# 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 authorise IB.

*Could not locate Ref # in IB.

Greg to check with statement.

| Date | Description | Debit | Credit |
|---|---|---|---|
| 30/11/2023 | IB EXTACC TFR<br>REF:AHI63438<br>TRANSFER TO BRED BANK<br>BILBORAD HIRE ROBE GENERAL<br>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.

PAID DATE CHQ. No.
Paid 30/11/23

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOI 2023 PACIFIC GAMES
23/11/23

**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

# PAYMENT VOUCHER

PACIFIC GAMES SOLOMON ISLANDS 2023 — CHALLENGE • CELEBRATE • UNITE

| | |
|---|---|
| Payment: Voucher No: | |
| NAME: Robe General Service | pp APPROVED BY EXECUTIVE DIRECTOR |
| Address: | Signed ____ Date 23/11/23 |
| IF DIRECT CREDITS ISSUED:. BANK REF #:____ Signed____ | pp APPROVED BY FINANCIAL CONTROLLER Signed ____ Date 23/11/23 |

| 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~~ october 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____ Date 22/11/23

PACIFIC GAMES SOLOMON ISLANDS 2023

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA -1156/23

DEPARTMENT: NHA- Finance

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | SUPPLIER | ORDER NO. | COST |
|---|---|---|---|---|---|
| | | Payment for the installation, skin print of 3x Billboard at Lunga Crossroad, MID works and W/River 01. | Robe General Service | — | $58,100-00 |
| | | | | TOTALS | $58,100-00 |

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $58,100-00 Date: 21/11/23

Requisition Officer (Name): Linley Hatiah Sign:

Account Code: 6-2007

Account Name: Printing & Photocopying

Funds available on this account:

**Supervisors Certification (Accountable Officers):**

Certifying Officer (Name): Debbie Rence Sign:

Post: B

Department: NHA

**Authority is granted for expenditure not exceeding:**

SBD$ 58,100-00

Signed:

Name: G Niran

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

**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: Peter Hunn Date: 25/11/23

Position: PCM

Copy 1 White NHA Finance

Copy 2 Pink Compliance Department

Copy 3 Yellow Requesting Department

PACIFIC GAMES
SOLOMON ISLANDS

**MINUTE**

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
2023 PACIFIC GAMES

To: Executive Director NHA
Attention: Financial Controller NHA

20/11/23

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

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 are 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 Billboard 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 this request is that; to provide the art work to pacific games; for the upcoming pacific games

| | |
|---|---|
| **Requested by:** Joel Levuta   **Division / Section** HR / ADMIN | **Signed:** [signature] **Date:** 17/11/2023<br>**Post:** Hr and Admin Officer |
| **Approved by:** **Accounting Officer** CMeny | **Signed:** [signature] **Date:** 17/11/23 |

**QUOTE**

# ROBE GENERAL SERVICES

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

**QUOTE no#:**0200

Tax Tin Number: 1237829 | HCC Business No: 2023

DateIssued: 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 |

**QUOTE**

| | | | |
|---|---|---|---|
| | | | |
| | | **Total** | $58,100 |
| | | **Tax Exampt** | |

**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 Digitals

SeaKing Drive,

Hardknox street Phone: +677 760442Sales: 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.

MARE'S ADVERTISING AGENCY

**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)

PACIFIC GAMES SOLOMON ISLANDS

| | | Supplier 1: ROBE GENERAL SERVICES | | Supplier 2: KMP Logistics Enterprise | | Supplier 3: MARE's ADVERTISNG 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 |
| Billbboard | 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** Signature ____________________

**Approved by (SPM/Executive Director):**

Name:(ED) **Christian Nieng** Signature: ____________________

2023 PACIFIC GAMES SOLOMON ISLANDS

# 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: [signature]

Name and Position: Joel Lavata

Date: 21/11/23

***NHA Compliance Performed By***

Signed: [signature]

Name and Position: P. Talohe

Date: 22/11/23

**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~~** HR and Admin Officer
**Sol2023 Pacific Games**

# SCHEDULE OF REQUIREMENTS

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

RECIEVED
DATE 17/11/23
SIGN

PACIFIC GAMES
SOLOMON ISLANDS

# 2023 PACIFIC GAMES OFFICE

## Approval /Signature Required

**Supplier Name:** ROBE GENERAL SERVICES

| | | | |
|---|---|---|---|
| 1) Minute | [x] | Sign by FC ✓ | Sign by ED |
| 3) Requisition | [ ] | Sign by Complianceofficer | |
| 2) Requisition | [x] | 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, FC to sign off comparative Bid Analysis.
ED to sign Bid waiver attached.

RECIEVED
DATE 23/11/23
SIGN

PACIFIC GAMES
SOLOMON ISLANDS

# 2023 PACIFIC GAMES OFFICE

## Approval /Signature Required

**Supplier Name:** ROBE GENERAL SERVICE

| | | | | | |
|---|---|---|---|---|---|
| 1) Minute | ☐ | Sign by FC | | Sign by ED | |
| 3) Requisition | ☐ | Sign by Complianceofficer | | | |
| 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!!

RECIEVED
DATE 23/11/23
SIGN

## 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

PAID
DATE 19/12/23 CHQ. No.

**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
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

**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.

18/12/23

NATIONAL HOSTING AUTHORITY
Common Seal
2023 PACIFIC GAMES

# PAYMENT VOUCHER

| Payment:<br>Voucher No: | |
|---|---|
| NAME: Robe General Service | APPROVED BY EXECUTIVE DIRECTOR |
| Address: | Signed ____ Date 18/12/23 |
| IF DIRECT CREDITS ISSUED:<br>BANK REF #: ____<br>Signed ____ | APPROVED BY FINANCIAL CONTROLLER<br>Signed ____ Date 15/12/23 |

| 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

PACIFIC GAMES SOLOMON ISLANDS 2023

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA- 1186 /23

DEPARTMENT: NHA - Finance

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | SUPPLIER | ORDER NO. | COST |
|---|---|---|---|---|---|
| | | Raise payment to Robe General Services for the following to NHA/sol 2023. Quote No: 0300<br>① 6 x billboard<br>② 3 x installations<br>③ 3 x skin print | ROBE General Service | | $90,100-00 |
| | | | | TOTALS | $90,100-00 |

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): $90,100-00 Date: 24/11/23

Requisition Officer (Name): Charity -M Sign: [signature]

Account Code: 6-2717

Account Name: Other local other costs

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): Pauline Tome. Sign: [signature]

Post: FC

Department: NHA

Authority is granted for expenditure not exceeding:

SBD$ 90,100-00

Signed: [signature]

Name: [signature]

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

**Threshold Checklist**

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

Compliance Check by: [signature] Signature

Name: Tamusi B. Date: 24/11/23

Position: CPO

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

2023 PACIFIC GAMES SOLOMON ISLANDS

# NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA- 1186 /23

DEPARTMENT: NHA - Finance

## PURCHASE REQUISITION

| QUANTITY | UNIT | DESCRIPTION (Full and clear details of payment) | SUPPLIER | ORDER NO. | COST |
|---|---|---|---|---|---|
| | | Raise payment to Robe General Services for the following to NHA/Sol 2023. Quote No: 0300<br>1) 6 x billboard<br>2) 3 x installations<br>3) 3 x skin print | ROBE General Service | | ~~$90,400.00~~ 58,100.00 |
| | | | | TOTALS | 90,[illegible] |

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): ~~$90,400.00~~ $58,100.00

Date: 24/11/23

Requisition Officer (Name): Charity - M

Sign: [signature]

Account Code: 6-2717

Account Name: Other local other costs

Funds available on this account:

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): Pauline Tome

Sign: [signature]

Post: FC

Department: NHA

Authority is granted for expenditure not exceeding:

SBD$ 90,1[illegible]

Signed: [signature]

Name:

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

Threshold Checklist

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

Compliance Check by: [signature]

Signature

Name: Tumau B.

Date: 24/11/23

Position: CPO

Copy 1 White — NHA Finance

Copy 2 Pink — Compliance Department

Copy 3 Yellow — Requesting Department

PACIFIC GAMES
SOLOMON ISLANDS

**MINUTE**

To: Executive Director NHA
Attention: Financial Controller NHA

NATIONAL HOSTING AUTHORITY
EXECUTIVE DIRECTOR
SOL2023 PACIFIC GAMES

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***

PACIFIC GAMES
SOLOMON ISLANDS

| 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 | ✓ | 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: [signature]

Name and Position: Joel Levata Hr/Adm. Officer

Date: 23/11/2023

***NHA Compliance Performed By***

Signed: [signature]

Name and Position: Timani Baird C.P.O.

Date: 24/11/23.

PACIFIC GAMES SOLOMON ISLANDS

# 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: ____Joel Levata______________** Signature: __________

**Name: _____Douglas Saefoa______________** Signature: __________

Endorsed by FC: **Debbie Sifoni** Signature

**Approved by (SPM/Executive Director):**

Name: **Christian Nieng** Signature: __________

NATIONAL HOSTING AUTHORITY EXECUTIVE DIRECTOR SOL2023 PACIFIC GAMES

PACIFIC GAMES
SOLOMON ISLANDS

**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~~** Hr and Admin Officer
**Sol2023 Pacific Games**

# SCHEDULE OF REQUIREMENTS

| No. | Item Name: | Specification | Quantity | Delivery Date |
|---|---|---|---|---|
| 1. | Robe General Services<br>• Skin Print, installation and Billboard Advertising the Art Works duration of two months | Robe General Services<br>• Skin Print,<br>• installation and<br>• Billboard Advertising the Art Works duration of two months | 1<br>1<br>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 Exampt | |

**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 Digitals

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 |
|---|---|---|---|---|
| | | | | |
| 1. 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.

MARE'S ADVERTISING AGENCY

**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 |