/11/23</u>		
Payment requires three quotes (\$10,000.00 above)			Position: <u>PCM</u>		
Is it a ITB Contract Payment					
Is it a GTB Contract Payment					
Payment is a Bid Waiver					

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



MINUTE

Ref: GOC – 1952/23

To: EXECUTIVE DIRECTOR, NHA

From: Finance & Procurement, GOC

LB

Date: 13/11/2023

RE: PROCUREMENT FOR COMMUNITY GROUP – CLEANING – VUINI FAMILY

Approval is sought to raise payment as referred above.

See attached is the Invoice of **SBD\$5,732.00**, timesheets and Contract for your perusal.

Therefore, kindly request for approval of budget and endorsement to make the payment soon as possible.

Lisiane Simata

LB

Procurement Coordinator (GOC)

Endorsed by:

Imogen Vida Finance Team Games Organizing Committee		
Signature: <i>[Signature]</i>	Date: 13/11/2023	

Approval:

Mr Peter Stewart Chief Executive Officer Games Organising Committee		
Signature: <i>[Signature]</i>	Date: 13/11/23	

VUINI FAMILY**Registration # 50394**

Date	Invoice #	Details	Hours	Cost	Total Cost	Checked
31/10/2023	1	SINU KUKUM	56	16.00	896.00	
4/11/2023	1	SINU KUKUM	100	16.00	1,600.00	
6/11/2023	1	SINU KUKUM	100	16.00	1,600.00	
7/11/2023	1	SINU KUKUM	102.25	16.00	1,636.00	
			Total		\$ 5,732.00	

INVOICE

Community Group Name: VUINI FAMILY ASSOCIATION
 Team Leader: PHILIP VIURU
 Address: MBUA VALLEY, HONIARA
 Phone: 7218192

Invoice # _____

Date: _____

Registration # 30394

BILL TO:

Games Organizing Committee (GOC)
 Workforce Centre, Sport City
 P.O Box 2443
 Honiara

DATE	DESCRIPTIONS OF SERVICES	HOURS	UNIT PRICE	TOTAL AMOUNT(\$)
31/10/23	Cleaning	56 hrs	\$16.00	\$896.00
04/11/23	Cleaning	100 hrs	\$16.00	\$1600.00
06/11/23	Cleaning	100 hrs	\$16.00	\$1600.00
07/11/23	Cleaning	102 hrs 25 mins	\$16.00	\$1638.72 1636
Thank you for your business!		Total		\$5734.72 \$5732.00

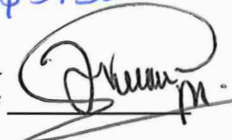
Make cheque payable to:

Bank: BANK SOUTH PACIFIC (BSP)

Account Name: VUINI FAMILY TRUST FUND

Account Number: 2001436555

Team Leader
Signature:



Tuesday 31/10/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: Vuini Family Association

Rate per hour: \$ 16.00
Total weekly Pay: _____

VENUE: _____

VILLAGE: SINU KUK

SERVICES: Cleaning

REGISTRATION NO: _____

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
31/10/23	Clerah Palmer	Cleaning	10:00	18:00	[Signature]	6:00	18:00	[Signature]	8 hrs
"	Amanda Zaga	"	10:00	18:00	[Signature]	6:00	18:00	[Signature]	8 hrs
"	Tyron Zalega	"	10:00	18:00	[Signature]	6:00	18:00	[Signature]	8 hrs
"	Xavier Viuru	"	10:00	18:00	[Signature]	6:00	18:00	[Signature]	8 hrs
"	Philip Viuru	"	10:00	18:00	[Signature]	6:00	18:00	[Signature]	8 hrs
"	Norman Saul	"	10:00	18:00	[Signature]	6:00	18:00	[Signature]	8 hrs
31/10	Winnie Saul	"	10:00	18:00	[Signature]	6:00	18:00	[Signature]	8 hrs
"									
"									
TOTAL HOURS									56 hrs

TEAM LEADER:

PHILIP VIURU

VENUE/VILLAGE WORKFORCE OFFICER:

SINU KUK

SIGNATURE:

[Signature]

SIGNATURE:

[Signature]

DATE:

31/10/23

DATE:

31/10/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME:

Vuni Families VUINI FAMILY

VENUE:

VILLAGE:

KUKUM CAMPUS

SERVICES:

CLEANING

REGISTRATION NO:

Rate per hour: \$ 16.00
Total weekly Pay:

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
04/11/23	PHILIP VIURU	Cleaning	08:00	6:00pm			6pm		10 hrs
	TYRON ZIALOETO	"	08:00	6:00pm					10 hrs
	TEVERLYN VANE	"	08:00	6:00pm					10 hrs
	NORMAN S	"	08:00	6:00pm					10 hrs
	NAVITA I	Cleaning	08:00	6:00pm					10 hrs
	OBED L	"	08:00	6:00pm					10 hrs
	AMELIA ZANGARA	"	08:00	6:00pm					10 hrs
	CLEAH PALMER	"	08:00	6:00pm					10 hrs
	WINNIE S	Cleaning	08:00	6:00pm					10 hrs
	XAVIER V	"	08:00	6:00pm					10 hrs
TOTAL HOURS									100 hrs

TEAM LEADER:

PHILIP VIURU

SIGNATURE:

DATE:

04/11/23

VENUE/VILLAGE WORKFORCE OFFICER:

SINU KUKUM

SIGNATURE:

DATE:

4.11.23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: VUINI FAMILY ASSOCIATIONRate per hour: \$ 16.00
Total weekly Pay: _____

VENUE: _____

VILLAGE: KUKUM CAMPUSSERVICES: CLEANING

REGISTRATION NO: _____

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
06/10/23	PHILIP VIURU	CLEANING	08:00am				06:00pm		10 hrs
✓	AMELIA Z	✓	6:00am				6:00pm		10 hrs
✓	TYRON ZIALBERTO	✓	6:00am				6:00pm		10 hrs
✓	TEVELLYN VANE	✓	8:00am				6:00pm		10 hrs
6/11	CLERAH PALMER	✓	8:00am				6:00pm		10 hrs
✓	NORMAN SAUL	✓	8:00am				6:00pm		10 hrs
✓	MASTERPA BAPO	✓	8:00am				6:00pm		10 hrs
6/11	NAVITA ITAKU	✓	8:00am				6:00pm		10 hrs
✓	OBED LOPEVO	✓	8:00am				6:00pm		10 hrs
✓	XAVIER VIURU	✓	8:00am				6:00pm		10 hrs
TOTAL HOURS									100hrs

TEAM LEADER: <u>PHILIP VIURU</u>	VENUE/VILLAGE WORKFORCE OFFICER: <u>SINU KUKUM</u>
SIGNATURE:	SIGNATURE:
DATE: <u>06/11/23</u>	DATE: <u>6/11/23</u>



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: VUINI FAMILY ASSOCIATIONRate per hour: \$ 16.00
Total weekly Pay: _____

VENUE: _____

VILLAGE: KUKUM CAMPUSSERVICES: CLEANING

REGISTRATION NO: _____

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
07/11/23	PHILIP VIURU	CLEANING	8am				6:15		10hrs 15mins
"	TYRON ZIDLO	✓	"				6:15		10hrs 15mins
"	TEVERLYN VAVE	✓	"				6:15		10hrs 15mins
"	AMELIA Z	✓	8am				6:15		10hrs 15mins
"	XAVIER VIURU	✓	"				6:15		10hrs 15mins
"	CLERAIT PAWIA	✓	"				6:15		10hrs 15mins
"	OBED LOPEA	✓	8am				6:15		10hrs 15mins
"	NORMAN SAUL	✓	8am				6:15		10hrs 15mins
"	WINNIE SAUL	✓	"				6:15		10hrs 15mins
"	NAVITA ITAKI	✓	8:15				6:15		10hrs
TOTAL HOURS									102hrs 25mins

102hrs 25mins
102.5 hrs

TEAM LEADER: <u>PHILIP VIURU</u>	VENUE/VILLAGE WORKFORCE OFFICER: <u>SINU KUKU</u>
SIGNATURE:	SIGNATURE:
DATE: <u>07/11/23</u>	DATE: <u>2/6/23</u>

COMMUNITY GROUP SERVICE CONTRACT



COMMUNITY GROUP SERVICE CONTRACT

AGREEMENT FOR THE PERFORMANCE OF CLEANING SERVICES FOR THE GAMES ORGANISING COMMITTEE

COMMUNITY GROUP SERVICE CONTRACT

Parties

CLEANING SERVICE AGREEMENT BETWEEN

Games Organising Committee (GOC), Sea King Building, HCC, Honiara, Solomon Islands
("Client")

AND

VUINI FAMILY of ***MBUA VALLEY, EAST HONIARA*** ("Service Provider")

Background

- A. The Client is a Committee established by the National Government of Solomon Islands under the *Pacific Games 2023 Act 2017* of Solomon Islands.
- B. The Committee will oversee the administration and management of the 2023 Pacific Games scheduled to be hosted in the City of Honiara in November, 2023.
- C. The Service Provider is a locally incorporated *Charitable Trust* establishes under the relevant laws of Solomon Islands, and runs its operations under the name ***VUINI FAMILY*** in Honiara.
- D. In this Agreement, the Client and the Service Provider agree that the Service Provider will render certain allocated services for the Client, and the Client shall pay the Service Provider for that services.
- E. The Service Provider is not an employee of the Client. Nothing contains in this Agreement, either in express terms or implied terms give effect to that regard.

COMMUNITY GROUP SERVICE CONTRACT

1. Definitions

“*Client*” means the Games Organising Committee.

“*Client’s designate*” means the employee of the Client who is responsible to supervise and monitor the execution or performance of the cleaning services.

“*Group Leader*” means the person who is in charge of the Community Group. That person is responsible, besides participating in the logistics works, to liaise or working closely with the Client or Client’s designate.

“*Group Member*” means the member of the Community Group.

“*Service Provider*” means the Community Group that is contracted under the terms and conditions of this Agreement to perform the cleaning services.

2. PURPOSE

2.1. The purpose of this Agreement is to outline the terms and conditions under which the Service Provider shall provide the services prior and during the events of the 2023 Pacific Games.

2.2. The services rendered shall include the obligations provided in *Annex A*.

2.3. Event Schedule:

2.3.1. The Service Provider and the Client shall agree upon a specific schedule for each of the services provided in *Annex A*.

2.3.2. The schedule shall include the specific services to be rendered by the Service Provider, the dates, times, and the locations whereby the service(s) is to be performed.

2.4. Responsibilities of Parties:

2.4.1. It is agreed by the Parties that the Client or the Client’s designate shall provide health and safety training lessons whereby the Service Provider shall be properly trained on how to perform the services prior to the commencement of that services. The topics to be conducted during the training shall include any but not limited to the following:

COMMUNITY GROUP SERVICE CONTRACT

- 2.4.1.1. how to perform the services;
- 2.4.1.2. what is expected of the Service Provider;
- 2.4.1.3. what the Service Provider shall perform and what not to be performed;
- 2.4.1.4. proper training on health and safety; and
- 2.4.1.5. the roles of the Group Leader
- 2.4.2. The Client or the Client's designate agree to the following:
 - 2.4.2.1. Provide necessary information and guidelines to the Service Provider for the successful delivery of the services.
 - 2.4.2.2. Acknowledge and promote the Service Provider's participation and contribution to the 2023 Pacific Games during the term of this Agreement.
 - 2.4.2.3. Facilitate a feedback mechanism to address any concerns or issues that may arise during the course of performance of the services.
 - 2.4.2.4. Provide and make available to the Service Provider proper Personal Protection Equipment ("PPEs") to making sure the Service Provider's health and safety are taken care of and well protected from hazardous materials and other possible harm or danger which the Service Provider might be exposed to. The PPEs shall include:
 - 2.4.2.4.1. Proper gumboots, proper working vests and long pants/overalls, proper eye protection glasses, proper helmets, proper hand gloves and facemasks.
 - 2.4.2.5. The Service Provider shall not perform the services unless the provisions of sub-clause 1.4 are fully complied with by the Client or the Client's designate.
- 2.5. Number of work shifts:
 - 2.5.1. There shall be two work shifts (if any) for logistics which the Service Provider shall be assigned to perform prior and/or during the events of the 2023 Pacific Games.
 - 2.5.2. The Service Provider's Group Leader shall assist the Client by selecting the required number of individuals from the Group to perform specific logistics services. The Group Leader must document and closely monitor the work performance of such individual members in each work shift.

COMMUNITY GROUP SERVICE CONTRACT

3. DURATION OF AGREEMENT

- 3.1. This Agreement shall commence on *October 4, 2023* and expires on a date no later than *December 31, 2023*.
- 3.2. Irrespective of the provisions of the preceding sub-clause, this Agreement may be terminated by the Client prior to the expiry date if the Service Provider fail to adhere or comply with the agreed terms and conditions.
- 3.3. Notwithstanding the provisions of Sub-Clause 3.2, where the Service Provider fails to comply with the terms and conditions of this Agreement,

4. NON-GUARANTEED CLAUSE

- 4.1. This Agreement is non-guaranteed, and that the payment for the services in Annex 1 shall be paid on the basis of hours under which the services are performed.
- 4.2. Subject to the provisions of the preceding sub-clause, there shall be no fixed sum of money payable to the Service Provider. The payment is determined by the number of working hours, and shall be paid according to working hours.

5. PAYMENT

- 5.1. All the payments shall be made in Solomon Islands currency ("SBD"), and shall be paid by the Client to the Service Provider's bank account.
- 5.2. All the payments, including any deduction prescribed by law, shall be made in accordance with the following payment structure:
 - 5.2.1. Each individual member of the Service Provider shall be paid **SBD16** per hour.
- 5.3. The Group Leader shall select the required number of individuals to perform the services from the Group.
- 5.4. It shall be the responsibility of the Service Provider's Group Leader to prepare and submit to the Client or the Client's designate proper invoice on every Wednesday of each calendar week.
- 5.5. The Client, upon receipt of invoice, shall promptly process the payment and pay to the Service Provider's bank account on a weekly basis.
- 5.6. The Client reserves the rights to withhold payment in any of the following circumstances:
 - 5.6.1. where the Service Provider fail to produce proper invoice of the rendered services to the Client;

COMMUNITY GROUP SERVICE CONTRACT

5.6.2. the Service Provider fails to adhere or comply with the agreed requirements as provided under the terms and conditions of this Agreement; or

5.6.3. Persistent occurrences of an event of Force Majeure which prevents either party from performing their obligations provided in this Agreement.

6. CONFIDENTIALITY

6.1. The Service Provider agrees to maintain the confidentiality of any information or data that it may have received from the Client in connection with the performance of the services under this Agreement.

7. INSURANCE

7.1. The Service Provider shall maintain comprehensive workers liability insurance, covering its employees, contractors, subcontractors, partners and agents for the performance of the services.

8. INDEMNIFICATION

8.1. The Client and the Service Provider agree to indemnify and hold each other harmless from any claims, damages, liabilities, or expenses arising out of the services provided under this Agreement, except in the case of gross negligence or wilful misconduct.

9. TERMINATION

9.1. Either party may terminate this agreement upon written notice to the other party if:

9.1.1. The other party, during the course of performance of this Agreement, breaches any material term and/or condition of this Agreement, and fail to rectify such breach within 24 hours of receiving the written notice;

9.1.2. The Service Provider is no longer required by the Client, in which case the Client must provide written notice of termination to the Service Provider at least 2 days prior to the termination date.

9.1.3. The Service Provider violates the Code of Conduct provided by the Client.

9.2. Either party shall not be relieved of any outstanding obligations which are yet to be fulfilled, and that such obligations must be performed even after the expiry date of this Agreement.

COMMUNITY GROUP SERVICE CONTRACT

10. DISPUTE RESOLUTION AND GOVERNING LAW

10.1. Unless the parties agreed otherwise to an alternative dispute resolution without resorting in the court of law, any dispute arising between the parties in relation to this Agreement shall be submitted to the court of competent jurisdiction in Solomon Islands.

10.2. This Agreement is subjected to the national laws of Solomon Islands.

11. AMENDMENT AND EFFECT

11.1. This Agreement may be amended by the parties where the circumstances require.

11.2. The party who wishes to amend this Agreement must notify the other party within 24 hours, and inform that party of the intention to amend this Agreement. That other party must agree to the proposal before this Agreement is amended.

11.3. Any amendment to this Agreement shall take effect immediately upon being amended.

12. ENTIRE AGREEMENT

12.1. The Parties acknowledge and agree that this Agreement represents the entire agreement between the parties.

COMMUNITY GROUP SERVICE CONTRACT

The Parties have read, understood and agreed to the terms and conditions provided in this Agreement in its entirety and hereby execute the same.

Signed by **Jack Smith** in the presence

of:

Jack Smith

witness

Name of Witness (please print):

Rocklive Poloso (Finance Manager, GOC)

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Jack Smith

Jack Smith (Senior Operations Manager,
Games Organising Committee/GOC)

10/10/23

Signed by **Philip Viuru** in the presence

of:

Jerry Bobongi

witness

Name of Witness (please print):

Jerry Bobongi, (Cleaning & Waste
Management Supervisor)

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Philip Viuru

Philip Viuru (Vuini Family, Cleaning Team
Leader)

COMMUNITY GROUP SERVICE CONTRACT

SCHEDULE A: SCOPE OF WORKS

TYPE OF SERVICES	SCOPE OF WORK
1. CLEANING (CLEANERS RESONSIBILITY)	1. Cleaning and restocking restrooms, including toilets, sinks, mirrors and showers. 2. Sweep and mop the floors in the Pacific Games (SOL2023) Venues and Villages to keep them free of debris, spills and other materials that pose potential risks. 3. Wipe seats and benches to remove any dirt, spills and other materials that pose potential risks. 4. Refill supplies such as paper towels, toilet paper, and soap dispensers. 5. Discharge all waste bins into the 3 main bins - plastic/cans; Papers; Degradable.



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name:

Vuini Family Trust fund

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:

**Transaction or Request Lodgement Receipt**

Transaction or Request Description: ANZ to Other Bank Transfer

Transaction or Request Status: Posted

Date / Time: 05/12/2023 16:06

Transaction Number: AHK27224

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 7,076.00

Transfer From Amount: SBD 7,076.00

Indicative :

My Reference: Cleaning-SINU Ku

Payment Details

Account Name: Vuini Family Trust Fund

Account Number: 2001436555

Bank Name: Bank of South Pacific

Reference To Payee : Pay for15-21/11

Pay Date : 05/12/2023

**Comments:**

***** Authorisation Details *****

05/12/2023 16:06 Pauline Tovua

Authorisation Required for : ANZ to Other Bank Transfer (2A)

07/12/2023 15:12 Christian Nieng

Authorised -ANZ to Other Bank Transfer

Comments : verified

08/12/2023 17:43 Debbie Ofaeri Sifoni

Authorised -ANZ to Other Bank Transfer

08/12/2023 17:43 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 AHK27224

Transaction Details

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 7,076.00

Transfer From Amount: SBD 7,076.00

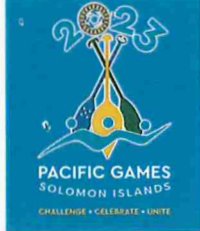
Indicative :

My Reference: Cleaning-SINU Ku

Payment Details

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: Vuini Family Trust Fund	APPROVED BY EXECUTIVE DIRECTOR
Address:	 Signed _____ Date <u>4/12/23</u>
IF DIRECT CREDITS ISSUED:	APPROVED BY FINANCIAL CONTROLLER
BANK REF #: _____	Signed _____ Date <u>4/12/23</u>
Signed _____	

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2717	Other Local Other Costs	Community group work on 15th - 21st November 2023 - Kukum SINU Cleaning	\$7,076.00

Cheque No: IB for \$7,076.00 Date 4/12/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by  Date 4/12/23



NATIONAL HOSTING AUTHORITY SOLOMON ISLANDS GOVERNMENT

C5

CONTRACT PAYMENT AND COMPLIANCE CHECKLIST (For payment of contracts over \$100,000)

This checklist is to be submitted along with contracts payments for works, goods and services

Purchase Requisition (PR) for the entire value of the contract	P7 35	/		
Draft Contract (not yet signed by Supplier)	P7 10.1			
Tender Award by ITB/GTB	P7 10.1			
PR signed by requisition officer		/		
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Progress Report of works/Photos etc				
Completion report if goods/services and works have been completed		/		
Other reports if any (goods and services)				
Payment certificate from Engineer matching amount in Requisition				
Invoice from Contractor matching amount in requisition				
Contract form approved and Signed by Chairman/EDs	P7 27.2	/		
PR has been signed by authorized person (and not approving payment to themselves)	P7 44	/		
Check amount on PR matches the signed contract				
Account code used is correct	P7 38.5(e)	/		
Name on PR matches signed contract	P7 38.5(e)	/		
Check price and rates are reasonable	P7 43.2(b)	/		
Amount entered in AX matches Requisition				✓
Account code in AX matches Requisition				✓
Vendor name in AX matches Requisition				✓
Item code and Units entered (e.g. box, each) correctly				✓
Description has enough detail				✓
Check dates on future instalments entered correctly				✓
Budget OK		/		✓

Note: If any of the above is not able to be certified please include an explanation of why. This will speed up the compliance process.

Department Compliance performed by:

Signed: _____

Name and Position: Agnes N. Njorani

Date: 24/11/23

Procurement section Compliance performed by:

Signed: _____

Name and Position: _____

Date: _____

Finance Department Compliance performed by:

Signed: _____

Name and Position: Lovelyn-T (A/P)

Date: 4/12/2023



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC-2225/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION	PURCHASING OFFICER USE ONLY		
		(Full and clear details of payment)	SUPPLIER	ORDER NO.	COST
1		Raise payment to Various Community Group for Cleaning and Logistics for the Pacific Games 2023	SUNDRY PERSONS (Community)		\$102,394-40 2 \$102,394-40
			TOTALS		
Approval is requested to incur expenditure on the above			Account Code: <u>6-2417</u>		
Estimated Cost (SBD): <u>\$102,394-40</u>			Account Name: <u>Other Local other cost.</u>		
Requisition Officer (Name): <u>Imogen Vida</u>			Funds available on this account: _____		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Debbie. Reme</u>			SBD\$ _____		
Post: <u>Fe</u>			Signed: _____		
Department: <u>NHA</u>			Name: _____		
Threshold Checklist			Note: Authority for expenditure must be given by accounting officer or his/her deligated		
Payment requires one quote (10,000 below)			Compliance Check by: <u>[Signature]</u>		
Payment requires three quotes (\$10,000.00 above)			Signature _____		
Is it a ITB Contract Payment			Name: <u>Pthmane</u>		
Is it a GTB Contract Payment			Date: <u>4/12/23</u>		
Payment is a Bid Waiver			Position: <u>PCM</u>		



NATIONAL HOSTING AUTHORITY

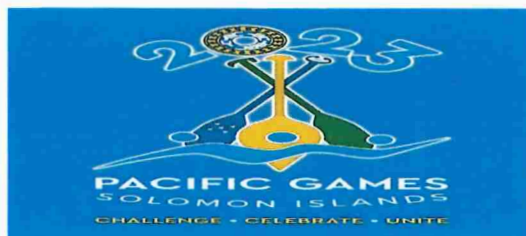
REQUISITION NUMBER: GOC-2225/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
1		Raise payment to Various Community Group for Cleaning and Logistics for the Pacific Games 2023	SUNDRY PERSONS (Community)		\$102,394-40 2 \$102,394-40
			TOTALS		
Approval is requested to incur expenditure on the above					
Estimated Cost (SBD): <u>\$102,394-40</u>			Account Code: <u>6-2717</u>		
Requisition Officer (Name): <u>Imogen Vida</u>			Account Name: <u>Other Local other Loc.</u>		
Date: <u>30/11/2023</u>			Funds available on this account: _____		
Sign: <u>[Signature]</u>					
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Debbie Renee</u>			SBD\$ _____		
Post: <u>FC</u>			Signed: _____		
Department: <u>NHA</u>			Name: _____		
			Note: Authority for expenditure must be given by accounting officer or his/her deligated		
Threshold Checklist			Compliance Check by: <u>[Signature]</u> Signature		
Payment requires one quote (10,000 below)			Name: <u>PH. [Signature]</u> Date: <u>4/12/23</u>		
Payment requires three quotes (\$10,000.00 above)			Position: <u>DCM</u> <u>4/12/23</u>		
Is it a ITB Contract Payment					
Is it a GTB Contract Payment					
Payment is a Bid Waiver					

Copy 1 White
Copy 2 Pink
Copy 3 YellowNHA Finance
Compliance Department
Requesting Department



MINUTE

Ref: GOC – /23

To: EXECUTIVE DIRECTOR, NHA

From: Finance & Procurement, GOC

[Signature]

Date: 28/11/2023

RE: PROCUREMENT FOR COMMUNITY GROUP – CLEANING AND LOGISTICS FOR THE PACIFIC GAMES 2023

Approval is sought to raise payment to various contracted community groups.

See attached is the total Invoice of **SBD\$102,394.40** and timesheets for your perusal.

No.	Community Name	Details	Cost
1	Vuini Family Association	community work on Nov 15th -21st	7,076.00
2	Waneafoa Farmers Association	community work on Nov 14th -17th	5,120.00
3	Wals Cleaning & Hygiene Enterprise	community work on Oct 31st Nov 4th, 7th, 11th, 13th - 15th, 17th - 20th	15,230.40
4	Kilusakwalo Community Development	community work on Oct 16th, 17th, 18th, 26th, Nov 1st, 2nd, 3rd, 6th, 7th, 9th, 10th, 14th, 17th, 19th, 20th, 21st,	26,720.00
5	Popoheo Womens Association	community work on Nov 14th -20th	8,448.00
6	Glencyna Enterprise	community work on Nov 11th, 14th, 15th, 16th, 17th, 18th, 19th	9,600.00
7	J&H Home Cleaning Services	community work on Nov 14th - 19th	5,672.00
8	Minado Women's Development Association	community work on Nov 14th, 16th, 17th, 19th, 20th	6,640.00
9	St Nicholas Crecent Association	community work on Nov 15th - 21st	8,448.00
10	Holy Cross Parish	community work on Nov 15th -21st	9,440.00
		Total	\$ 102,394.40



Therefore, kindly request for approval of budget and endorsement to make the payment soon as possible.

Georgina Kikiolo

Procurement Coordinator (GOC)

Endorsed by:

Samuel Basoe Finance Team Games Organizing Committee		
Signature:	Date: 28/11/23	

Approval:

Mr Peter Stewart Chief Executive Officer Games Organising Committee		
Signature:	Date: 30/11/23	

INVOICE

Community Group Name: VUINI FAMILY ASSOCIATION
 Team Leader: PHILIP VIURU
 Address: MBUA VALLEY
 Phone: 7218192

Invoice #

Date: 22/11/23Registration # 50394

BILL TO:

Games Organizing Committee (GOC)
 Workforce Centre, Sport City
 P.O Box 2443
 Honiara

DATE	DESCRIPTIONS OF SERVICES	HOURS	UNIT PRICE	TOTAL AMOUNT(\$)
15/11/23	CLEANING	\$16-00 ✓ 54 hrs	\$16-00	\$864-00
16/11/23	✓	✓ 72 hrs	\$16-00	\$1152-00
17/11/23	✓	✓ 52 hrs 30 mins	\$16-	\$840-00
18/11/23	✓	✓ 80 hrs	\$16-	\$1280-
19/11/23	✓	✓ 43 hrs 45 mins	\$16-00	\$700-
20/11/23	✓	✓ 80 hrs	\$16-00	\$1280-
21/11/23	✓	✓ 60 hrs	\$16-00	\$960-
Thank you for your business!		442 hrs Total 15 mins		\$7076-00 ✓

Make cheque payable to:

Bank:

BSP

Account Name:

VUINI FAMILY TRUST FUND

Account Number:

2001436555Team Leader
Signature:




COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME:

YUANI FAMILY

VENUE:

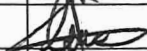
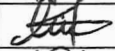
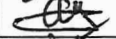
SERVICES:

Cleaning

VILLAGE:

REGISTRATION NO:

KUKUM SINU
50394Rate per hour: \$ 16.00
Total weekly Pay:

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	Official Use Only
			TIME IN	TIME OUT		TIME IN	TIME OUT		TOTAL HOURS
15/11/23	FEALYN V	Cleaning				2:00	8:00		6 hrs
"	Xavier V			2:00	8:00		6 hrs		
"	Clash Palmer			2:00	8:00		6 hrs		
"	Amelia Z			2:00	8:00		6 hrs		
"	Obed L			2:00	8:00		6 hrs		
"	Natifa			2:00	8:00		6 hrs		
	Norman I			2:00	8:00		6 hrs		
	Winnie I			2:00	8:00		6 hrs		
	Philip V					2:00	8:00		6 hrs
TOTAL HOURS									54 hrs

TEAM LEADER:

SIGNATURE:

DATE:

Philip Viuru

15/11/23

VENUE/VILLAGE WORKFORCE OFFICER:

SIGNATURE:

DATE:

SINU KUKUM

15/11/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: VUINI FAMILY ASSOCIATION

VENUE: _____

VILLAGE: KUKUM CAMPUSSERVICES: CLEANINGREGISTRATION NO: 88394Rate per hour: \$ 15.00
Total weekly Pay: _____

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	Official Use Only TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
15/11/23	PHILIP VIKU	CLEANING	6:00am	12:00		12:30	2:00		8 hrs
"	WINNIE S	✓	6:00am	12:00			2:00		8 hrs
"	NORMAN S	✓	6:00am	12:00		12:30	2:00		8 hrs
"	AMELIA Z	✓	6:00am	12:00			2:00		8 hrs
"	CLARA P	✓	6:00am	12:00			2:00		8 hrs
16/11/23	XAVIER V	✓	6:00am	12:00		12:30	2:00		8 hrs
"	NAVITA I	✓	6:00am	12:00		12:30	2:00		8 hrs
"	OBE L	✓	6:00am	12:00		12:30	2:00		8 hrs
"	TEVERLYN V	✓	6:00am	12:00		12:30	2:00		8 hrs
TOTAL HOURS									72 hrs

TEAM LEADER: Philip Viku

SIGNATURE:

DATE: 16/11/23VENUE/VILLAGE WORKFORCE OFFICER: SINU KUKUM

SIGNATURE:

DATE: 16/11/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME:

VUINI FAMILY ASSOCIATION

VENUE:

SERVICES:

CLEANING

VILLAGE:

KULUM SINU

REGISTRATION NO:

50394

Rate per hour: \$ 16.00
Total weekly Pay:

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	Official Use Only
			TIME IN	TIME OUT		TIME IN	TIME OUT		TOTAL HOURS
17/11/23	PHILIP V	CLEANING				2:00pm	7:15		5hrs 15mins
	TYRON Z					2:00pm	7:15		5hrs 15mins
	WINNIE S					2:00pm	7:15		5hrs 15mins
	NORMAN S					2:00pm	7:15		5hrs 15mins
	AMELIA Z					2:00pm	7:15		5hrs 15mins
	TEVERLYN V					2:00pm	7:15		5hrs 15mins
	OBED L					2:00pm	7:15		5hrs 15mins
	NAVITA I					2:00pm	7:15		5hrs 15mins
	CLARA P					2:00pm	7:15		5hrs 15mins
	XAVIER V				2:00pm	7:15		5hrs 15mins	
TOTAL HOURS									52hrs 30 mins

52hrs 30 mins

TEAM LEADER:

PHILIP VUINI

SIGNATURE:

DATE:

17/11/23

VENUE/VILLAGE WORKFORCE OFFICER:

SINU KULUM

SIGNATURE:

DATE:

17/11/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME:
VILLAGE:
SERVICES:

Village: SINU KUKUM
REGISTRATION NO: 50394

Rate per hour: 5
Total weekly Pay: 16.00

DATE	NAMES	SPECIFIC TASKS	TIME IN	TIME OUT	SIGNATURES	TIME IN	TIME OUT	SIGNATURES	TOTAL HOURS
18/11/23	PHILIP V	CLEANING	6:00am			2:00pm			8hr
	TYRON 2		6:00am			2:00pm			8hr
	NORMAN 5		6:00am			2:00pm			8hr
	NAVITA I		6:00am			2:00pm			8hr
	XAVIER V		6:00am			2:00pm			8hr
	SAMUEL R		6:00am			2:00pm			8hr
	AMELIA 2		6:00am			2:00pm			8hr
	TERRELLYN V		6:00am			2:00pm			8hr
	WINNIE S		6:00am			2:00pm			8hr
	OSBEN L		6:00am			2:00pm			8hr
TOTAL HOURS									

TEAM LEADER:	<u>Philip Vuku</u>	SIGNATURE:	<u>[Signature]</u>	DATE:	<u>18/11/23</u>
VENUE/VILLAGE WORKFORCE OFFICER:	<u>SINU KUKUM</u>	SIGNATURE:	<u>[Signature]</u>	DATE:	<u>18/11/23</u>



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: VUINI FAMILYRate per hour: \$ 16.00
Total weekly Pay: _____

VENUE: _____

VILLAGE: SINU KUKUMSERVICES: CLEANINGREGISTRATION NO: 50394

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	Official Use Only	
			TIME IN	TIME OUT		TIME IN	TIME OUT		TOTAL HOURS	
19/11/23	PHILIP V	CLEANING				2pm	8:15		6hrs	15 mins
	TYRON Z	✓				2pm	8:15		6hrs	15 mins
	XAVIER V	✓				2pm	8:15		6hrs	15 mins
	CLARA P	✓				2pm	8:15		6hrs	15 mins
	TEUGOLYN V	✓				2pm	8:15		6hrs	15 mins
	ELRISHA	✓				2pm	8:15		6hrs	15 mins
	SANWICK R	✓				2pm	8:15		6hrs	15 mins
TOTAL HOURS									43hrs	45 mins

TEAM LEADER: PHILIP VIURU
SIGNATURE:
DATE: 19/11/23VENUE/VILLAGE WORKFORCE OFFICER: SINU KUKUM
SIGNATURE:
DATE: 19/11/23

6.25

43.75 hrs



COMMUNITY GROUP NAME: _____
 VENUE: _____
 SERVICES: _____

CLEANING

REGISTRATION NO: 50394

VILLAGE: SING KULUM

COMMUNITY GROUPS - DAILY TIMESHEETS

Vaini Family Association

Rate per hour: \$16.00
 Total weekly pay: \$

DATE	NAMES	SPECIFIC TASKS	TIME IN	TIME OUT	SIGNATURES	TIME IN	TIME OUT	SIGNATURES	TIME IN	TIME OUT	TOTAL HOURS
20/11/23	PHILIP V	CLEANING	6:00am			2:00pm					8hs
	TYRON Z		6:00am			2:00pm					8hs
	XABER V		6:00am			2:00pm					8hs
	WINTIE S		6:00am			2:00pm					8hs
	NANITA I		6:00am			2:00pm					8hs
	TEVERYN V		6:00am			2:00pm					8hs
	SAMUEL P		6:00am			2:00pm					8hs
	CLEAH P		6:00am			2:00pm					8hs
	OGB L		6:00am			2:00pm					8hs
	AREAH Z		6:00am			2:00pm					8hs
TOTAL HOURS											

TEAM LEADER: Philip Vaini SIGNATURE: [Signature] DATE: 20/11/23

VENUE/VILLAGE WORKFORCE OFFICER: SING KULUM SIGNATURE: [Signature] DATE: 20/11/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME:

Voini Family Assoc. L

VENUE:

SERVICES:

cleaning

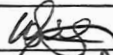
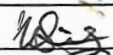
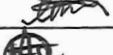
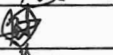
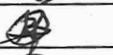
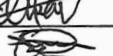
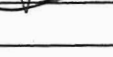
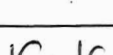
VILLAGE:

REGISTRATION NO:

KUKU
50394

Rate per hour: \$ 16.00

Total weekly Pay:

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
21/11/23	Winnie S	Cleaning	2:00			2pm	8:00pm		6 hrs
	Fiona 2:15		2:15				8:00pm		6 hrs
	Norman		2:00				8:00pm		6 hrs
	TEVA		2:00				8:00pm		6 hrs
	NORMAN S		2:00				8:00pm		6 hrs
	DIBE D L		2:00				8:00pm		6 hrs
	CLARA P		2:00				8:00pm		6 hrs
	XAVIER		2:00				8:00pm		6 hrs
	ELRISA		2:00				8:00pm		6 hrs
	PHILIP V	2:00				8:00pm		6 hrs	
TOTAL HOURS									60 hrs

TEAM LEADER:

PHILIP VUURU

SIGNATURE:

[Signature]

DATE:

21/11/23

VENUE/VILLAGE WORKFORCE OFFICER:

SINU KUKU

SIGNATURE:

[Signature]

DATE:

21/11/23



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Vuini Family Association

Supplier Name:

SUNDRY CLEANING/LOGISTICS

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:





Transaction or Request Lodgement Receipt

Transaction or Request Description: ANZ to Other Bank Transfer

Transaction or Request Status: Posted

Date / Time: 18/12/2023 15:11

Transaction Number: AHM03722

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 7,824.00

Transfer From Amount: SBD 7,824.00

Indicative :

My Reference: Clean-S/Kukum

Payment Details

Account Name: Vuini Family Trust Fund

Account Number: 2001436555

Bank Name: Bank of South Pacific

Reference To Payee : Pay for 22-28/11

Pay Date : 18/12/2023



Comments:

***** Authorisation Details *****

18/12/2023 15:11 Pauline Tovua

Authorisation Required for : ANZ to Other Bank Transfer (2A)

18/12/2023 17:09 Christian Nieng

Authorised -ANZ to Other Bank Transfer

Comments : verified

19/12/2023 12:43 Debbie Ofaeri Sifoni

Authorised -ANZ to Other Bank Transfer

19/12/2023 12:43 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 AHM03722

Transaction Details

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 7,824.00

Transfer From Amount: SBD 7,824.00

Indicative :

My Reference: Clean-S/Kukum

Payment Details

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

May

18/12/23





NATIONAL HOSTING AUTHORITY

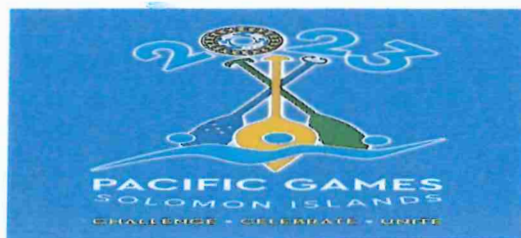
REQUISITION NUMBER: GOC 2563/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION	PURCHASING OFFICER USE ONLY		
		(Full and clear details of payment)	SUPPLIER	ORDER NO.	COST
		Raise payment to SUNDRY PERSONS (communities) as per works per summary Sheet	SUNDRY PERSONS		\$126,672.80 \$7,824.00
			TOTALS 126,672.80 \$7,824.00		
Approval is requested to incur expenditure on the above			Account Code: <u>6-2717</u>		
Estimated Cost (SBD): <u>\$7,824.00</u>			Account Name: <u>Other Local Other Cost.</u>		
Requisition Officer (Name): <u>Agnes Ngani</u>			Funds available on this account: _____		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Debbie. Renee</u>			SBD\$ <u>126,672.00</u>		
Post: <u>FE</u>			Signed: <u>[Signature]</u>		
Department: <u>NHA</u>			Name: <u>[Signature]</u>		
Threshold Checklist			Note: Authority for expenditure must be given by accounting officer or his/her deligated		
Payment requires one quote (10,000 below)			Compliance Check by: <u>[Signature]</u>		
Payment requires three quotes (\$10,000.00 above)			Signature		
Is it a ITB Contract Payment			Name: <u>Peter Hume</u>		
Is it a GTB Contract Payment			Date: <u>13/12/23</u>		
Payment is a Bid Waiver			Position: <u>Pan</u>		

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



MINUTE

Ref: GOC – /23

To: EXECUTIVE DIRECTOR, NHA

From: Finance & Procurement, GOC

Date: 11/12/2023

RE: PROCUREMENT FOR COMMUNITY GROUP – CLEANING AND LOGISTICS FOR THE PACIFIC GAMES 2023

Approval is sought to raise payment to various contracted community groups.

See attached is the total Invoice of **SBD\$126,672.80** for your perusal.

No.	Community Name	Details	Cost
1	Hiva Raku Community Association	community work on Nov 23rd, 24th, 25th, 26th 27th 28th (SINU Kukum) cleaning TL Simon	6,720.00
2	H & E Enterprise	community work on Nov 20th - 25th, 27th 28th (SINU Kukum) cleaning TL Elizabeth	9,136.00
3	H & E Enterprise	community work on Nov 20th - 28th (SINU Kukum) cleaning TL Hanna	15,060.00
4	Rill Environmental Solutions	community work on Nov 22nd - 28th (SINU Kukum) logistic TL Martin	13,123.20
5	Waneafoa Farmers Associations	community work on Nov 18th - 28th (SINU Kukum) cleaning TL Evalyn	13,824.00
6	Waneafoa Farmers Associations	community work on Nov 14th -17th (SINU Kukum) cleaning TL Evalyn	5,120.00
7	Vuini Family Association	community work on Nov 22nd - 28th (SINU Kukum) cleaning TL Philip	7,824.00
8	Ahetaha Water Conservation Association	community work on Nov 22nd - 28th (SINU Kukum) logistics TL Jimmy	8,041.60
9	Panatina Ridge Association	community work on Nov 28th - (KGVI) cleaning TLGwendalyn	7,840.00
10	Viakalina Eni Association	community work on Nov 16th - 26th - (Kukum Campus) cleaning TL Florence	14,048.00
11	Central Baegu Farmer Association	community work on Nov 25th, 27th, 28th, 29th, Dec 1st, 2nd, 3rd - (Kukum Campus) cleaning TL Gabriel	9,440.00
12	Earth Constructions	community work on Nov 22nd - 28th, (DC Park) cleaning TL Margaret	10,240.00



13	St Nicholas Association	Kindy	community work on Nov 28th - 30, Dec 1st - 3rd (National Stadium) cleaning TL Salome	6,256.00
			Total	\$ 126,672.80

Therefore, kindly request for approval of budget and endorsement to make the payment soon as possible.

Georgina Kikiolo

Procurement Coordinator (GOC)

Endorsed by:

Agnes Ngumi Finance Team Games Organizing Committee		
Signature:	Date: 11/12/2023	

Approval:

Mr Peter Stewart Chief Executive Officer Games Organising Committee		
Signature:	Date: 11/12/23	



NATIONAL HOSTING AUTHORITY

SOLOMON ISLANDS GOVERNMENT

C5

CONTRACT PAYMENT AND COMPLIANCE CHECKLIST

(For payment of contracts over \$100,000)

This checklist is to be submitted along with contracts payments for works, goods and services

Purchase Requisition (PR) for the entire value of the contract	P7 35			
Draft Contract (not yet signed by Supplier)	P7 10.1			
Tender Award by ITB/GTB	P7 10.1			
PR signed by requisition officer		✓		✓
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Progress Report of works/Photos etc		✓		
Completion report if goods/services and works have been completed		✓		✓
Other reports if any (goods and services)				
Payment certificate from Engineer matching amount in Requisition		✓		
Invoice from Contractor matching amount in requisition		✓		✓
Contract form approved and Signed by Chairman/EDs	P7 27.2	✓	✓	✓
PR has been signed by authorized person (and not approving payment to themselves)	P7 44	✓	✓	✓
Check amount on PR matches the signed contract			✓	✓
Account code used is correct	P7 38.5(e)	✓	✓	✓
Name on PR matches signed contract	P7 38.5(e)	✓	✓	✓
Check price and rates are reasonable	P7 43.2(b)	✓	✓	✓
Amount entered in AX matches Requisition				✓
Account code in AX matches Requisition				✓
Vendor name in AX matches Requisition				✓
Item code and Units entered (e.g. box, each) correctly				✓
Description has enough detail				✓
Check dates on future instalments entered correctly				✓
Budget OK				✓

Note: If any of the above is not able to be certified please include an explanation of why. This will speed up the compliance process.

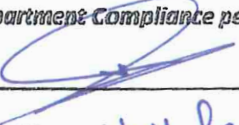
Department Compliance performed by:

Signed: 
Name and Position: James Adams
Date: 12/12/2023

Procurement section Compliance performed by:

Signed: 
Name and Position: Tamara B.
Date: 11/12/23

Finance Department Compliance performed by:

Signed: 
Name and Position: N. Vulpas (F/O)
Date: 14/12/23

INVOICE

Community
Group Name: VUINI FAMILY ASSOCIATION
Team Leader: PHILIP VURU
Address: MBUA VALLEY
Phone: 7218192

Invoice # _____
Date: 30/11/23
Registration # _____

BILL TO:

Games Organizing Committee (GOC)
Workforce Centre, Sport City
P.O Box 2443
Honiara

DATE	DESCRIPTIONS OF SERVICES	HOURS	UNIT PRICE	TOTAL AMOUNT(\$)
22/11/23	Cleaning	✓ 80 hrs	\$16-00	\$1280-
23/11/23	✓	✓ 50 hrs	\$16-00	\$800-
24/11/23	✓	✓ 53 hrs	\$16-00	\$848-
25/11/23	✓	✓ 130 hrs	\$16-00	\$2080-
26/11/23	✓	✓ 36 hrs	\$16-00	\$576-00
27/11/23	✓	✓ 60 hrs	\$16-00	\$960-00
28/11/23	✓	✓ 80 hrs	\$16-00	\$1280-00
Thank you for your business!		441 hrs Total		\$7856-00

489

\$7,824 - ✓

Make cheque payable to:

Bank:

BSP

Account Name:

VUINI FAMILY TRUST FUND

Account Number:

2001436555

Team Leader
Signature:




COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME:

VUINI FAMILY ASSOCIATION

VENUE:

SERVICES:

CLEANING

VILLAGE:

SINGA-KOKON

REGISTRATION NO:

Rate per hour: \$ 16.00

Total weekly Pay:

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
28/11/23	PHILIP V	CLEANING	6am			2pm			8 hrs ✓
	TYRON Z	✓	6am			2pm			8 hrs ✓
	XAVIER V	✓	6am			2pm			8 hrs ✓
	WINNIE S	✓	6am			2pm			8 hrs ✓
	NORMAN S	✓	6am			2pm			8 hrs ✓
	NAVITA I	✓	6am			2pm			8 hrs ✓
	TEVERLYN V	✓	6am			2pm			8 hrs ✓
	OBED L	✓	6am			2pm			8 hrs ✓
	ELRISHA	✓	6am			2pm			8 hrs ✓
	AMALIA Z	✓	6am			2pm			8 hrs ✓
TOTAL HOURS									80 hrs ✓

TEAM LEADER:

Philip Vukh

SIGNATURE:

DATE:

28/11/23

VENUE/VILLAGE WORKFORCE OFFICER:

Veronica Olu

SIGNATURE:

DATE:

28/11/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME:

VUNI FAMILY

VENUE:

KUKUM CAMPUS

VILLAGE:

SNU KUKU

SERVICES:

CLEANING

REGISTRATION NO:

Rate per hour: \$ 16.00
Total weekly Pay:

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
27/11/23	XAVIER V	CLEANING				2pm	8pm	[Signature]	6 hrs /
	Sandwich R	✓				2pm	11	[Signature]	6 hrs /
	Clarah P	✓				2pm	11	[Signature]	6 hrs /
	OBED L	✓				2pm	8pm	[Signature]	6 hrs /
	Tevclif V	✓				2pm	8pm	[Signature]	6 hrs /
	Tyron Z	✓				2pm	11	[Signature]	6 hrs /
	Nanya V	✓				2pm	8pm	[Signature]	6 hrs /
	Phulp V	✓				2pm	11	[Signature]	6 hrs /
	Naman I	✓				2pm	8pm	[Signature]	6 hrs /
27/11/23	Wini I	✓				2pm	8pm	[Signature]	6 hrs /
TOTAL HOURS									36 hrs 60 hrs /

TEAM LEADER:

PHILIP VIKU

SIGNATURE:

[Signature]

DATE:

27/11/23

VENUE/VILLAGE WORKFORCE OFFICER:

Veronica Ofu

SIGNATURE:

[Signature]

DATE:

27/11/23



COMMUNITY GROUPS - DAILY TIMESHEETS

Vuni Family Association

VILLAGE:

Siliva Kola

REGISTRATION NO:

COMMUNITY GROUP NAME:

VENUE:

SERVICES:

Cleaving

Rate per hour: 5
Total weekly Pay: 16.00

DATE	NAMES	SPECIFIC TASKS	TIME IN	TIME OUT	SIGNATURES	TIME IN	TIME OUT	SIGNATURES	TIME IN	TIME OUT	TOTAL HOURS
25/11/23	PHILIP V	CLEAVING	6am			7:00pm					13 hrs
	XAVIER V		6am			7:00pm					13 hrs
	SAMUEL R		6am			7:00pm					13 hrs
	ANGELA Z		6am			7:00pm					13 hrs
	NAHITA I		6am			7:00pm					13 hrs
	TEVERLYN V		6am			7:00pm					13 hrs
	ORIEL L		6am			7:00pm					13 hrs
	TYRON Z		6am			7:00pm					13 hrs
	WINNIE S		6am			7:00pm					13 hrs
	NORMAN S		6am			7:00pm					13 hrs
TOTAL HOURS											130 hrs

TEAM LEADER:	PHILIP VIKU	SIGNATURE:		DATE:	25/11/23
VENUE/VILLAGE WORKFORCE OFFICER:	Veronic Oka	SIGNATURE:		DATE:	25/11/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME:

UUMI FAMILY

Rate per hour: \$ 16.00
Total weekly Pay:

VENUE:

VILLAGE:

SINAI KOKU

SERVICES:

CLEANING

REGISTRATION NO:

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
24/11/23	PHILIP V	CLEANING				2pm	7:30		5.5 hrs /
	TYRON Z	✓				2pm	7:30		5.5 hrs /
	WORMAN S	✓				2pm	7:30		5.5 hrs /
	WINNIE S	✓				2pm	7pm		5.5 hrs 5 hrs /
	OBED L	✓				2pm	7pm		5.5 hrs 5 hrs /
	NAVITA I	✓				2pm	7:30pm		5.5 hrs /
	AMELIA Z	✓				2pm	7:30pm		5.5 hrs /
	TEVERLY V	✓				2pm	7pm		5.5 hrs 5 hrs /
	SANWICK R	✓				2pm	7:30pm		5.5 hrs 5 hrs /
	XAVIER V	✓				2pm	7:30pm		5.5 hrs /
TOTAL HOURS									55 hrs 53 hrs

TEAM LEADER:

PHILIP VIURU

SIGNATURE:

DATE:

24/11/23

VENUE/VILLAGE WORKFORCE OFFICER:

Veronic. ofu

SIGNATURE:

DATE:

24/11/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME:

VUINI FAMILY ASSOCIATION

Rate per hour: \$ 16.00
Total weekly Pay:

VENUE:

VILLAGE:

SINA KLEU

SERVICES:

Cleaning

REGISTRATION NO:

						Official Use Only			
			AM		PM				
DATE	NAMES	SPECIFIC TASKS	TIME IN	TIME OUT	SIGNATURES	TIME IN	TIME OUT	SIGNATURES	TOTAL HOURS
23/11/23	PHILIP V	Cleaning				2pm	7pm	[Signature]	5hrs
	XAVIER V					2pm	7pm	[Signature]	5hrs
	AMELIA Z					2pm	7pm	[Signature]	5hrs
	CLERAH P					2pm	7pm	[Signature]	5hrs
	NAVITA I					2pm	7pm	[Signature]	5hrs
23/11	TEVERLYN V					2pm	7pm	[Signature]	5hrs
	ELRISHA					2pm	7pm	[Signature]	5hrs
	OBEDE L					2pm	7pm	[Signature]	5hrs
	NORMAN S					2pm	7pm	[Signature]	5hrs
	WINNIE S					2pm	7pm	[Signature]	5hrs
TOTAL HOURS									50 hrs

TEAM LEADER:

PHILIP VIURU

SIGNATURE:

[Signature]

DATE:

23/11/23

VENUE/VILLAGE WORKFORCE OFFICER:

Vernice Obi

SIGNATURE:

[Signature]

DATE:

23/11/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: VUINI FAMILY ASSOCIATION

VENUE: _____

VILLAGE: SINUSERVICES: CLEANING

REGISTRATION NO: _____

Rate per hour: \$ 16.00
Total weekly Pay: _____

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
22/11/23	WILDAIE S	CLEANING	6:00		[Signature]	2pm		[Signature]	8 hrs
	NORMANS	✓	6:00		[Signature]	2pm		[Signature]	8 hrs
	EVERLYN	✓	6:00		[Signature]	2pm		[Signature]	8 hrs
	NAVIFA T	✓	6:00		[Signature]	2pm		[Signature]	8 hrs
	SANWICK R	✓	6:00		[Signature]	2pm		[Signature]	8 hrs
	ELRISHA	✓	6:00		[Signature]	2pm		[Signature]	8 hrs
	OBED L	✓	6:00		[Signature]	2pm		[Signature]	8 hrs
	XAVIER V	✓	6:00		[Signature]	2pm		[Signature]	8 hrs
	TYRON Z	✓	6:00		[Signature]	2pm		[Signature]	8 hrs
	PHILIP V	✓	6:00		[Signature]	2pm		[Signature]	8 hrs
TOTAL HOURS									80 hrs

TEAM LEADER: PHILIP VIURU

SIGNATURE: _____

DATE: 22/11/23VENUE/VILLAGE WORKFORCE OFFICER: Veronica O'Fly

SIGNATURE: _____

DATE: 22/11/23

**Transaction or Request Lodgement Receipt**

Transaction or Request Description: ANZ to Other Bank Transfer

Transaction or Request Status: Posted

Date / Time: 20/12/2023 18:12

Transaction Number: AHM35393

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 9,760.00

Transfer From Amount: SBD 9,760.00

Indicative :

My Reference: Clean-S/Kukum

Payment Details

Account Name: Vuini Family Trust Fund

Account Number: 2001436555

Bank Name: Bank of South Pacific

Reference To Payee : Pay 29/11-1/12

Pay Date : 20/12/2023

Comments:

***** Authorisation Details *****

20/12/2023 18:12 Pauline Tovua

Authorisation Required for : ANZ to Other Bank Transfer (2A)

21/12/2023 07:16 Christian Nieng

Authorised -ANZ to Other Bank Transfer

Comments : Verified

21/12/2023 11:37 Debbie Ofaeri Sifoni

Authorised -ANZ to Other Bank Transfer

21/12/2023 11:37 Debbie Ofaeri Sifoni

Transaction Processed



©Copyright Australia and New Zealand Banking Group Limited ABN 11 005 375 522, 1996-2023. ANZ's colour blue is a trade mark of ANZ.

Your Reference

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

Held for Authorisation

Transaction Number AHM35393

Transaction Details

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 9,760.00

Transfer From Amount: SBD 9,760.00

Indicative :

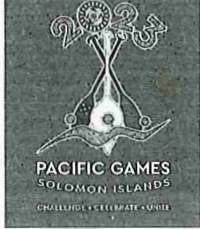
My Reference: Clean-S/Kukum

Payment Details

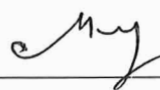
You can view the status and details of your transactions and requests for the last 12 months via ANZ Internet Banking.



20/12/23



PAYMENT VOUCHER

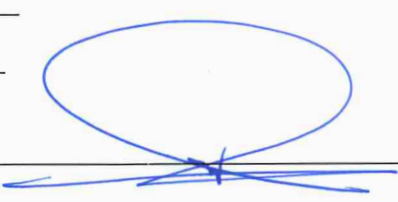
Payment: Voucher No:	
NAME: Vuini Family Trust Fund	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed <u></u> Date <u>20/11/23</u>
IF DIRECT CREDITS ISSUED:	PP APPROVED BY FINANCIAL CONTROLLER
BANK REF #:	
Signed	Signed <u></u> Date <u>20/12/23</u>

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2717	Other Local Other Costs	Payment for Community Cleaning workforce group (SINU Kukum) from 29th Nov - 1st Dec 2023	\$9,760.00

Cheque No: IB TRANS for \$9,760.00 Date 19/12/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by  Date 19/12/23



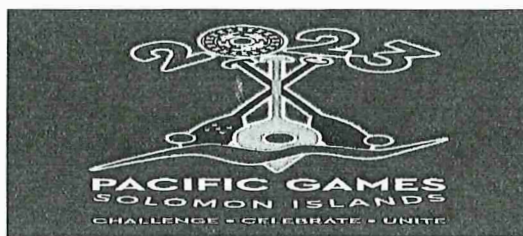
NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC-2700/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
1		Raise payment to Various Community Groups for Cleaning Laundry and Logistics for the Pacific Games 2023	SUNDRY PERSONS - Community Group (Vuini family Association)		\$95,368-00 9760-00 \$95,368-00
			TOTALS		
Approval is requested to incur expenditure on the above			9760-00		
Estimated Cost (SBD): \$95,368-00			Date: 18/12/23		
Requisition Officer (Name): Imogen Vida			Sign: [Signature]		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): Pauline Tama			SBD\$ 95,368-00		
Post: FC			Signed: [Signature]		
Department: NHA			Name: C. P. O.		
Threshold Checklist			Note: Authority for expenditure must be given by accounting officer or his/her delegated		
Payment requires one quote (10,000 below)			Compliance Check by: [Signature]		
Payment requires three quotes (\$10,000.00 above)			Signature		
Is it a ITB Contract Payment			Name: Imogen B.		
Is it a GTB Contract Payment			Date: 18/12/23		
Payment is a Bid Waiver			Position: C.P.O.		



MINUTE

Ref: GOC – /23

To: EXECUTIVE DIRECTOR, NHA

From: Finance & Procurement, GOC

Date: 15/12/2023

RE: PROCUREMENT FOR COMMUNITY GROUP – CLEANING, LAUNDRY AND LOGISTICS FOR THE PACIFIC GAMES 2023

Approval is sought to raise payment to various contracted community groups.

See attached is the total Invoice of **SBD\$95,368.00** for your perusal.

No.	Community Name	Details	Cost
①	1	Henderson Cleaning community work on Nov 22nd - 28th Don Bosco Cleaning - TL Lyneth	8,832.00
②	2	Tinge Ridge B Community community work on Nov 28th - 30th , Dec 1st - 5th Friendship Hall Cleaning - TL	11,024.00
③	3	Vuini Family Association community work on Nov 29th 30th, Dec 1st - 7th SINU Kukum Cleaning - TL Philip	9,760.00
④	4	Wals Cleaning and Hygiene community work on Dec 2nd - 8th National Stadium Cleaning - TL Aldin	10,080.00
	5	Rill Environmental Solutions community work on Nov 29th, 30th, Dec 1st - 4th SNC Cleaning - TL Anneth	7,680.00
	6	Rill Environmental Solutions community work on Nov 29th, 30th, Dec 1st - 5th Cleaning - TL Vaelyn	8,960.00
⑤	7	Rill Environmental Solutions community work on Nov 22nd - 28th Capital Park Cleaning - TL Miurrie	10,080.00
	8	Rill Environmental Solutions community work on Dec 6th-10th Capital Park Cleaning - TL Miurrie	7,200.00
	9	Rill Environmental Solutions community work on Nov 27th, 28th, 29th, Dec 2nd, 4th SIFF Academy Cleaning - TL Jordan	6,272.00
	10	Rill Environmental Solutions community work on Nov 19th, 22nd - 25th, 27th, 29th, 30th, Dec 1st -6th, 8th, 11th National Stadium Cleaning - TL Angie	15,480.00
		Total	\$ 95,368.00



Therefore, kindly request for approval of budget and endorsement to make the payment soon as possible.

Georgina Kikiolo

Procurement Coordinator (GOC)

Endorsed by:

Agnes Ngumi Finance Team Games Organizing Committee		
Signature:	Date: 18/12/23	

Approval:

Mr Jack Smith Senior Operation Manager Games Organising Committee		
Signature:	Date: 18/12/23	

INVOICE

Community
Group Name: VUINI FAMILY ASSOCIATION
Team Leader: PHILIP VIURU
Address: MBVA VALLEY, HONIARA
Phone: 7218192

Invoice # _____
Date: 08/12/23
Registration # _____

BILL TO:

Games Organizing Committee (GOC)
Workforce Centre, Sport City
P.O Box 2443
Honiara

DATE	DESCRIPTIONS OF SERVICES	HOURS	UNIT PRICE	TOTAL AMOUNT(\$)
29/11/23	CLEANING	70 hrs	\$16-00	\$1,120
30/11/23	✓	80 hrs	\$16-00	\$1,280
01/12/23	✓	65 hrs	\$16-00	\$1,040
02/12/23	✓	75 hrs	\$16-00	\$1,200
03/12/23	✓	36 hrs	\$16-00	\$576
04/12/23	✓	90 hrs	\$16-00	\$1,440
05/12/23	✓	56 hrs	\$16-00	\$896
06/12/23	✓	48 hrs	\$16-00	\$768
7/12/23	✓	70 hrs	\$16-00	\$1,120
Thank you for your business!		610 hrs Total		\$9,760

Make cheque payable to:

Bank:

Bank South Pacific (BSP)

Account Name:

VUINI FAMILY TRUST FUND

Account Number:

2001436555

Team Leader
Signature:

(Signature)



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME:

Matavale Womens Association

VENUE: Aquatic Center

KUKUM CAMPUS

VILLAGE:

SINU KUKUM Camps

SERVICES: General Cleaning

CLEANING

REGISTRATION NO:

Rate per hour: \$ 16.00

Total weekly Pay:

\$ 1,120

			AM			PM			Official Use Only
DATE	NAMES	SPECIFIC TASKS	TIME IN	TIME OUT	SIGNATURES	TIME IN	TIME OUT	SIGNATURES	TOTAL HOURS
7/12/23	PHILIP V Junior Charles	CLEANING	8am			1:00	3pm 5:00		7 hrs
✓	TYRON Jerol Billy		8am			1:00	3pm 5:00		7 hrs
✓	XAVIER V Junior Kereau		8am			1:00	3pm 5:00		7 hrs
✓	NORMAN I Lise Dikea		8am			1:00	3pm 5:00		7 hrs
✓	OBED Rosemary Wane		8am			1:00	3pm 5:00		7 hrs
✓	WINNIE Francina Hitu		8am			1:00	3pm 5:00		7 hrs
✓	TEVAH Mevin		8am			1:00	3pm 5:00		7 hrs
✓	SAWICK Moses		8am			1:00	3pm 5:00		7 hrs
✓	NAVITA Melly Terry		8am			1:00	3pm 5:00		7 hrs
✓	CLERA	8am				3pm 5:00		7 hrs	
TOTAL HOURS									70 hrs

TEAM LEADER:	<u>PHILIP V</u> Charles Steanett Kereau	VENUE/VILLAGE WORKFORCE OFFICER:	<u>Jerry Bobongi</u>
SIGNATURE:		SIGNATURE:	
DATE:	<u>7/12/23</u> 15/09/2023	DATE:	<u>7/12/23</u> 15/09/2023



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME:

VUINI FAMILY ASSOCIATION

Rate per hour: \$ 16.00

Total weekly Pay:

VENUE:

VILLAGE:

SINU KUKUM CAMPUS

SERVICES:

REGISTRATION NO:

\$ 768

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
6/12/23	PHILIP V	CLEANING	8 AM		[Signature]		4 PM	[Signature]	8 hrs
	TYRON Z		8 AM		[Signature]		4 PM	[Signature]	8 hrs
	ELRISHA		8 AM		[Signature]		4 PM	[Signature]	8 hrs
	CLARA P		8 AM		[Signature]		4 PM	[Signature]	8 hrs
	XAVIER V		8 AM		[Signature]		4 PM	[Signature]	8 hrs
	AMALIA Z		8 AM		[Signature]		4 PM	[Signature]	8 hrs
TOTAL HOURS									48 hrs

TEAM LEADER:

PHILIP VIURU

SIGNATURE:

[Signature]

DATE:

6/12/23

VENUE/VILLAGE WORKFORCE OFFICER:

Vernie Ory

SIGNATURE:

[Signature]

DATE:

6/12/23

\$896

Vuunt Family Association
Sima Kulom

CLEANLINE

NOTES

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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[illegible]

PAUL V

[Handwritten signature]

512123

Veronica

5	12	23
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COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: VUINI FAMILY ASSOCIATION

VILLAGE: SINU KUKUM

SERVICE: CLEANING

REGISTRATION NO: _____

Rate per hour: \$ 5.00
Total weekly Pay: \$ 1,440

DATE	NAME	SPECIFIC TASKS	AM		SIGNATURE	PM		SIGNATURE	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
4/12/23	PHILIP V	CLEANING	8am		<i>[Signature]</i>	3pm		<i>[Signature]</i>	9 hrs
	TYRON Z	CLEANING	8am		<i>[Signature]</i>	3pm		<i>[Signature]</i>	9 hrs
	NORMAN S	CLEANING	8am		<i>[Signature]</i>	3pm		<i>[Signature]</i>	9 hrs
	WINNIE S	CLEANING	8am		<i>[Signature]</i>	3:00pm		<i>[Signature]</i>	9 hrs
	NANITA I	CLEANING	8am		<i>[Signature]</i>	3:30pm		<i>[Signature]</i>	9 hrs
	TEVOREN V	CLEANING	8am		<i>[Signature]</i>	3pm		<i>[Signature]</i>	9 hrs
	ELROHA	CLEANING	8am		<i>[Signature]</i>	3pm		<i>[Signature]</i>	9 hrs
	CLERAT P	CLEANING	8am		<i>[Signature]</i>	3pm		<i>[Signature]</i>	9 hrs
	OBED L	CLEANING	8am		<i>[Signature]</i>	3pm		<i>[Signature]</i>	9 hrs
	XANIEL V	CLEANING	8am		<i>[Signature]</i>	3pm		<i>[Signature]</i>	9 hrs
TOTAL HOURS									90 hrs

TRANSMIT: PHILIP VUINI
SIGNATURE: *[Signature]*
DATE: 4/12/23

VILLAGE/VILLAGE WORKFORCE OFFICE: Vernie

SIGNATURE: *[Signature]*

DATE: 4/12/23

VENUES:

STUDY OBJECTIVES:

VILLAGE

REGISTRATION NO.

Rate per hour:	\$	15.00
Total weekly Pay:		

1576

[illegible]

TEAM LEADER:

SIGNATURE:

END:

VERBEEK VILLAGE WORKFORCE OFFICER

SIGNATURE

DATE _____

COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME Vuini Family Association

DATE 2/12/23

ACTIVITY CLEANING

LOCATION SINU KULUM

Supervisor [Signature]

Total hours 11.520

DATE	NAME	START TIME	END TIME	TIME OUT	TIME IN	TIME OUT	TIME IN	TOTAL HOURS
2/12/23	PHILIP V	6 AM				3:30 PM		9.5 hrs
	XAVIER V	6 AM						9.5 hrs
	SAMWICK R	6 AM						9.5 hrs
	AMANDA Z	6 AM						9.5 hrs
	WINNIE S	6 AM						9.5 hrs
	NORMAN S	6 AM						9.5 hrs
	TYRON Z	6 AM						9.5 hrs
	OREO L	6 AM						9.5 hrs
	NAVITA	6 AM						9.5 hrs
	TEVERLY V	6 AM						9.5 hrs

Supervisor [Signature]

DATE 2/12/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: VUNI FAMILY ASSOCIATIONVENUE: CLEANING

SERVICES: _____

VILLAGE: SINA KULUM

REGISTRATION NO: _____

Rate per hour: \$ 16.00
Total weekly Pay: _____

A 1040

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	Official Use Only TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
1/12/23	PHILIP V	CLEANING				2pm	8:30am	[Signature]	6.5 hrs ✓
	XABIO V					2pm	8:30pm	[Signature]	6.5 hrs ✓
	CELEST P						8:30pm	[Signature]	6.5 hrs ✓
	ELISA H						8:30pm	[Signature]	6.5 hrs ✓
	TYRON Z						8:30pm	[Signature]	6.5 hrs ✓
	OSBY L						8:30pm	[Signature]	6.5 hrs ✓
	NAVITA I						8:30pm	[Signature]	6.5 hrs ✓
	TEVERON V						8:30pm	[Signature]	6.5 hrs ✓
	WINNIE S						8:30pm	[Signature]	6.5 hrs ✓
	NORMAN S						8:30pm	[Signature]	6.5 hrs ✓
TOTAL HOURS									65 hrs ✓

TEAM LEADER: PHILIP VURUSIGNATURE: [Signature]DATE: 1/12/23VENUE/VILLAGE WORKFORCE OFFICER: Veronica OkSIGNATURE: [Signature]DATE: 1/12/23

COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: VUIM FAMILY ASSOCIATION
 VENUE: _____
 SERVICE: CLEANING
 VILLAGE: SINU KUKUM
 REGISTRATION NO: _____

Rate per hour: \$ 12.00
 Total weekly Pay: \$1,280

DATE	NAME	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
30/11/23	PHILIP V	CLEANING	6am				2pm		8 hrs
	XAVIER V		6am				2pm		8 hrs
	ELRISHA		6am				2pm		8 hrs
	AMELIA Z						2pm		8 hrs
	TEVERLYN V						2pm		8 hrs
	NORMAN I						2pm		8 hrs
	WINNIE I						2pm		8 hrs
	OBED L						2pm		8 hrs
	NAVIDA I RYREN						2pm		8 hrs
	NAVIDA I							2pm	
TOTAL HOURS									80 hrs

TEAM LEADER: PHILIP VIURU
 SIGNATURE:
 DATE: 30/11/23
 VILLAGE/VILLAGE WORKFORCE OFFICER: Veronica
 SIGNATURE:
 DATE: 30/11/23

27.11.20



NATIONAL HOSTING AUTHORITY
SOLOMON ISLANDS GOVERNMENT

C5

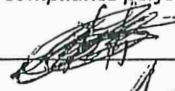
CONTRACT PAYMENT AND COMPLIANCE CHECKLIST
(For payment of contracts over \$100,000)

This checklist is to be submitted along with contracts payments for works, goods and services

Purchase Requisition (PR) for the entire value of the contract	P7 35			
Draft Contract (not yet signed by Supplier)	P7 10.1	/		
Tender Award by ITB/GTB	P7 10.1	/		
PR signed by requisition officer		/		
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Progress Report of works/Photos etc				
Completion report if goods/services and works have been completed				
Other reports if any (goods and services)				
Payment certificate from Engineer matching amount in Requisition				
Invoice from Contractor matching amount in requisition				
Contract form approved and Signed by Chairman/EDs	P7 27.2		/	
PR has been signed by authorized person (and not approving payment to themselves)	P7 44		/	
Check amount on PR matches the signed contract		/	/	
Account code used is correct	P7 38.5(e)	/	/	
Name on PR matches signed contract	P7 38.5(e)	/	/	
Check price and rates are reasonable	P7 43.2(b)	/	/	
Amount entered in AX matches Requisition				/
Account code in AX matches Requisition				/
Vendor name in AX matches Requisition				/
Item code and Units entered (e.g. box, each) correctly				/
Description has enough detail				/
Check dates on future instalments entered correctly				
Budget OK				/

Note: If any of the above is not able to be certified please include an explanation of why. This will speed up the compliance process.

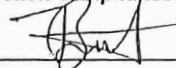
Department Compliance performed by:

Signed: 

Name and Position: Agnes Ngani

Date: 18/12/23

Procurement section Compliance performed by:

Signed: 

Name and Position: Tamara Bird CPO

Date: 19/12/23

Finance Department Compliance performed by:

Signed: 

Name and Position: Lindsay H

Date: 19/12/23



MINUTE

Ref: GOC - /23

To: EXECUTIVE DIRECTOR, NHA

From: Finance & Procurement, GOC

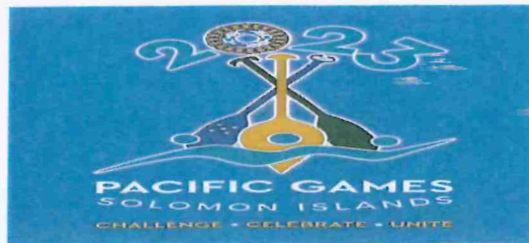
Date: 27/12/2023

RE: PROCUREMENT FOR COMMUNITY GROUP WORKSHOP/TRAINING FOR THE PACIFIC GAMES 2023

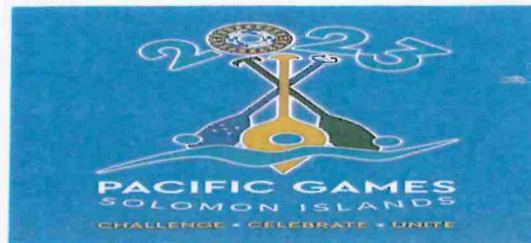
Approval is sought to raise payment to various contracted community groups.

See attached is the total Invoice of **SBD\$17,520.00** for your perusal.

No.	Community Name	Details	Cost
1	Viakalina Eni Association	Briefing Session on 8th October 2023 from 1pm to 4pm (3hrs) at \$16 per person x 15 persons TL - Florence	720.00
2	Sewa Soka Nuts	Briefing Session on 8th October 2023 from 1pm to 4pm (3hrs) at \$16 per person x 15 persons TL - Gabriel	720.00
3	Tuvaruhu Zone 4 Community Youth For Action	Briefing Session on 6th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 15 persons TL - Ray	960.00
4	Tuvaruhu Zone 4 Community Youth For Action	Briefing Session on 8th October 2023 from 1pm to 4pm (3hrs) at \$16 per person x 15 persons TL - Roselyn	720.00
5	H & E Cleaning Services	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 2 persons TL - Hanna	128.00
6	H & E Cleaning Services	Briefing Session on 8th October 2023 from 1pm to 4pm (3hrs) at \$16 per person x 15 persons TL - Lydia	720.00
7	J&H Home Cleaning Services	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 10 persons TL - Harold	640.00
8	Ali Enterprise	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 8 persons TL - Louisa	512.00



9	Salesian Of Don Bosco	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 12 persons TL - Cathy	768.00
✓ 10	Vuini Family Association	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 13 persons TL - Philip	832.00
11	Roko Wara Farmers Association	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 7 persons TL - Silas	448.00
12	Tuvaruhu Womens Enterprise	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 14 persons TL - Anna	896.00
13	Hiva Raku Community Association	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 13 persons TL - Rev Simon	832.00
14	Lunga Zone 1 Community Association	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 14 persons TL - Corine	896.00
15	Adaliua Zone Three Community	Briefing Session on 8th October 2023 from 1pm to 4pm (3hrs) at \$16 per person x 15 persons TL - Israel	720.00
16	JR Enterprise	Briefing Session on 8th October 2023 from 1pm to 4pm (3hrs) at \$16 per person x 15 persons TL - Ellinda	720.00
17	Shine Bright Cleaning	Briefing Session on 8th October 2023 from 1pm to 4pm (3hrs) at \$16 per person x 15 persons TL - John Mark	720.00
18	Choviri Community For Change	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 13 persons TL - Anna	832.00
19	Kilusakwalo Community Development	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 10 persons TL - Joseph	640.00
20	Avcon Limited	Briefing Session on 6th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 15 persons TL - Dixon	960.00



21	Damobo Association	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 15 persons TL - Mathew	960.00
22	Laundry Women Development	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 9 persons TL - Maesuda	576.00
23	Koa Honiara Community Trust Association	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 15 persons TL - Alfred	960.00
24	Crisfloys Logistics Enterprise	Briefing Session on 4th October 2023 from 9am - 1pm (4hrs) at \$16 per person x 10 persons TL - Tracy	640.00
Total			\$ 17,520.00

Therefore, kindly request for approval of budget and endorsement to make the payment soon as possible.

Georgina Kikiolo

Procurement Coordinator (GOC)

Endorsed by:

Agnes Ngumi Finance Team Games Organizing Committee		
Signature:	Date: 27/12/23	

Approval:

Mr Christian Nieng Executive Director National Hosting Authority		
Signature:	Date: 27/12/23	



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: 90C 2820/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
1		Raise payment to Community Group workshop (Sunday persons) for their briefing sessions / workshop.	Community (Sunday persons)		\$17,520-00
			TOTALS \$17,520-00		
Approval is requested to incur expenditure on the above			Account Code: <u>6-2717</u>		
Estimated Cost (SBD): <u>\$17,520-00</u>			Account Name: <u>Others - Local other costs</u>		
Requisition Officer (Name): <u>Agnes Ntini</u>			Funds available on this account: _____		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Pauline Toman</u>			SBD\$ <u>17520-00</u>		
Post: <u>FC</u>			Signed: <u>[Signature]</u>		
Department: <u>NHA</u>			Name: <u>[Signature]</u>		
			Note: Authority for expenditure must be given by accounting officer or his/her delegated		
Threshold Checklist			Compliance Check by: _____ Signature: <u>[Signature]</u>		
Payment requires one quote (10,000 below)			Name: <u>Jeff Moku</u> Date: <u>28/12/2023</u>		
Payment requires three quotes (\$10,000.00 above)			Position: <u>Compliance</u>		
Is it a ITB Contract Payment					
Is it a GTB Contract Payment					
Payment is a Bid Waiver					

INVOICE

Community
Group Name: VUINI FAMILY ASSOCIATION Invoice # _____
Team Leader: PHILIP VIURU Date: 12/10/23
Address: MBJA VALLEY Registration # _____
Phone: 7218192

BILL TO:

Games Organizing Committee (GOC)
Workforce Centre, Sport City
P.O Box 2443
Honiara

Date	DESCRIPTIONS OF SERVICES	Qty (Hours)	Amount (SBD)
12/10/23 4/10/23	Games overview workshop conducted by GOC workforce and cleaning & waste teams; 9am - 1pm @ \$16/hr/person Calculations: 4hrs $\cdot$ 16 = 64 64 $\cdot$ 13 attendees = 832 ✓	4hrs	
Thank you for your business!		Total	\$ 832 — ✓

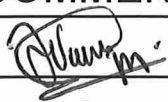
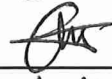
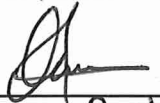
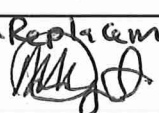
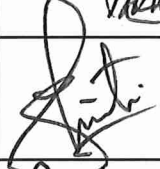
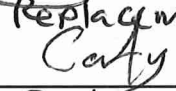
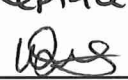
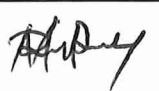
TERMS OF PAYMENT: NET 3 DAYS FROM DATE OF INVOICE

Make cheque payable to:

Bank: BSP
Account Name: VUINI FAMILY TRUST FUND
Account Number: 2001436555

Team Leader
Signature:



	Vuini Family Association		COMMENTS
✓ 1	Philip Viuru		
✓ 2	Navita Itaku		
✓ 3	Kila Kauna-V		Student at Bethlehem To join later
✓ 4	Teverlyn Vane		
✓ 5	Xavier Viruru		
✓ 6	Tyron Zialogeto Theresia Korapio		 Replacement
✓ 7	Norman Saul		
✓ 8	Sandwick Roy lone Tetu		 Replacement Cathy
✓ 9	Winnie Saul Greta Zemalyn		 Replacement
✓ 10	Clera Palmer		
✓ 11	Amelia Zagara Clifford Tome		 Replacement
✓ 12	Elrisha Orenaru Caroline Kanoko		 Replacement
✓ 13	Obed Lopaevo		
✓ 14	Mastapa Bapo Dales Nunikana		 Replacement
15	Jenel Sarere		



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: VUINI FAMILY ASSOCIATION

VENUE: WEST SPORT STADIUM VILLAGE: _____

SERVICES: ~~TRAINING~~ REGISTRATION NO: _____

Cleaning and Waste.

Rate per hour: \$ 16.00
Total weekly Pay: _____

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
04/10/23	PHILIP VIURU	TRAINING	08:30	12:30					
	TYRON ZIALOETO		08:30	12:30					
	NAVITA ITAKU		08:30	12:30					
	TEVERLYN VANE		08:30	12:30					
	XAVIER VIURU		08:30	12:30					
	NORMAN SAUL		08:30	12:30					
	SANDWICK ROY		08:30	12:30					
	WINNIE SAUL		08:30	12:30					
	CLERA PALMER		08:30	12:30					
	AMELIA ZABARA		08:30	12:30					
	ELRISHA OVENARI		08:30	12:30					
	OBED LOPEVO		08:30	12:30					
	MASTAPA BAYO		08:30	12:30					
TOTAL HOURS									

TEAM LEADER: PHILIP VIURU

SIGNATURE:

DATE: 04/10/23

VENUE/VILLAGE WORKFORCE OFFICER: Rachel Watekeni

SIGNATURE:

DATE: 4/10/23



NATIONAL HOSTING AUTHORITY
SOLOMON ISLANDS GOVERNMENT

C5

CONTRACT PAYMENT AND COMPLIANCE CHECKLIST
(For payment of contracts over \$100,000)

This checklist is to be submitted along with contracts payments for works, goods and services

Required documents Prepared by Committee/Department	PI Ref	Committee	Procurement	Finance
Purchase Requisition (PR) for the entire value of the contract	P7 35	/		
Draft Contract (not yet signed by Supplier)	P7 10.1			
Tender Award by ITB/GTB	P7 10.1			
PR signed by requisition officer				✓
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Progress Report of works/Photos etc				
Completion report if goods/services and works have been completed		/		
Other reports if any (goods and services)				
Payment certificate from Engineer matching amount in Requisition				
Invoice from Contractor matching amount in requisition				
Compliance checks required and done by Procurement				
Contract form approved and Signed by Chairman/EDs	P7 27.2	/	/	
PR has been signed by authorized person (and not approving payment to themselves)	P7 44	/	/	✓
Check amount on PR matches the signed contract			/	
Account code used is correct	P7 38.5(e)	/	/	✓
Name on PR matches signed contract	P7 38.5(e)	/	/	
Check price and rates are reasonable	P7 43.2(b)	/	/	
Data entry checks for PV and Cheque payments done by Finance Department				
Amount entered in AX matches Requisition				✓
Account code in AX matches Requisition				✓
Vendor name in AX matches Requisition				✓
Item code and Units entered (e.g. box, each) correctly				✓
Description has enough detail				✓
Check dates on future instalments entered correctly				
Budget OK				✓

Note: If any of the above is not able to be certified please include an explanation of why. This will speed up the compliance process.

Department Compliance performed by:

Signed: 

Name and Position: Agnes Ngam

Date: 22/12/23

Procurement section Compliance performed by:

Signed: 

Name and Position: Jeff Mebb B

Date: 22/12/2023

Finance Department Compliance performed by:

Signed: 

Name and Position: N. Vufar (F/O)

Date: 28/12/23