PMU

2023

Transaction or Request Lodgement Receipt

Transaction or Request Description:	ANZ to Other Bank Transfer
Transaction or Request Status:	Posted
Date / Time:	20/01/2023 16:11
Transaction Number:	AFW09408

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140
Transfer Amount in Local Currency: SBD 2,244.00
Transfer From Amount: SBD 2,244.00
Indicative :
My Reference: Embroidery-PMU

Payment Details

Account Name: DJ Graphics Ltd
Account Number: 2428080102
Bank Name: Bank of South Pacific
Reference To Payee : PMU Embroidery

Pay Date : 20/01/2023

PAID
DATE 20/01/23 CHQ. No.

Comments:

* * * * * * * * * * Authorisation Details * * * * * * * * * *
20/01/2023 16:11 Pauline Tovua
Authorisation Required for : ANZ to Other Bank Transfer (2A)
25/01/2023 15:55 Christian Nieng
Authorised -ANZ to Other Bank Transfer
Comments : verified
26/01/2023 13:29 Debbie Ofaeri Sifoni
Authorised -ANZ to Other Bank Transfer
26/01/2023 13:29 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 AFW09408

Transaction Details

ANZ to Other Bank Transfer

From Account: 5691140
Transfer Amount in Local Currency: SBD 2,244.00
Transfer From Amount: SBD 2,244.00
Indicative :
My Reference: Embroidery-PMU

Payment Details

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

25/1/23

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOLOMON 2023 PACIFIC GAMES

PAYMENT VOUCHER

Payment: Voucher No:	
NAME: DJ Graphics Ltd	APPROVED BY EXECUTIVE DIRECTOR pp Signed _____ Date 20/1/23
Address:	
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed _____ Date 20/1/23

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2901	Uniforms	Embroidery of works uniform shirt for New PMU staffs.	$2,244.00

Cheque No: IB TRANS for $2,244.00 Date 20/01/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 20/1/23

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: PMU - 435/23

DEPARTMENT: PMU

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY: SUPPLIER	ORDER NO.	COST
1	L.S	Payment for Embroidery of Workwear Uniform Shirts for new PMU Staff: Miriam Basia, Chris Mana, Timasi Bird, Luke Pitakoe	DJ Graphics Ltd	–	$2,244.00
				TOTALS	$2,244.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $2,244.00 Date: 16/01/23

Requisition Officer (Name): PETER HIMANE Sign: [signature]

Account Code: 6-2901

Account Name: Uniforms.

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): ELDON TEPA Sign: [signature] 17/01/23

Post: EXECUTIVE DIRECTOR, PMU

Department: PMU, GFC

Authority is granted for expenditure not exceeding:

SBD$ 2,244-00

Signed: [signature]

Name: Debbie. Rence.

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	

RECIEVED 2023 DATE 16/01/23 SIGN [signature]

Compliance Check by: [signature] Signature

Name: Darley Vithomas Date: 19/01/23

Position: Procurement Compliance Coordinator NHA

Copy 1 Whit NHA Finance

Copy 2 Pink/Blue Compliance Department

Copy 3 Yellow Requesting Department

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: PMU - 435/23

DEPARTMENT: PMU

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY: SUPPLIER	ORDER NO.	COST
1	L.S	Payment for Embroidery of Workwear Uniform Shirts for new PMU Staff: Miriam Basia, Chris Mana, Timasi Bird, Luke Ptakos	DJ Graphics Ltd	–	$2,244.00
				TOTALS	$2,244.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $2,244.00 Date: 16/01/23

Requisition Officer (Name): PETER HIMANE Sign:

Account Code: 6-2901

Account Name: Uniforms.

Funds available on this account: 3

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): ELDON TEPA Sign: 17/01/23

Post: EXECUTIVE DIRECTOR, PMU

Department: PMU, GFC

Authority is granted for expenditure not exceeding:

SBD$ 2,044-00

Signed:

Name: Mr Debbie. Reuel.

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: Darlene V. Thomas Date: 19/01/23

Position: Procurement Compliance Coordinator

16/01/23

19/1/23

Compliance Coordinator

Copy 1 White NHA Finance

Copy 2 Pink/Blue 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: __Christina Langaana & Cadet Contract Administrator, PMU__

Date: 17/01/2023

NHA Compliance Performed By

Signed: _____

Name and Position: DW & PCM

Date: 17/01/2023

NATIONAL HOSTING AUTHORITY
XVII 2023 PACIFIC GAMES

C/-P.O. Box 2443
Honiara
Solomon Islands

Phone:
677 7308800

Facebook page:
Sol2023 XVII Pacific Games

MEMORANDUM

To: Executive Director, NHA

Thru: Eldon Tepa, Executive Director, PMU 17/01/22

From: Christina Langaana, PMU

NHA Ref: **CML-160123**

Date: Monday 16th January 2022

SUBJECT: APPROVAL AND ENDORSEMENT FOR EMBROIDERY OF WORKS UNIFORM SHIRT FOR NEW PMU STAFFS.

Dear ED,

On behalf of the PMU, Iam requesting approval of payment for embroidery of PMU new recruited staffs.

The PMU Team has an existing established design with the DJ Graphics for the branding and uniformity to allow team unity for PMU team.
This is highlight the PMU as a key player under the Games Facilities committee, NHA responsible for the deliveries of the facilities for the Pacific Games 2023.

New staffs were recruited on the month of December. Thus in need of embroidery for their Uniforms. Names included were, Marriam Basia, Timas Bird, Chris Mana, Luke Pitakoe.

Attached is the quotation from DJ Graphics Ltd for Embroidery of PMU logo onto the new work shirts.

The amount rendered is a total of SBD$ TWO THOUSANDTWO HUNDRED AND FOURTY FOUR DOLLARS ONLY ($ 2,244.00).

TOTAL AMOUNT: SBD$ 2,244.00
SUPPLIER: DJ Graphics Ltd.
QUANTITY: 12 SHIRTS

Therefore, I am requesting your approval of the budget and endorsement of this request.

Yours sincerely

Christina Langaana
Cadet Contract Administrator, PMU

FOR SECRETARIAT OFFICE USE ONLY

NATIONAL HOSTING AUTHORITY
XVII 2023 PACIFIC GAMES

Approved	Not Approved
✓	

..... 17/11/23
Signature Date

Mr Christian Nieng
Executive Director
National Hosting Authority

Cc. FC

C/-P.O. Box 2443
Honiara
Solomon Islands

Phone:
677 7308800

Facebook page:
Sol2023 XVII 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: NHA

CONTACT ADDRESS: C/O,CHRISTINA

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 OWN/STOCK + EMBROIDERY

12PCS X OWN/STOCK + EMBROIDERY	$	1,620.00
SET UP CHARGE	$	420.00
SUB TOTAL	$	2,040.00
ADD 10% GST	*$*	*204.00*
TOTAL COST	$	2,244.00

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.

ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 17/01/2023

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.



.....

Christina Langaana
Cadet Contract Administrator, PMU
Sol2023 Pacific Games

SCHEDULE OF REQUIREMENTS

No.	Item Name	Specification	Quantity	Delivery Date
1.	**DJ Graphics LTD** Approval and Endorsement for Embroidery of works Uniform Shirt for New PMU Staffs	Approval and Endorsement for Embroidery of works Uniform Shirt for New PMU Staffs		17/01/2023

Transaction or Request Lodgement Receipt

Transaction or Request Description:	ANZ to Other Bank Transfer
Transaction or Request Status:	Posted
Date / Time:	27/01/2023 16:14
Transaction Number:	AFW87478

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140
Transfer Amount in Local Currency: SBD 9,846.00
Transfer From Amount: SBD 9,846.00
Indicative :
My Reference: NHA Uniforms

Payment Details

Account Name: DJ Graphics Ltd
Account Number: 2428080102
Bank Name: Bank of South Pacific
Reference To Payee : NHA Polo Shirts

Pay Date : 27/01/2023

Comments:

* * * * * * * * * * Authorisation Details * * * * * * * * * *
27/01/2023 16:14 Pauline Tovua
Authorisation Required for : ANZ to Other Bank Transfer (2A)
30/01/2023 12:29 Christian Nieng
Authorised -ANZ to Other Bank Transfer
Comments : verified
30/01/2023 14:15 Debbie Ofaeri Sifoni
Authorised -ANZ to Other Bank Transfer
30/01/2023 14:15 Debbie Ofaeri Sifoni
Transaction Processed
* *

PAID
DATE 30/1/23
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 AFW87478

Transaction Details

ANZ to Other Bank Transfer

From Account: 5691140
Transfer Amount in Local Currency: SBD 9,846.00
Transfer From Amount: SBD 9,846.00
Indicative :
My Reference: NHA Uniforms

Payment Details

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

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
2023 PACIFIC GAMES

30/1/23

PAYMENT VOUCHER

Payment: Voucher No:	
NAME: DJ Graphics Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed_____ Date 30/1/23
IF DIRECT CREDITS ISSUED: BANK REF #:_____ Signed_____	APPROVED BY FINANCIAL CONTROLLER Signed_____ Date 27/01/23

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2901	Uniforms	Being for NHA Blue uniform with Embroidery.	$9,846.00

Cheque No: IB TRANS for $9,846.00 Date 27/01/2023

Signature of claimant_____

PRINT NAME: _____

Payment Voucher Prepared by_____ Date 27/01/23

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA 572/23

DEPARTMENT: NHA - Finance

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
51		Being for the supply of 51 pcs of NHA Blue uniform with embroidery	DJ Graphics		$ 9,846-00
				TOTALS	$ 9,846-00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $ 9,846-00 Date: 25/01/2023

Requisition Officer (Name): Ezikiel. migava Sign:

Account Code: 6-2901

Account Name: Uniforms

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): Debbie. Rence Sign:

Post: PC

Department: NHA

Authority is granted for expenditure not exceeding:

SBD$ 9,846-00

Signed:

Name: C Wiley

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	

RECIEVED DATE 26/01/23 SIGN

Compliance Check by: Signature

Name: Leroy. B Date: 26/01/23

Position: PCM

Copy 1 White NHA Finance

Copy 2 Pink/Blue Compliance Department

Copy 3 Yellow Requesting Department

NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA 572/23

DEPARTMENT: NHA - Finance

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
51		Being for the supply of 51 pcs of NHA Blue uniform with embroidery	DJ Graphics		$ 9,846-00
				TOTALS	$ 9,846-00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $ 9,846-00 Date: 25/01/2023

Requisition Officer (Name): Ezikiel Nigava Sign:

Account Code: 6-2901

Account Name: Uniforms

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): Debbie Rence Sign:

Post: FC

Department: NHA

Authority is granted for expenditure not exceeding:

SBD$ 9,846-00

Signed:

Name: S Nley

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: Leeroy B Date: 26/01/23

Position: PCM

26/01/23

Copy 1 White NHA Finance
Copy 2 Pink/Blue 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 inaccordance with payment provisions in contract	✓	✓	
PR/PV has been signed by authorized person	✓	✓	
Check amount on PR/PV matches the signed contract/invoice	✓	✓	
Name on PR/PV matches signed contract	✓	✓	
Account code used is correct	✓	✓	
Check bid waiver /restrictive tender is for a valid reason	✓	✓	
Check expenditure is acceptable and proper use of NHA/SIG monies	✓	✓	
Check calculations on invoice are correct	✓	✓	
Check price and rates are reasonable	✓	✓	

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

Divisional Compliance Performed By

Signed: 

Name and Position: Gino Oti & NHA Media & Comms Officer

Date: 25/01/2023

NHA Compliance Performed By

Signed: 

Name and Position: JW & PCM

Date: 25/01/2023

C/-P.O. Box 2443
Honiara
Solomon Islands

Phone:
677 7308800

Facebook page:
Sol2023 XVII Pacific Games

NATIONAL HOSTING AUTHORITY
XVII 2023 PACIFIC GAMES

Ref:

Minute

To: NHA Executive Director

Date:24th January 2023

CC: NHA Finance Controller

From: Gino Oti

Re: **Request for payment of Quote for the supply of 51 pcs of NHA blue uniform with embroidery**

Overview:

Kindly Requesting approval payment for DJ Graphics to supply 51pcs of the NHA blue uniform for current and new staff.

DJ Graphics provided a quote valued **at $9846.00** and is below $10,000.00 threshold and therefore, will only require approval from the NHA ED.

Therefore, I am requesting your approval and endorsement of this request.

Way forward;

- Collate the required documents for review and approval.
- **Raise Payments**

Please find attached quote from
DJ Graphics
Amount: **$9846.00**

24/01/2023.

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: SOL2023

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 POLO SHIRTS + EMBROIDERY

51PCS X Q/COOL DRI POLO + EMBROIDERY	$ 9,486.00
SETUP CHARGE	$ 360.00
TOTAL COST	$ 9,846.00

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: 19-Jan-23

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

CASH SALES RECEIPT

47889

DATE: 31/01/23

Received from: NHA - SIG

Address:

The sum of: Two thousand two hundred forty four dollars ——

Being for: 12pcs O/Stock + Embroidery

☐ Cash ☐ Cheque # D/Deposit-BSP 27/1/23 Order # 1620 (m)

Issued by: [signature] $ 2,244.00

ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 25/01/2023

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.



.....

Gino Oti
NHA-Media & Comms Officer
Sol2023 Pacific Games

SCHEDULE OF REQUIREMENTS

No.	Item Name	Specification	Quantity	Delivery Date
1.	**DJ Graphics LTD** Being for the Supply of SI PCS of NHA Blue Uniform with Embroidery and set up Screen Printing	Being for the Supply of SI PCS of NHA Blue Uniform with Embroidery and set up Screen Printing		25/01/2023

Transaction or Request Lodgement Receipt

Transaction or Request Description:	ANZ to ANZ Transfer
Transaction or Request Status:	Posted
Date / Time:	20/04/2023 15:33
Transaction Number:	AGH05286

Transaction Details:

Account Transfer of SBD 67,980.00

From Account: 5691140
To Account: 23006

Notes for Recipient: T-Shirts NHA
Notes for Myself: NHA Uniforms

Pay Date : 20/04/2023

Comments:
* * * * * * * * * * Authorisation Details * * * * * * * * * *
20/04/2023 15:33 Pauline Tovua
Authorisation Required for : Transfer Between My Accounts (2A)
20/04/2023 16:52 Christian Nieng
Authorised -Transfer Between My Accounts
Comments : verified
21/04/2023 10:12 Debbie Ofaeri Sifoni
Authorised -Transfer Between My Accounts
21/04/2023 10:12 Debbie Ofaeri Sifoni
Transaction Processed
* *

PAID
DATE 21/4/23 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 AGH05286

Transaction Details

Account Transfer of SBD 67,980.00

From Account: 5691140
To Account: 23006

Notes for Recipient: T-Shirts NHA
Notes for Myself: NHA Uniforms

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

20/4/23

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

PAYMENT VOUCHER

Payment: Voucher No:	
NAME: DJ Graphics Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed _____ Date 20/4/23
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed _____ Date 20/4/23

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2901	Uniforms	Being for Embroid Blue Polo Shirt for Official Staff wear and Green T-shirts for Staff Clean up Program.	$67,980.00

Cheque No: IB TRANS for $67,980.00 Date 20/04/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date 20/04/23

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: NHA

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 POLO SHIRTS + EMBROIDERY + PRINT

300PCS X Q/COOL DRI POLO + EMBROIDERY	$ 55,800.00
150PCS Q/COTTON T-SHIRT + PRINT	$ 11,400.00
SETUP + ARTWORK CHARGE	$ 780.00
TOTAL COST	*$ 67,980.00*

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: 5-Apr-23

C/-P.O. Box 2443
Honiara
Solomon Islands

Phone:
677 7308800

Facebook page:
Sol2023 XVII Pacific Games

NATIONAL HOSTING AUTHORITY
XVII 2023 PACIFIC GAMES

Ref:

Minute

To: NHA Executive Director **Date**: 11th April 2023

CC: NHA Finance Controller

From: Gino Oti

Re: **Request for payment of Quote from DJ Graphics to supply and embroid Blue Polo shirts for official staff wear, and supply and print green t-shirts for staff clean up**

Overview:

Kindly Requesting approval payment for of **$67,980.00 to DJ Graphics** for

1. Supply and embroidery of 300 Polo shirts for NHA. GOC, GSIC and PMU staff. I have decided to order 300 pcs since the suppliers currently have large and medium sizes in stock (which was not available in our last order) and to avoid NHA reordering in the next few months.

2. Supply and printing of 150 Safe and Green games tshirts for NHA, GOC, GSIC and PMU staff to wear during Friday clean ups. A good number of staff did not receive SGG tshirts from our last order.

The amount is above the $10,000 threshold.

Therefore, I am submitting a bid waiver with this quotation and requesting your approval and endorsement of this request.

Way forward;

- Collate the required documents for review and approval.
- **Raise Payments**

Please find attached quote from
~~Printwise~~ DJ - ~~[illegible]~~.
Amount: **$67,980.00**

11/04/2023.

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL 2023 PACIFIC GAMES

14/04/23

NATIONAL HOSTING AUTHORITY

Solomon Islands Government

Bid / Quotation Waiver

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

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

Description of Product / Service

1. **Supply and embroidery of blue polo shirts for NHA, GOC, GSIC, FOMC and PMU staff for official wear.**
2. **Supply and printing of green Safe and Green Games t-shirts for NHA, GOC, GSIC, FOMC and PMU staff for Friday clean up.**

REASON FOR REQUEST (Please Tick)

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

The Polo shirts currently been used by Sol2023 staff is only supplied by DJ Graphics.

Requested by: Division / Section	Signed: Date:
HR / Admin	11-04-2023
	Post: HRM / NHA.
Approved by: Accounting Officer	**Signed: Date:**
	14/04/23