

9:18

LTE

apib1.anz.com



Transaction or Request Lodgement Receipt

Transaction or Request Description: ANZ to Other Bank Transfer
Transaction or Request Status: Posted
Date / Time: 14/11/2023 15:37
Transaction Number: AHH40505

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140
Transfer Amount in Local Currency: SBD 3,344.00
Transfer From Amount: SBD 3,344.00
Indicative :
My Reference: Cleaning Service

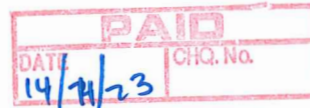
Payment Details

Account Name: Aulu Youth Community B A
Account Number: 2001658042
Bank Name: Bank of South Pacific
Reference To Payee : Inv#AY400/401

Pay Date : 14/11/2023

Comments:

***** Authorisation Details *****
14/11/2023 15:37 Gregory Sale
Authorisation Required for : ANZ to Other Bank Transfer (2A)
14/11/2023 17:42 Christian Nieng
Authorised -ANZ to Other Bank Transfer
Comments : verified
14/11/2023 21:18 Debbie Ofaeri Sifoni
Authorised -ANZ to Other Bank Transfer
14/11/2023 21:18 Debbie Ofaeri Sifoni
Transaction Processed



3



Your Reference

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

Held for Authorisation Transaction Number AHH40505

Transaction Details

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 3,344.00

Transfer From Amount: SBD 3,344.00

Indicative :

My Reference: Cleaning Service

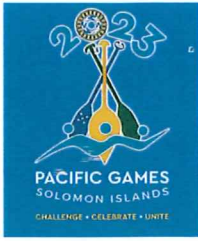
Payment Details

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

Cy


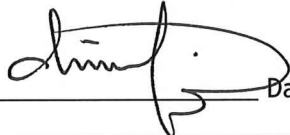
14/11/25





PAYMENT VOUCHER



Payment: Voucher No:	
NAME: Aulu Community Based Association.	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed <u></u> Date <u>14/11/23</u>
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed <u></u> Date <u>14/11/23</u>

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2717	Other Local Other Costs	Payment being for cleaning at Panatina.	\$3,344.00

Cheque No: IB for \$3,344.00 Date 14/11/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by  Date 14/11/2023



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC 1922/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Raise payment to Aulu Youth Community Based Association for community group-cleaning at Panatina	Aulu Youth Community Based Association		3,344-
TOTALS					3,344-

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): 3,344- Date: 11/11/23

Requisition Officer (Name): Georgina K Sign: [Signature]

Account Code: 6-2717

Account Name: Other Local other costs

Funds available on this account: _____

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): Timmy H Sign: [Signature]

Post: General Cost

Department: GOC Auls

Authority is granted for expenditure not exceeding:

SBD\$ 3,344 - 00

Signed: [Signature]

Name: CMley

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

Threshold Checklist

Payment requires one quote (10,000 below)	<input type="checkbox"/>
Payment requires three quotes (\$10,000.00 above)	<input type="checkbox"/>
Is it a ITB Contract Payment	<input type="checkbox"/>
Is it a GTB Contract Payment	<input type="checkbox"/>
Payment is a Bid Waiver	<input type="checkbox"/>

Compliance Check by: [Signature] Signature

Name: Pringne Date: 13/11/23

Position: PCM

Finance
Compliance Department
Department



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC 1922/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Raise payment to Aulu Youth Community Based Association for community group- cleaning at Panatina 3/	Aulu Youth (P.M.A.) Community Based Association		3,344 - 3,344 -
			TOTALS		
Approval is requested to incur expenditure on the above Estimated Cost (SBD): <u>3,344 -</u> Date: <u>11/11/23</u> Requisition Officer (Name): <u>Georgina K</u> Sign: <u>[Signature]</u>			Account Code: <u>6-2717</u> Account Name: <u>Other Local Other Cost</u> Funds available on this account: _____		
Supervisors Certification (Accountable Officers): Certifying Officer (Name): <u>Jimmy H</u> Sign: <u>[Signature]</u> Post: <u>General</u> Department: <u>GOC X-13</u>			Authority is granted for expenditure not exceeding: SBD\$ <u>3,344 -</u> Signed: <u>[Signature]</u> Name: <u>CMIG</u> Note: Authority for expenditure must be given by accounting officer or his/her delegated Compliance Check by: <u>[Signature]</u> Signature Name: <u>Pthmane</u> Date: <u>13/11/23</u> Position: <u>PCM</u>		
Threshold Checklist					
Payment requires one quote (10,000 below)		<input type="checkbox"/>			
Payment requires three quotes (\$10,000.00 above)		<input type="checkbox"/>			
Is it a ITB Contract Payment		<input type="checkbox"/>			
Is it a GTB Contract Payment		<input type="checkbox"/>			
Payment is a Bid Waiver		<input type="checkbox"/>			

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



MINUTE

Ref: GOC – 1922/23

To: EXECUTIVE DIRECTOR, NHA _____

From: Finance & Procurement, GOC _____

Date: 11/11/2023

RE: PROCUREMENT FOR COMMUNITY GROUP – CLEANING – AULU YOUTH COMMUNITY BASED ASSOCIATION

Approval is sought to raise payment as referred above.

See attached is the Invoice of **SBD\$3,344.00**, timesheets and Contract for your perusal.

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

Agnes Ngumi

Procurement Coordinator (GOC)

Endorsed by:

Imogen Vida Finance Team Games Organizing Committee		
Signature:	Date: 11/11/2023	

Approval:

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

AULU YOUTH COMMUNITY BASED ASSOCIATION

Registration # 50302

Date	Invoice #	Details	Hours	Cost	Total Cost	Checked
30/10/2023	1	Panatina	64	16.00	1,024.00	✓
			64		1,024.00	✓
2/11/2023	2	Panatina	81	16.00	1,296.00	✓
5/11/2023	2	Panatina	64	16.00	1,024.00	✓
			145		2,320.00	✓
				Total	\$ 3,344.00	✓

[Handwritten signature]

INVOICE

Community Group Name: Aulu Youth
Team Leader: Jason Macfasia
Address: SINU/Kukun Campos
Phone: 7498534

Invoice # AY400
Date: 8/11/23
Registration # 50302

BILL TO:

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

DATE	DESCRIPTIONS OF SERVICES	HOURS	UNIT PRICE	TOTAL AMOUNT(\$)
30/10/23	Cleaning	64hrs	\$16	\$1,024
Thank you for your business!			Total	\$1,024-

Make cheque payable to:

Bank: Bank South Pacific (BSP)
Account Name: Aulu Youth Community Based Association
Account Number: 2001658042

Team Leader Signature: Jason Macfasia



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: Aulu youth Community Based Association
 VENUE: SINU/PANATINA VILLAGE: SINU/PANATINA
 SERVICES: Cleaning REGISTRATION NO: 50302
 Rate per hour: \$ 16.00
 Total weekly Pay: 51024

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	Official Use Only
			TIME IN	TIME OUT		TIME IN	TIME OUT		TOTAL HOURS
30/10/23	Jerry Ramouki	cleaner	8:00	1:45	<i>[Signature]</i>	2:15	5:00	<i>[Signature]</i>	8 hrs
	Kathleen Takiohu	cleaner	8:00	1:45	<i>[Signature]</i>	2:15	5:00	<i>[Signature]</i>	8 hrs
	Barbara Sarano	cleaner	8:00	1:45	<i>[Signature]</i>	2:15	5:00	<i>[Signature]</i>	8 hrs
	Madlyn Sarano	cleaner	8:00	1:45	<i>[Signature]</i>	2:15	5:00	<i>[Signature]</i>	8 hrs
	Michael Paakae	cleaner	8:00	1:45	<i>[Signature]</i>	2:15	5:00	<i>[Signature]</i>	8 hrs
	Lynda Arai'a	cleaner	8:00	1:45	<i>[Signature]</i>	2:15	5:00	<i>[Signature]</i>	8 hrs
	Lona Navekeni	cleaner	8:00	1:45	<i>[Signature]</i>	2:15	5:00	<i>[Signature]</i>	8 hrs
	Jason Maefasia	Team leader	8:00	1:45	<i>[Signature]</i>	2:15	5:00	<i>[Signature]</i>	8 hrs
TOTAL HOURS									64 hrs

TEAM LEADER: Jason Maefasia VENUE/VILLAGE WORKFORCE OFFICER: Alana Araitewa
 SIGNATURE: *[Signature]* SIGNATURE: *[Signature]*
 DATE: 30/10/23 DATE: 30/10/23

INVOICE

Community Group Name: Avlu youth
Team Leader: Jason Maefasia
Address: SINU/kukom campus
Phone: 7498534

Invoice # Ay 401
Date: 08/21/23
Registration # 50302

BILL TO:

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

DATE	DESCRIPTIONS OF SERVICES	HOURS	UNIT PRICE	TOTAL AMOUNT(\$)
02/11/23	Cleaning	81hrs	\$16	\$1,296
05/11/23	Bed Installing	64hrs	\$16	\$1,024
Thank you for your business!			Total	\$2320

Make cheque payable to:

Bank: BSP
Account Name: Avlu youth Community Based Association
Account Number: 2001658042

Team Leader Signature: [Signature]



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: ANU YOUTH Community Based Association

Rate per hour: \$ 16.00
Total weekly Pay: \$ 1,024

VENUE: _____

VILLAGE: PANATINA/SINU

SERVICES: Cleaning

REGISTRATION NO: 50302

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	Official Use Only
			TIME IN	TIME OUT		TIME IN	TIME OUT		TOTAL HOURS
05/11/23	Samuel wawokohia	Bed installing	9:00	2:14	<i>[Signature]</i>	2:30	5:00	<i>[Signature]</i>	8hrs
	Jerry Ramaki		9:00	2:14	<i>[Signature]</i>	2:30	5:00	<i>[Signature]</i>	8hrs
	Junior Polaninae		9:00	2:14	<i>[Signature]</i>	2:30	5:00	<i>[Signature]</i>	8hrs
	Winston Poraivou		9:00	2:14	<i>[Signature]</i>	2:30	5:00	<i>[Signature]</i>	8hrs
	Terence Horonawi		9:00	2:14	<i>[Signature]</i>	2:30	5:00	<i>[Signature]</i>	8hrs
	Alice Rakesaw		9:00	2:14	<i>[Signature]</i>	2:30	5:00	<i>[Signature]</i>	8hrs
	Lynda Awaia		9:00	2:14	<i>[Signature]</i>	2:30	5:00	<i>[Signature]</i>	8hrs
	Jason Maefasia		9:00	2:14	<i>[Signature]</i>	2:30	5:00	<i>[Signature]</i>	8hrs
TOTAL HOURS									64hrs ✓

TEAM LEADER: Jason Maefasia

SIGNATURE: *[Signature]*

DATE: 05/11/23

VENUE/VILLAGE WORKFORCE OFFICER: Alana Araitewa

SIGNATURE: *[Signature]*

DATE: 05/11/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: Aulu Youth Community Based Association
 VENUE: _____ VILLAGE: PAWATINA
 SERVICES: cleaning REGISTRATION NO: 50302

Rate per hour: \$ 16.00
 Total weekly Pay: \$1,296

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
02/11/23	Alice Rakewu	cleaning	8:00	12:15	<i>[Signature]</i>	12:30	5:30	<i>[Signature]</i>	9hrs
	Barbara Sarano	cleaning	8:00	12:15	<i>[Signature]</i>	12:30	5:30	<i>[Signature]</i>	9hrs
	Madhyn Sarano	//	8:00	12:15	<i>[Signature]</i>	12:30	5:30	<i>[Signature]</i>	9hrs
	Lona Navskeni	//	8:00	12:15	<i>[Signature]</i>	12:30	5:30	<i>[Signature]</i>	9hrs
	Lynda Aravia	//	8:00	12:15	<i>[Signature]</i>	12:30	5:30	<i>[Signature]</i>	9hrs
	Tevance Horomau	//	8:00	12:15	<i>[Signature]</i>	12:30	5:30	<i>[Signature]</i>	9hrs
	Steward Itoia	//	8:00	12:15	<i>[Signature]</i>	12:30	5:30	<i>[Signature]</i>	9hrs
	Michael Paikae	//	8:00	12:15	<i>[Signature]</i>	12:30	5:30	<i>[Signature]</i>	9hrs
	Jason Maefasia	Team leader	8:00	12:15	<i>[Signature]</i>	12:30	5:30	<i>[Signature]</i>	9hrs
TOTAL HOURS									81hrs ✓

TEAM LEADER: Jason Maefasia VENUE/VILLAGE WORKFORCE OFFICER: Alana Araitawa
 SIGNATURE: *[Signature]* SIGNATURE: *[Signature]*
 DATE: 02/11/23 DATE: 02/11/23

COMMUNITY GROUP SERVICE CONTRACT



COMMUNITY GROUP SERVICE CONTRACT

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

COMMUNITY GROUP SERVICE CONTRACT

Parties

CLEANING SERVICE AGREEMENT BETWEEN

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

AND

*AULU YOUTH COMMUNITY BASED ASSOCIATION TRUST BOARD of PANATINA,
EAST HONIARA* ("Service Provider")

Background

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

COMMUNITY GROUP SERVICE CONTRACT

1. Definitions

“*Client*” means the Games Organising Committee.

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

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

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

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

2. PURPOSE

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

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

2.3. Event Schedule:

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

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

2.4. Responsibilities of Parties:

2.4.1. It is agreed by the Parties that the Client or the Client’s designate shall provide health and safety training lessons whereby the Service Provider shall be properly trained on how to perform the services prior to the commencement of that

COMMUNITY GROUP SERVICE CONTRACT

services. The topics to be conducted during the training shall include any but not limited to the following:

- 2.4.1.1. how to perform the services;
- 2.4.1.2. what is expected of the Service Provider;
- 2.4.1.3. what the Service Provider shall perform and what not to be performed;
- 2.4.1.4. proper training on health and safety; and
- 2.4.1.5. the roles of the Group Leader

2.4.2. The Client or the Client's designate agree to the following:

2.4.2.1. Provide necessary information and guidelines to the Service Provider for the successful delivery of the services.

2.4.2.2. Acknowledge and promote the Service Provider's participation and contribution to the 2023 Pacific Games during the term of this Agreement.

2.4.2.3. Facilitate a feedback mechanism to address any concerns or issues that may arise during the course of performance of the services.

2.4.2.4. Provide and make available to the Service Provider proper Personal Protection Equipment ("PPEs") to making sure the Service Provider's health and safety are taken care of and well protected from hazardous materials and other possible harm or danger which the Service Provider might be exposed to. The PPEs shall include:

2.4.2.4.1. Proper gumboots, proper working vests and long pants/overalls, proper eye protection glasses, proper helmets, proper hand gloves and facemasks.

2.4.2.5. The Service Provider shall not perform the services unless the provisions of sub-clause 1.4 are fully complied with by the Client or the Client's designate.

2.5. Number of work shifts:

2.5.1. There shall be two work shifts (if any) for logistics which the Service Provider shall be assigned to perform prior and/or during the events of the 2023 Pacific Games.

2.5.2. The Service Provider's Group Leader shall assist the Client by selecting the required number of individuals from the Group to perform specific logistics services. The Group Leader must document and closely monitor the work performance of such individual members in each work shift.

COMMUNITY GROUP SERVICE CONTRACT

3. DURATION OF AGREEMENT

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

4. NON-GUARANTEED CLAUSE

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

5. PAYMENT

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

COMMUNITY GROUP SERVICE CONTRACT

- 5.6.1. where the Service Provider fail to produce proper invoice of the rendered services to the Client;
- 5.6.2. the Service Provider fails to adhere or comply with the agreed requirements as provided under the terms and conditions of this Agreement; or
- 5.6.3. Persistent occurrences of an event of Force Majeure which prevents either party from performing their obligations provided in this Agreement.

6. CONFIDENTIALITY

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

7. INSURANCE

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

8. INDEMNIFICATION

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

9. TERMINATION

- 9.1. Either party may terminate this agreement upon written notice to the other party if:
 - 9.1.1. The other party, during the course of performance of this Agreement, breaches any material term and/or condition of this Agreement, and fail to rectify such breach within 24 hours of receiving the written notice;
 - 9.1.2. The Service Provider is no longer required by the Client, in which case the Client must provide written notice of termination to the Service Provider at least 2 days prior to the termination date.
 - 9.1.3. The Service Provider violates the Code of Conduct provided by the Client.
- 9.2. Either party shall not be relieved of any outstanding obligations which are yet to be fulfilled, and that such obligations must be performed even after the expiry date of this Agreement.

COMMUNITY GROUP SERVICE CONTRACT

10. DISPUTE RESOLUTION AND GOVERNING LAW

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

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

11. AMENDMENT AND EFFECT

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

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

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

12. ENTIRE AGREEMENT

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

COMMUNITY GROUP SERVICE CONTRACT

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

Signed by **Jack Smith** in the presence)

of:)

Jack Smith)

[Signature])

witness)

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

Name of Witness (please print):

10/10/23

Rocklive Poloso (Finance Manager, GOC)

Jason Mafasia

Signed by ~~Miriam Tahisepuna~~ in the presence)

of:)

[Signature])

[Signature])

witness)

Jason Mafasia
~~Miriam Tahisepuna~~ (Aulu Youth Community
Based Association Trust Board, Cleaning
Team Leader)

Name of Witness (please print):

Jerry Bobongi, (Cleaning & Waste
Management Supervisor)

COMMUNITY GROUP SERVICE CONTRACT

SCHEDULE A: SCOPE OF WORKS

TYPE OF SERVICES	SCOPE OF WORK
1. CLEANING (CLEANERS RESONSIBILITY)	<ol style="list-style-type: none">1. Cleaning and restocking restrooms, including toilets, sinks, mirrors and showers.2. Sweep and mop the floors in the Pacific Games (SOL2023) Venues and Villages to keep them free of debris, spills and other materials that pose potential risks.3. Wipe seats and benches to remove any dirt, spills and other materials that pose potential risks.4. Refill supplies such as paper towels, toilet paper, and soap dispensers.5. Discharge all waste bins into the 3 main bins - plastic/cans; Papers; Degradable.



**NATIONAL HOSTING AUTHORITY
SOLOMON ISLANDS GOVERNMENT**

C5

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

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

Required documents Prepared by Committee/Department	FI Ref	Committee	Procurement	Finance
Purchase Requisition (PR) for the entire value of the contract	P7 35			
Draft Contract (not yet signed by Supplier)	P7 10.1			
Tender Award by ITB/GTB	P7 10.1			
PR signed by requisition officer		✓		
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Progress Report of works/Photos etc		✓		
Completion report if goods/services and works have been completed				
Other reports if any (goods and services)				
Payment certificate from Engineer matching amount in Requisition				
Invoice from Contractor matching amount in requisition				
Compliance checks required and done by Procurement				
Contract form approved and Signed by Chairman/EDs	P7 27.2		✓	
PR has been signed by authorized person (and not approving payment to themselves)	P7 44	✓	✓	
Check amount on PR matches the signed contract			✓	
Account code used is correct	P7 38.3(e)		✓	
Name on PR matches signed contract	P7 38.5(e)	✓	✓	
Check price and rates are reasonable	P7 43.2(b)		✓	
Data entry checks for PV and Cheque payments done by Finance Department				
Amount entered in AX matches Requisition				✓
Account code in AX matches Requisition				✓
Vendor name in AX matches Requisition				✓
Item code and Units entered (e.g. box, each) correctly				✓
Description has enough detail		✓		✓
Check dates on various instalments entered correctly				✓
Budget OK				✓

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

Department Compliance performed by:

Signed: [Signature]

Name and Position: Agnes .N. Npume

Date: 13/11/23

Procurement section Compliance performed by:

Signed: [Signature]

Name and Position: Pthmane (Pcm)

Date: 13/11/23

Finance Department Compliance performed by:

Signed: [Signature]

Name and Position: Lovelyn-T- ACC/Payable

Date: 14/11/2023



Transaction or Request Lodgement Receipt

Transaction or Request Description: ANZ to Other Bank Transfer
Transaction or Request Status: Posted
Date / Time: 28/12/2023 19:35
Transaction Number: AHN40853

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140
Transfer Amount in Local Currency: SBD 2,720.00
Transfer From Amount: SBD 2,720.00
Indicative :
My Reference: Cleaning

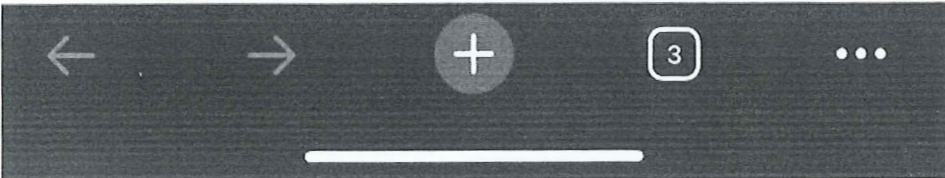
Payment Details

Account Name: Aulu youth
Account Number: 2001658042
Bank Name: Bank of South Pacific
Reference To Payee : 8Nov- 11 Nov

Pay Date : 28/12/2023

Comments:

***** Authorisation Details *****
28/12/2023 19:35 Agnes Ngumi
Authorisation Required for : ANZ to Other Bank Transfer (2A)
29/12/2023 16:55 Christian Nieng
Authorised -ANZ to Other Bank Transfer
Comments : verified
29/12/2023 17:39 Debbie Ofaeri Sifoni
Authorised -ANZ to Other Bank Transfer
29/12/2023 17:39 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 AHN40853

Transaction Details

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 2,720.00

Transfer From Amount: SBD 2,720.00

Indicative :

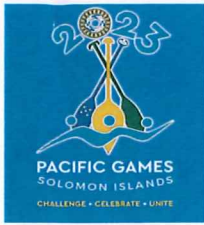
My Reference: Cleaning

Payment Details



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

my

29/12/23



PAYMENT VOUCHER

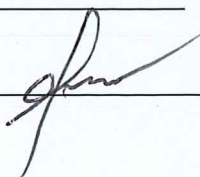
Payment: Voucher No:	
NAME: Aulu Community Based Association.	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed <u></u> Date <u>28/12/23</u>
IF DIRECT CREDITS ISSUED:	APPROVED BY FINANCIAL CONTROLLER
BANK REF #: _____	Signed <u></u> Date <u>28/12/23</u>
Signed _____	

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2717	Other Local Other Costs	Payment for from 8/11/23 to 11/11/23 Panatina SINU	\$2,720.00

Cheque No: B for \$2,720.00 Date 28/12/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by  Date 28/12/23



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC 2421/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Raise payment to SUNDRY PERSONS COMMUNITY For the works of Logistics/ cleaning/laundry	SUNDRY PERSONS Aulua Community		\$103,802-40 \$2720-00
			TOTALS \$103,802-40		
Approval is requested to incur expenditure on the above			Account Code: <u>6-2717</u>		
Estimated Cost (SBD): <u>\$103,802-40</u> Date: <u>22/12/23</u>			Account Name: <u>other local other costs</u>		
Requisition Officer (Name): <u>Annes Mwan</u> Sign: <u>[Signature]</u>			Funds available on this account: _____		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Debbie Renny</u> Sign: <u>[Signature]</u>			SBD\$ <u>103,802-40</u>		
Post: <u>FC</u>			Signed: <u>[Signature]</u>		
Department: <u>NHA</u>			Name: <u>C Niy</u>		
Note: Authority for expenditure must be given by accounting officer or his/her deligated			Compliance Check by: _____ Signature <u>[Signature]</u>		
Threshold Checklist			Name: <u>Jeff Mebb</u> Date: <u>27/12/2023</u>		
Payment requires one quote (10,000 below) <input type="checkbox"/>			Position: <u>Comptroller</u>		
Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/>					
Is it a ITB Contract Payment <input type="checkbox"/>					
Is it a GTB Contract Payment <input type="checkbox"/>					
Payment is a Bid Waiver <input type="checkbox"/>					

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



MINUTE

Ref: GOC – /22

To: EXECUTIVE DIRECTOR, NHA _____

From: Finance & Procurment, GOC _____

Date: 22/12/2023

RE: PROCUREMENT FOR CLEANING /LOGISTICS GROUP AND COMMUNITY GROUP FOR PACIFIC GAMES 2023.

Approval is sought to raise payment as referred above.

Raise payment for the sum of **SBD 103,802.40**, payable upon execution as defined in the attached.

See attached is the invoice, timesheet, for your perusal. Contracts are filed for reference.

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

Community Name	Details	Cost
TUVARUHU ZONE 4 COMMUNITY YOUTH	Community – general group work dated 9 TH Dec -15 th December 2023	\$17,920.00
SOLOMON ISLANDS DEAF ASSOCIATION	Community cleaning bump out work dated 6 th Dec-15 th December 2023.	\$8,704.00
H&E ENTERPRISES	Community Laundry work dated on the 29 th -4 th DecEmber 2023. 7 th nov -19 th Nov 2023.	\$17,710.40
VATUPOCHAU	Community cleaning work dated on the , 6 th Dec -11 TH December 2023.	4,588.00
TENARU COMMUNIYU	Community Logistics cleaning dated on the , 27 st nov – 5 th Decmber 2023.	\$11,520.00
LAUVATALE MANULAVA)	Community work Logistics dated on the ,6 th Dec -11 th December 2023.	\$5,920.00
DALCO ENTERPRISE	Community cleanig dated on the 29 th nov -5 th December 2023.	\$8,960.00



MUDISOLOSO	Community works Logistics dated on 5 th Dec -6 th December 2023.	\$3,360.00
PANATINA RIDGE ASSOCIATION	Community Cleaning date on 15 th Nov -11 th December 2023.	\$ 22,400.00
AULU COMMUNITY	Community cleaning 8 th Nov – 11 th Nov 2023.	\$2,720.00
		\$ 103,802.40

Prepared By: Agnes Ngumi

Procurement /Finance(GOC)

Endorsed by:

Ian Irapo Finance Team Games Organizing Committee		
Signature: 	Date: 	

Approval:

Jack smith Senior Operations Manager Games Organising Committee		
Signature: 	Date: 	

INVOICE

Community Group Name: Avlu Youtat
 Team Leader: Jason Maefasia
 Address: SINU/KUKUM CAMPUS
 Phone: 7498534

Invoice # 4462
 Date: _____
 Registration # 5032

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

DATE	DESCRIPTIONS OF SERVICES	HOURS	UNIT PRICE	TOTAL AMOUNT(\$)
08/11/23	cleaning	80 hrs	16	1,280
11/11/23	cleaning/setting Table	90 hrs	16	1,440
Thank you for your business!			Total	2,720-

Make cheque payable to:
 Bank: BSP
 Account Name: Avlu Youtat
 Account Number: 2001658042

Team Leader Signature: [Signature]



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: Aulu Youth Community Based Association Rate per hour: \$ 16.00
 VENUE: _____ VILLAGE: DANATINA KINU Total weekly Pay: \$1440
 SERVICES: Cleaning REGISTRATION NO: 10302

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
11/11/23	Jerry Ramolei	Cleaning/mattress	8:00	12:15	<i>[Signature]</i>	12:30	5:00	<i>[Signature]</i>	9hrs
	Samuel waka Kohia	Setting	8:00	12:15	<i>[Signature]</i>	12:30	5:00	<i>[Signature]</i>	9hrs
	Tunior Polaniuae	"	8:00	12:15	<i>[Signature]</i>	12:30	5:00	<i>[Signature]</i>	9hrs
	Michael Paakae	"	8:00	12:15	<i>[Signature]</i>	12:30	5:00	<i>[Signature]</i>	9hrs
	Winston Suika	"	8:00	12:15	<i>[Signature]</i>	12:30	5:00	<i>[Signature]</i>	9hrs
	Aldas Pisulohu	"	8:00	12:15	<i>[Signature]</i>	12:30	5:00	<i>[Signature]</i>	9hrs
	Terence Horomavii	"	8:00	12:15	<i>[Signature]</i>	12:30	5:00	<i>[Signature]</i>	9hrs
	Lona Nirokeni	"	8:00	12:15	<i>[Signature]</i>	12:30	5:00	<i>[Signature]</i>	9hrs
	Jason Maefasia	"	8:00	12:15	<i>[Signature]</i>	12:30	5:00	<i>[Signature]</i>	9hrs
	Steward Horia	"	8:00	12:15	<i>[Signature]</i>	12:30	5:00	<i>[Signature]</i>	9hrs
TOTAL HOURS			4hrs			5hrs			9hrs ✓

TEAM LEADER: Jason Maefasia VENUE/VILLAGE WORKFORCE OFFICER: Alana Araitawa
 SIGNATURE: *[Signature]* SIGNATURE: *[Signature]*
 DATE: 11/11/23 DATE: 11/11/23



COMMUNITY GROUPS - DAILY TIMESHEETS

COMMUNITY GROUP NAME: Avlu Youth Community Based Association
 VENUE: Panatina Sinu VILLAGE: PANATINA / SINU
 SERVICES: Cleaning REGISTRATION NO: 50302
 Rate per hour: \$ 16.00
 Total weekly Pay: \$ 1280

DATE	NAMES	SPECIFIC TASKS	AM		SIGNATURES	PM		SIGNATURES	TOTAL HOURS
			TIME IN	TIME OUT		TIME IN	TIME OUT		
08/11/23	Madlyn Savaano	Cleaning	8:00	12:45	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>	8hrs
	Barbara Savaano	"	8:00	12:45	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>	8hrs
	Lynda Araia	"	8:00	12:45	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>	8hrs
	Lana Navokeni	"	8:00	12:45	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>	8hrs
	Michael Paakea	"	8:00	12:45	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>	8hrs
	Winston Pavaisu	"	8:00	12:45	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>	8hrs
	Jenny Ramoki	"	8:00	12:45	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>	8hrs
	Jason Maefasia	Team leader	8:00	12:45	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>	8hrs
	Alice Rakasa	"	8:00	12:45	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>	8hrs
	Kateleen Talaisa	"	8:00	12:45	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>	8hrs
TOTAL HOURS			4hrs			4hrs			80hrs

TEAM LEADER: <u>Jason Maefasia</u>	VENUE/VILLAGE WORKFORCE OFFICER: <u>Alana Araitawa</u>
SIGNATURE: <i>[Signature]</i>	SIGNATURE: <i>[Signature]</i>
DATE: <u>08/11/23</u>	DATE: <u>08/11/23</u>



NATIONAL HOSTING AUTHORITY
SOLOMON ISLANDS GOVERNMENT

C5

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

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

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

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

Department Compliance performed by:

Signed: [Signature]

Name and Position: Agnès Aguin

Date: 18/12/23

Procurement section Compliance performed by:

Signed: [Signature]

Name and Position: Tamara Briel

Date: 19/12/23

CPO

Finance Department Compliance performed by:

Signed: [Signature]

Name and Position: Calvin H

Date: 19/12/2023