



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: ROBE General service

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:

FC Please authorize IB.
* Could not locate Rep # in IB.
Gueg to check with statement.

Date	Description	Debit	Credit
30/11/2023	IB EXTACC TFR REF:AH163438 TRANSFER TO BRED BANK BILBORAD HIRE ROBE GENERAL SERVICE	58,100.00	

Your Reference

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

Held for Authorisation

Transaction Number AHI63438 /

Transaction Details

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 58,100.00

Transfer From Amount: SBD 58,100.00

Indicative :

My Reference: Bilborad Hire

Payment Details

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



Lovelyn Tanona

From: Roger <houalahar@gmail.com>
Sent: Thursday, 14 December 2023 4:46 PM
To: Lovelyn Tanona
Subject: Invoice for November & December 2023- ROBE General Services
Attachments: NHA nov &dec 2023.pdf

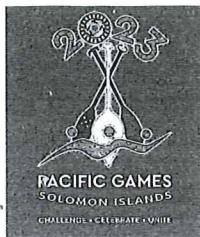
Hi Lavlyn,

Please find attached as requested.

There was a typing error in the first invoice. The first payment is for October and NOT November. This attached invoice is for the 2 remaining months.

Thanks
Roger

Sent from Mail for Windows



PAYMENT VOUCHER

Payment: Voucher No:	<i>pr</i>
NAME: Robe General Service	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed <i>[Signature]</i> Date <i>23/11/23</i>
IF DIRECT CREDITS ISSUED:	<i>pr</i> APPROVED BY FINANCIAL CONTROLLER
BANK REF #:	Signed <i>[Signature]</i> Date <i>23/11/23</i>
Signed	

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2001	Advertising Expenses	Payment for Billboard MID Area 3m x 6m & Billboard Crossroad Lungga Area 3m x 6m, Skin Print and Installation & Billboard White River Area Lease for November 2023, Skin Print and Installation Inv#300	\$58,100.00

Cheque No: IB for \$58,100.00 Date 22/11/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by *[Signature]* Date *22/11/23*



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA -1156/23

DEPARTMENT: NHA-Finance

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Payment for the installation, erasing of 3x Billboard at Lunga Crossroad, MIB works and W/River 01.	Robe General Service		\$58,100-00
			TOTALS		\$58,100-00
Approval is requested to incur expenditure on the above			Account Code: <u>6-2007</u>		
Estimated Cost (SBD): <u>\$58,100-00</u>			Account Name: <u>Printing & Photography</u>		
Requisition Officer (Name): <u>Linley Hahin</u>			Funds available on this account: <u></u>		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Debbie R. Rencore</u>			SBD\$ <u>58,100-00</u>		
Post: <u>IS</u>			Signed: <u>[Signature]</u>		
Department: <u>NHA</u>			Name: <u>G. N. R. A. S.</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>2/11/23</u>		
Payment is a Bid Waiver			Position: <u>PCM</u>		

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



MINUTE

To: Executive Director NHA
Attention: Financial Controller NHA

Date: 17-11-2023



SUBJECT: INVOICE FOR PAYMENT: ROBE GENERAL SERVICE

I am hereby requesting for the processing of the payment to ROBE GENERAL SERVICES for the following to NHA/sol2023;

1. 3x billboard (Lunga cross Road, MID works area and White river 01)
2. 3x installations
3. 3x skin print

The service worth **\$58,100.00 sbd**

See the attached invoice, bid waiver and bid analysis

Grateful, seek your approval for this payment

Thank you

A handwritten signature in blue ink, appearing to read "Joel Levata".

Joel Levata
Hr and Admin Officer NHA
Email: JLevata@sol2023.com.sb
Mobile: 7380007

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 approved by the Ministry Permanent Secretary. The waiver will only be granted in circumstances where observing the normal requirements would result in detriment to the people or assets of the Solomon Islands, or where no benefit would be obtained by observing the requirements. Example where a waiver would be granted include but would be limited to the below; • In a declared emergency (eg. 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					
Installation of Ballboard and Screen print					
REASON FOR REQUEST (Please Tick)					
Genuine Market Limitation	☐	Natural Disaster	☐	SI at War	☐
Public Emergency	☐	Technical or Specialized Equipment	☐	Other	☒
Please summarise the reason for the request (you may attach further support if necessary) The reason for the request is that; to provide the art work to Pacific games; for the upcoming Pacific games					
Requested by: Division / Section		Signed:		Date:	
Joel Lavata HR / Admin				17/11/2013	
Approved by: Accounting Officer		Signed:		Date:	
C. Meny				17/11/13	

QUOTE

ROBE GENERAL SERVICES

Email:robegeneralservices@gmail.com. Contact sales : 7218252,
Honiara

QUOTE no#:0200

Tax Tin Number: 1237829 | HCC Business No: 2023

Date Issued: 1 /9/2023

Billed to:

SOL2023 NHA – Government Services Integration Committee, P.O.Box 2443,

Sea King Building, Honiara

Solomon Islands

Description	Quantity	Price	Total
(Billboard MID works Area) 3m x 6m lease for October 2023	1	\$12,000	\$12,000
Skin Print	1	\$8,000	\$8,000
Installation	1	\$700	\$700
Billboard Lunga Crossroad Road) 3 x 6m lease for October 2023	1	\$10,000	\$10,000
Skin print	1	\$8,000	\$8,000
Installation	1	\$700	\$700
(Billboard white rive 01 area) Lease for october 2023	1	\$10, 000	\$10,000
Skin Print	1	\$8,000	\$8,000

Installation	1	\$700	\$700
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QUOTE

		Total	\$58,100
		Tax Exempt	

Bank Details :

Bank: BRED BANK Account Name : ROBE GENERAL SERVICE

Account No# : 30006411123014

TIN ID:

1072590

BUSINESS LICENSE

BN20141357

KMP LOGISTICS

ENTERPRISE trading as Hardknox Digital

SeaKing Drive,

Hardknox street

Phone: +677 760442 Sales: 7406442

Central Honiara

E-mail: kmplogistic.ent@gmail.com

To: SOL2023 NHA- Government Services Integration Committee, P.O.BOX2443, Sea King Building,
Honiara
Solomon Islands

Department

QUOTATION

Date: 16/ 11 / 2023

PRODUCTS NAME	DESCRIPTION	Quantity	Price	TOTAL
1. Billboard (3m x 6m)	Lease 1 month	3	\$15,000	\$45,000
Skin Print	Printing of the Skin	3	\$10,000	\$30,000
Installation	Installing of the Skin	3	\$1,500	\$4,500
SUB TOTAL SBD				\$79,500

Banking
details:

Bank name: BSP

Account Name: kmp logistics enterprise

Bank account number: 2000670642

Thank You For Doing Business

With Us.



Email : mare'sadvertisingagency@gmail.com **Contact : 7473734 Sales : 7473734**

QUOTE

Quote: 0523

Business Licence : BH 20231058

Date: 16-11-2023

Description	Lease Per Month	Quantity	Price	Total
Billboard 3x6 m		3	\$12,000	\$36,000
Skin Print		3	\$8,250	\$24,750
Skin installation		3	\$1000	\$3,000
			Total	\$63,750.00



National Hosting Authority Secretariat

Comparative Bid Analysis

(To Be Used for Purchases \$10,000 - \$100,000)

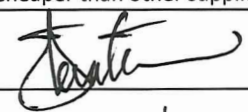
		Supplier 1: ROBE GENERAL SERVICES		Supplier 2: KMP Logistics Enterprise		Supplier 3: MARE's ADVERTISING Agency	
Description of goods or service	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Billboard Banner hired SOL2023 staffs	0	Refer to attached Quote	Refer to attached Quote	Refer to attached quote	Refer to attached quote	Refer to attached Quote	Refer to attached Quote
SOL2023 newly hired staff Billboard		\$ 58,100.00	\$ 58,100.00	\$ 79,500.00	\$ 79,500.00	\$ 63,750.00	\$ 63,750.00
Billboard	0	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL COSTS			\$ 58,100.00		\$ 79,500.00		\$ 63,750.00
Criteria for Selection:							
Meets ICTSU Specifications:		Yes		Yes		Yes	
Delivery time		1 Day		Over-counter purchase		2-3 days delivery	
Reliable Supplier- SIG Preferred Supplier		No		Yes		Yes	
Offers Warranty		1 year warranty		1 year warranty		1 year warranty	

Recommended Supplier: Robe General Services

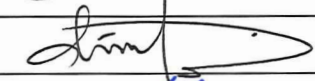
Reason (s) for recommending the supplier: Based on assessment of quotations, **Robe General Services** offered a much cheaper option as compared to those offered locally. Billboard are very similar in specifications, adhere to **Art Works , Designing and Writting Signing Company** and are all Art Works new. Considering NHA's crucial need to save costs as well as have quality **Art Works to PG2023**, the option offered by **Robe General Services** is recommended. Although it is not a preferred supplier, the need for cheap Art Works , Designing and Printing is urgent; therefore, since NHA has means of acquiring Billboard Display Art Works that can be delivered on time for their use, the recommended supplier is the best option as it is 2-3 times cheaper than other suppliers.

Prepared By: Technical Evaluation Committee

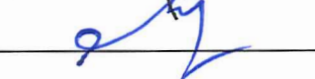
Name: Joel Levata

Signature: 

Name: Douglas Saefoa

Signature: 

Endorsed by FC: Debbie Rence Sifoni
Approved by (SPM/Executive Director):

Signature: 

Name:(ED) **Christian Nieng**

Signature: 



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: Joel Lavata

Date: 21/11/23

NHA Compliance Performed By

Signed: _____

Name and Position: P. Talohue

Date: 21/11/23



ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 15/11/2023

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.



Joel Levata

NHA ~~HRM~~

Sol2023 Pacific Games

He and Admin Officer

SCHEDULE OF REQUIREMENTS

No.	Item Name	Specification	Quantity	Delivery Date
1.	Robe General Services - Billboard MID, Skin Print, & Installation and areas Cross Road & 01 Area White River - Printing and Rush Jobs	Robe General Services Billboard MID, Skin Print, & Installation and Areas Cross Road & 01 area White rive and Printing and Rush Jobs		N/A



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: ROBE GENERAL SERVICES

- | | | | | | |
|----------------------|-------------------------------------|----------------------------|-------|------------|-------|
| 1) Minute | ☒ | Sign by FC | _____ | Sign by ED | _____ |
| 3) Requisition | ☐ | Sign by Compliance officer | _____ | | |
| 2) Requisition | ☒ | Sign by FC | _____ | Sign by ED | _____ |
| 3) Payment Voucher | ☐ | Sign by FC | _____ | Sign by ED | _____ |
| 4) LPO | ☐ | Sign by FC | _____ | Sign by ED | _____ |
| 5) IB Authorisations | ☐ | Sign by FC | _____ | Sign by ED | _____ |

Comments:

ED, for to sign off comparative Bid Analysis.
ED to sign Bid waiver attached.



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: ROBE GENERAL SERVICE

1) Minute

☒

Sign by FC

Sign by ED

3) Requisition

☐

Sign by Compliance officer

2) Requisition

☒

Sign by FC

Sign by ED

3) Payment Voucher

☐

Sign by FC

Sign by ED

4) LPO

☐

Sign by FC

Sign by ED

5) IB Authorisations

☒

Sign by FC

Sign by ED

Comments:

urgent!!



**Transaction or Request Lodgement Receipt**

Transaction or Request Description: ANZ to Other Bank Transfer

Transaction or Request Status: Posted

Date / Time: 18/12/2023 10:38

Transaction Number: AHL99729

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 90,100.00

Transfer From Amount: SBD 90,100.00

Indicative :

My Reference: Bilborad Hire

Payment Details

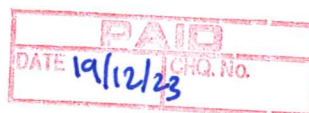
Account Name: ROBE General Service

Account Number: 30006411123014

Bank Name: Bred Bank

Reference To Payee : INV#301-NHA

Pay Date : 18/12/2023

**Comments:**

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

18/12/2023 10:38 Pauline Tovua

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

18/12/2023 17:03 Christian Nieng

Authorised -ANZ to Other Bank Transfer

Comments : verified

19/12/2023 12:52 Debbie Ofaeri Sifoni

Authorised -ANZ to Other Bank Transfer

19/12/2023 12:52 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 AHL99729

Transaction Details

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 90,100.00

Transfer From Amount: SBD 90,100.00

Indicative :

My Reference: Bilborad Hire

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: Robe General Service	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed <u></u> Date <u>18/12/25</u>
IF DIRECT CREDITS ISSUED:	APPROVED BY FINANCIAL CONTROLLER
BANK REF #:	Signed <u></u> Date <u>15/12/23</u>
Signed _____	

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2001	Advertising Expenses	Payment for advertising service (6x Bilboard, 3x Installations & 3x Skin Print) for the month of November - December 2023.	\$90,100.00

Cheque No: IB_____ for \$90,100.00 Date 14/12/2023

Signature of claimant_____

PRINT NAME: _____

Payment Voucher Prepared by  Date 14/12/23

Lovelyn Tanona

From: Roger <houalahar@gmail.com>
Sent: Thursday, 14 December 2023 4:46 PM
To: Lovelyn Tanona
Subject: Invoice for November & December 2023- ROBE General Services
Attachments: NHA nov &dec 2023.pdf

Hi Lavlyn,

Please find attached as requested.

There was a typing error in the first invoice. The first payment is for October and NOT November. This attached invoice is for the 2 remaining months.

Thanks
Roger

Sent from Mail for Windows



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-1186/23

DEPARTMENT: NHA-Finance

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION	PURCHASING OFFICER USE ONLY		
(Full and clear details of payment)			SUPPLIER	ORDER NO.	COST
		Raise payment to Robe General Services for the following to NHA/sol 2023. ① 6 x billboard ② 3 x installations ③ 3 x skin print QUOTE NO: 0300	ROBE General Service		\$90,100.00
			TOTALS \$90,100.00		
Approval is requested to incur expenditure on the above			Account Code: <u>6-2717</u>		
Estimated Cost (SBD): <u>\$90,100.00</u>			Account Name: <u>Other local other costs</u>		
Requisition Officer (Name): <u>Charity-M</u>			Funds available on this account: _____		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Pauline Tame</u> Sign: <u>[Signature]</u>			SBD\$ <u>90,100.00</u>		
Post: <u>FC</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 delegated		
Payment requires one quote (10,000 below)			Compliance Check by: <u>[Signature]</u> Signature		
Payment requires three quotes (\$10,000.00 above)			Name: <u>Tumani B.</u> Date: <u>24/11/23</u>		
Is it a ITB Contract Payment			Position: <u>C.P.O.</u>		
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



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-1186/23

DEPARTMENT: NHA - Finance

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Raise payment to Robe General Services for the following to NHA/sol 2023. ① 6 x billboard ② 3 x installations ③ 3 x skin print Quote No: 0300	ROBE General Service		90,000.00 58,100.00
			TOTALS		90,000.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$90,000.00
Requisition Officer (Name): Cherry M

Date: 24/11/23
Sign: [Signature]

Account Code: 0-2712

Account Name: Other local other costs

Funds available on this account: _____

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): Pauline Tom Sign: [Signature]

Post: FC

Department: NHA

Authority is granted for expenditure not exceeding:

SBD\$ 90,000.00

Signed: [Signature]

Name: [Signature]

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

Compliance Check by: [Signature] Signature

Name: Tumai B.

Date: 24/11/23

Position: CPO

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 ☐

Copy 1 White

NHA Finance

Copy 2 Pink

Compliance Department

Copy 3 Yellow

Requesting Department



MINUTE

To: Executive Director NHA
Attention: Financial Controller NHA

Date: 23-11-2023



SUBJECT: INVOICE FOR PAYMENT: ROBE GENERAL SERVICE

I am hereby requesting for the processing of the payment to ROBE GENERAL SERVICES for the following to NHA/sol2023 (Advertising Services and pacific Games 2023);

1. 6x billboard (Lunga cross Road, MID works area and White river 01)
2. 3x installations
3. 3x skin print

The service worth **\$90,100.00 sbd**

See the attached invoice and bid analysis

Grateful, seek your approval for this payment

Thank you

Joel Levata
Hr and Admin Officer NHA
Email: JLevata@sol2023.com.sb
Mobile: 7380007



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	/	NA.	
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: Joel Wata H/Afm. Officer

Date: 23/11/2023

NHA Compliance Performed By

Signed: _____

Name and Position: Tumani Bird C.P.O.

Date: 24/11/23.



National Hosting Authority Secretariat

Comparative Bid Analysis

(To Be Used for Purchases \$10,000 - \$100,000)

		Supplier 1: ROBE GENERAL SERVICES		Supplier 2: KMP LOGISTICS ENTERPRISE		Supplier 3: MARE'S ADVERTISING AGENCY	
Description of goods or service	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Sol2023-Billboard Services and Advertising for Tender Board,	2	Refer to attached Quote	Refer to attached Quote	Refer to attached quote	Refer to attached quote	Refer to attached Quote	Refer to attached Quote
Sol2023-Billboard Services and Advertising for Tender Board,		\$90,000.00	\$90,100.00	\$124,500	\$125,500.00	\$91,750.00	\$91,750.00
Billboard and Advertising Services	0	\$ -	\$ -		\$ -		\$ -
GRAND TOTAL COSTS			\$ 90,100.00		\$ 125,500.00		\$ 91,750.00
Criteria for Selection:							
Meets NHA Specifications:		Yes		Yes		Yes	
Delivery time(7 days Min, 2 Wk Max)		7 days		30 days		Not Stated	
Reliable Supplier- SIG Preferred Supplier		yes		Yes		Yes	
Offers Warranty		1 year warranty		1 year warranty		1 year warranty	
Recommended Supplier: Robe General Services							
Reason (s) for recommending the supplier: Based on assessment of quotations, Robe General Services offered a much cheaper option as compared to those offered Others. All Tender Board are very similar in specifications, adhere to Supply or Delivery PG2023 Billboard and Advertising Services . Considering NHA's crucial need to save costs as well as have Billboard and Advertising Works for tender Board, the option offered by Robe General Services is recommended. Although it is a preferred supplier, the need for cheap Billboard and Advertising Services ; therefore, since NHA has means of acquiring Tender Board that can be delivered on time for their use. Prepared By: Technical Evaluation Committee							
Name: <u>Joel Levata</u>		Signature: _____					
Name: <u>Douglas Saefoa</u>		Signature: _____					
Endorsed by FC: <u>Debbie Sifoni</u>		Signature: _____					
Approved by (SPM/Executive Director): Name: <u>Christian Nieng</u>		Signature: _____					



ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 23/11/2023

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.



Joel Levata

NHA, ~~HRM~~ *Mr and Admin Officer*
Sol2023 Pacific Games

SCHEDULE OF REQUIREMENTS

No.	Item Name:	Specification	Quantity	Delivery Date
1.	Robe General Services • Skin Print, installation and Billboard Advertising the Art Works duration of two months	Robe General Services • Skin Print, • installation and • Billboard Advertising the Art Works duration of two months	1 1 2	N/A

QUOTE

ROBE GENERAL SERVICES

Email:robegeneralservices@gmail.com. Contact sales : 7218252,
Honiara

QUOTE no#:0300

Tax Tin Number: 1237829 | HCC Business No: 2023

Date Issued: 1/9 /2023

Billed to:

SOL2023 NHA – Government Services Integration Committee, P.O.Box 2443,

Sea King Building, Honiara

Solomon Islands

Description	Quantity	Price	Total
(Billboard MID works Area) 3m x 6m lease for November December 2023	2	\$12,000	\$24,000
Skin Print	1	\$8,000	\$8,000
Installation	1	\$700	\$700
Billboard Lunga Crossroad Road) 3 x 6m lease for November December 2023	2	\$10,000	\$20,000
Skin print	1	\$8,000	\$8,000
Installation	1	\$700	\$700
(Billboard white rive 01 area) Lease for November December 2023	2	\$10, 000	\$20,000
		\$8,000	

QUOTE

Skin Print	1		\$8,000
Installation	1	\$700	\$700
		Total	\$90,100
		Tax Exempt	

Bank Details :

Bank: BRED BANK Account Name : ROBE GENERAL SERVICE

Account No# : 30006411123014

TIN ID: 1072590
BUSINESS LICENSE BN20141357

KMP LOGISTICS

ENTERPRISE trading as Hardknox Digital

SeaKing Drive,

Hardknox street

Central Honiara

Phone: +677 760442 Sales: 7406442

E-mail: kmplogistic.ent@gmail.com

To: SOL2023 NHA- Government Services Integration Committee, P.O.BOX 2443, Sea King Building,
Honiara
Solomon Islands

Department QUOTATION

Date: 16/ 11 / 2023

PRODUCTS NAME	DESCRIPTION	Quantity	Price	TOTAL
I. Billboard (3m x 6m)	Lease 2 month	3	\$15,000	\$90,000
Skin Print	Printing of the Skin	3	\$10,000	\$30,000
Installation	Installing of the Skin	3	\$1,500	\$4,500
SUB TOTAL SBD				\$124,500

HARD KNOX
DIGITALS

Banking details:

Bank name: BSP

Account Name: kmp logistics enterprise

Bank account number: 2000670642

Thank You For Doing Business
With Us.



Email : mare'sadvertisingagency@gmail.com **Contact :** 7473734 **Sales :** 7473734

QUOTE

Quote: 0523

Business Licence : BH 20231058

Date: 16-11-2023

Description	Lease Per Month	Quantity	Price	Total
Billboard 3x6 m	2	3	\$12,000	\$72,000
Skin Print		3	\$8,250	\$16,750
Skin installation		3	\$1000	\$3,000
			Total	\$91,750.00