



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: CITC Holdings LTD

- | | | | |
|----------------------|-------------------------------------|----------------------------------|------------------|
| 1) Minute | <input type="checkbox"/> | Sign by FC _____ | Sign by ED _____ |
| 3) Requisition | <input type="checkbox"/> | Sign by Compliance officer _____ | _____ |
| 2) Requisition | <input checked="" type="checkbox"/> | Sign by FC <u>[Signature]</u> | Sign by ED _____ |
| 3) Payment Voucher | <input checked="" type="checkbox"/> | Sign by FC <u>[Signature]</u> | Sign by ED _____ |
| 4) LPO | <input type="checkbox"/> | Sign by FC _____ | Sign by ED _____ |
| 5) IB Authorisations | <input checked="" type="checkbox"/> | Sign by FC <u>[Signature]</u> | Sign by ED _____ |

17/8/23

Comments:



Transaction or Request Lodgement Receipt

Transaction or Request Description: ANZ to Other Bank Transfer
Transaction or Request Status: Posted
Date / Time: 17/08/2023 10:41
Transaction Number: AGV13283

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140
 Transfer Amount in Local Currency: SBD 7,750.00
 Transfer From Amount: SBD 7,750.00
 Indicative :
 My Reference: Tent Hire

Payment Details

Account Name: GTL Party Hire
 Account Number: 20026371123064
 Bank Name: Bred Bank
 Reference To Payee : INVGTL158-NHA

Pay Date : 17/08/2023



Comments:

***** Authorisation Details *****
 17/08/2023 10:41 Pauline Tovua
 Authorisation Required for : ANZ to Other Bank Transfer (2A)
 17/08/2023 13:49 Christian Nieng
 Authorised -ANZ to Other Bank Transfer
 Comments : verified
 17/08/2023 13:53 Debbie Ofaeri Sifoni
 Authorised -ANZ to Other Bank Transfer
 17/08/2023 13:53 Debbie Ofaeri Sifoni
 Transaction Processed

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Your Reference

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

Held for Authorisation Transaction Number AGV13283

Transaction Details

ANZ to Other Bank Transfer

From Account: 5691140

Transfer Amount in Local Currency: SBD 7,750.00

Transfer From Amount: SBD 7,750.00

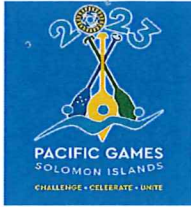
Indicative :

My Reference: Tent 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: GTL Holdings Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed <u><i>[Signature]</i></u> Date <u>17/8/23</u>
IF DIRECT CREDITS ISSUED:	APPROVED BY FINANCIAL CONTROLLER
BANK REF #: _____	Signed <u><i>[Signature]</i></u> Date <u>16/8/23</u>
Signed _____	

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2401	Hire Equipment	Tenting Hiring for Official handover Ceremony of the National Stadium Project PG2023	\$7,750.00

Cheque No: IB TRANS for \$7,750.00 Date 16/08/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by *[Signature]* Date 16/08/23



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-670/23

DEPARTMENT: NHA-Admin

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Additional budget for Official Hand over Ceremony - Payment for tents.	GTL Holdings Ltd	Invoice No. GTL158	\$7,750-00
TOTALS					\$7,750-00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$7,750-00 Date: 16/08/23

Requisition Officer (Name): Lindley Hatiah Sign: [Signature]

Account Code: 6-2401

Account Name: Hire Equipment

Funds available on this account: _____

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): Debbie Kence Sign: [Signature]

Post: FC

Department: NHA

Authority is granted for expenditure not exceeding:

SBD\$ 7,750-00

Signed: [Signature]

Name: [Signature]

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

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

Compliance Check by: [Signature] Signature

Name: [Signature] Date: _____

Position: PCM

MINUTE

To: Executive Director

From: Admin Dept

Date: 16/08/23

Subject: Additional Budget for the Official Handing Over Ceremony of the 2023 Pacific Games Stadium Project

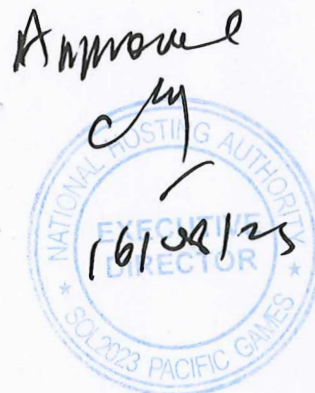
I hereby request for approval of additional budget of \$140,078.00 for the Official Handing Over Ceremony of the 2023 Pacific Games Stadium Project on Friday 18th August 2023.

Submitted for your considerations and approvals for the purchase to be carried out.

Thank you.



Melinda Campbell



Handing Over Ceremony of the 2023 PG Stadium Project

	ITEM	Supplier	QTY	UNIT COST	TOTAL COST	TYPE OF PAYMENT
1						
2	Tent 28 x 6 including bond fee of \$1, 800	GTL	1	\$ 7,750.00	\$ 7,750.00	PV
3	Chairs	TBC	100	\$ 20.00	\$ 2,000.00	Cash Payment
4	Gifts	TBC	1	\$ 15,000.00	\$ 15,000.00	Cash Payment
5	Uniforms for Choirs	TBC	1	\$ 3,000.00	\$ 3,000.00	Cash Payment
6	Signage	Adkonect	1	\$ 112,328.00	\$ 112,328.00	PV
					\$ 140,078.00	



Invoice: GTL158

DATE: 15th Aug 2023

PO BOX R65
 HONIARA
 SOLOMON ISLANDS
 PH: +677 38091 FAX: +677 38091 Mobile: 7218161
 EMAIL: accounts@gtlholdings.com

TO: Sam Avosa		
ADDRESS: National Hosting Authority, P.O.BOX 2443		
Honiara Solomon Islands		
PH:	FAX:	MOB: 677 7230400
Email: SAvosa@sol2023.com.sb		
Contact Person: Sam Avosa		

We are pleased to invoice you the following:

Item	Quantity	Description	Unit Price	TOTAL
1	1	Crest Marquee 21m x 8m	\$5,950.00	\$5,950.00
		Bond		\$1,800.00
2	100	Chairs	\$50.00	\$5,000.00
		Bond		\$1,200.00
			Total Payable	\$10,950.00
			Total Payable	\$3,000.00
			Total Payable	\$13,950.00

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

Total Amount = \$7,750.

Kamaky Anga
 Signatures of Authorized Person

Deposited 4/7/22

Refund Bond Fee - Tent Hire



Stamp
Duty
Paid

Date 30/06/22

Pay National Hosting Authority or bearer

Name of Beneficiary

The sum of One thousand & five hundred

Amount in Words

dollars only.

SBD \$1,500-

Signature

GTL PARTY HIRE

000010

003

20026371123064

[Handwritten Signature]

010-0950 PANATINA BRANCH 0560-010
04 JUL 2022
TELLER 5



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: GTL - Handover ceremony (Lumi Water Sports)

- | | | | |
|----------------------|-------------------------------------|----------------------------------|-------------------------------------|
| 1) Minute | <input checked="" type="checkbox"/> | Sign by FC _____ | Sign by ED _____ |
| 3) Requisition | <input checked="" type="checkbox"/> | Sign by Compliance officer _____ | <input checked="" type="checkbox"/> |
| 2) Requisition | <input checked="" type="checkbox"/> | Sign by FC <u>[Signature]</u> | Sign by ED _____ |
| 3) Payment Voucher | <input checked="" type="checkbox"/> | Sign by FC <u>[Signature]</u> | Sign by ED _____ |
| 4) LPO | <input type="checkbox"/> | Sign by FC _____ | Sign by ED _____ |
| 5) IB Authorisations | <input checked="" type="checkbox"/> | Sign by FC <u>[Signature]</u> | Sign by ED _____ |

Comments:





Transaction or Request Lodgement Receipt

Transaction or Request Description: ANZ to Other Bank Transfer
Transaction or Request Status: Posted
Date / Time: 30/08/2023 16:39
Transaction Number: AGW79701

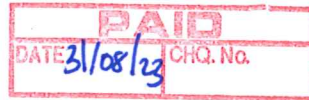
Transaction Details:
 ANZ to Other Bank Transfer

From Account: 5691140
 Transfer Amount in Local Currency: SBD 4,600.00
 Transfer From Amount: SBD 4,600.00
 Indicative :
 My Reference: Tent Hire

Payment Details

Account Name: GTL Party Hire
 Account Number: 20026371123064
 Bank Name: Bred Bank
 Reference To Payee : INVGTL-PH298-NHA

Pay Date : 30/08/2023



Comments:

***** Authorisation Details *****
 30/08/2023 16:39 Pauline Tovua
 Authorisation Required for : ANZ to Other Bank Transfer (2A)
 30/08/2023 18:32 Christian Nieng
 Authorised -ANZ to Other Bank Transfer
 Comments : verified
 31/08/2023 08:19 Debbie Ofaeri Sifoni
 Authorised -ANZ to Other Bank Transfer
 31/08/2023 08:19 Debbie Ofaeri Sifoni
 Transaction Processed

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Your Reference

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Held for Authorisation Transaction Number AGW79701

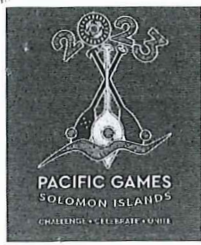
Transaction Details

ANZ to Other Bank Transfer
From Account: 5691140
Transfer Amount in Local Currency: SBD 4,600.00
Transfer From Amount: SBD 4,600.00
Indicative :
My Reference: Tent Hire
Payment Details



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

May
30/8/23





PAYMENT VOUCHER

Payment: Voucher No:	
NAME: GTL Holdings Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	 Signed _____ Date <u>30/08/23</u>
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed  Date <u>30/8/23</u>

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2401	Hire Equipment	Being for hiring of tent for IUMI Water Sport official handover ceremony.	\$4,600.00

Cheque No: IB TRANS for \$4,600.00 Date 30/08/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by  Date 30/08/23



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-763/23

DEPARTMENT: NHA - Admin

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Payment for 1hrny 5 tent 10mi Water Sports facility Handover Ceremony	GTL		\$4600
TOTALS					\$4600

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$4600 Date: 30/8/23
 Requisition Officer (Name): Patrick T Sign: [Signature]

Account Code: 6-2401
 Account Name: hire Equipment
 Funds available on this account: _____

Supervisors Certification (Accountable Officers):
 Certifying Officer (Name): Debbie Renee Sign: [Signature]
 Post: RE
 Department: NHA

Authority is granted for expenditure not exceeding:
 SBD\$ 4600.00
 Signed: [Signature]
 Name: Chiem
 Note: Authority for expenditure must be given by accounting officer or his/her delegated
 Compliance Check by: [Signature] Signature

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"/>

Name: Daisy Thomas Date: 30/08/23
 Position: PCO NHA

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



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-763/23
 DEPARTMENT: NHA-Admin

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION	PURCHASING OFFICER USE ONLY		
		(Full and clear details of payment) Payment for hiring of tent Lumi Water Sports facility Handover Ceremony	SUPPLIER <u>ATY</u>	ORDER NO. <u>30/08/23</u>	COST <u>\$4600</u>
					<u>\$4600</u>
			TOTALS		
Approval is requested to incur expenditure on the above Estimated Cost (SBD): <u>84600</u> Requisition Officer (Name): <u>Patrick T</u>			Date: <u>30/8/23</u> Sign: <u>[Signature]</u> Account Code: <u>6-2401</u> Account Name: <u>ITRE Equipment</u> Funds available on this account: _____		
Supervisors Certification (Accountable Officers): Certifying Officer (Name): <u>Debbie R...</u> Post: <u>TE</u> Department: <u>NHA</u> Sign: <u>[Signature]</u>			Authority is granted for expenditure not exceeding: SBD\$ <u>4635.00</u> Signed: <u>[Signature]</u> Name: <u>[Signature]</u> 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 _____ Name: <u>Denyse Thomas</u> Date: <u>3/08/23</u> Position: <u>PCO NHA</u>		

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

MINUTE

To: ED
From: Admin Dept
Date: 29/08/23

Approved
Cheng
29/08/23



Subject: Approval of Budget for lumi Water Sports Hand Over Ceremony

I hereby request for approval of SBD\$172,232.00 being for budget for lumi Water Sports Official Handing Over Ceremony on Friday 1st September 2023.

Attached budget breakdown.

Submitted for your considerations and approval for the purchase to be carried out.

Thank you.


A handwritten signature in cursive script that reads "Melinda Campbell".

Melinda Campbell

Official Handing Over Ceremony of the lumi Water Sports Park

	ITEM	Supplier	QTY	UNIT COST	TOTAL COST	TYPE OF PAYMENT
1	Water (S)	Bulk Shop/ Any other Shop	25	\$ 43.50	\$ 1,087.50	Cash Payment
2	Drinks	TBC	15	\$ 178.00	\$ 2,670.00	Cash Payment
3	Ice blocks/Cube	Quan Chee	25	\$ 25.00	\$ 625.00	Cash Payment
4	Garlands (Pandas)	Alison Ragomo	2	\$ 100.00	\$ 200.00	Cash Payment
5	Floral/Decoration set up	Maolia Alia (Philip Loloito & Alison Ragomo)	1	\$ 6,000.00	\$ 6,000.00	PV
6	Lunch for 400 Guests	Palm Sugar, Lokol Fusion & Cafei Bliss/Monarch	1	\$ 45,000.00	\$ 45,000.00	PV
7	MC Charge	George Herming or Elizabeth Osifelo	1	\$ 1,000.00	\$ 1,000.00	Cash Payment
8	Livestream	Niu Solomons	1	\$ 15,000.00	\$ 15,000.00	PV
9	Entertainment Charge	WA'ÚRAHA Are Are Panpipers	1	\$ 2,500.00	\$ 2,500.00	Cash Payment
10	Plaque	AGL	1	\$ 6,000.00	\$ 6,000.00	Cash Payment
11	Stage	Crown Sound Entertainment	1	\$ 7,500.00	\$ 7,500.00	PV
12	Sound System	Crown Sound Entertainment	1	\$ 5,000.00	\$ 5,000.00	PV
13	Gifts for PM to Present to H.E Rod Hilton		1	\$ 12,000.00	\$ 12,000.00	Cash Payment
14	Tent (including Bond)	Tourism	1	\$ 4,600.00	\$ 4,600.00	PV
	Tent (including Bond)	GTL	1	\$ 7,750.00	\$ 4,600 7,750.00	PV
15	Chairs	TBC	300	\$ 20.00	\$ 6,000.00	Cash Payment
16	Cash Power	Solomon Power	1	\$ 600.00	\$ 600.00	Cash Payment
17	Backdrop & Banners	Adkonect	1	\$ 40,700.00	\$ 40,700.00	PV
18	Transport Hire	TBC	1	\$ 3,000.00	\$ 3,000.00	Cash Payment
19	Contigency		1	\$ 5,000.00	\$ 5,000.00	Cash Payment
					\$ 172,232.50	

\$4,600

Approved

 29/01/23





NHA

2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: GTL Holdings Ltd

- 1) Minute Sign by FC _____ Sign by ED _____
- 3) Requisition Sign by Compliance officer _____
- 2) Requisition Sign by FC [Signature] 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 [Signature] Sign by ED

5/10/23

Comments:

RECEIVED
DATE _____
SIGN _____



Transaction or Request Lodgement Receipt

Transaction or Request Description: ANZ to Other Bank Transfer
Transaction or Request Status: Posted
Date / Time: 05/10/2023 14:07
Transaction Number: AHC35463

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140
 Transfer Amount in Local Currency: SBD 13,350.00
 Transfer From Amount: SBD 13,350.00
 Indicative :
 My Reference: Tent Hire

Payment Details

Account Name: GTL Party Hire
 Account Number: 20026371123064
 Bank Name: Bred Bank
 Reference To Payee : INVGTL-PH051-NHA

Pay Date : 05/10/2023

Comments:

***** Authorisation Details *****
 05/10/2023 14:07 Pauline Tovua
 Authorisation Required for : ANZ to Other Bank Transfer (2A)
 05/10/2023 15:57 Christian Nieng
 Authorised -ANZ to Other Bank Transfer
 Comments : Verified
 05/10/2023 16:01 Debbie Ofaeri Sifoni
 Authorised -ANZ to Other Bank Transfer
 05/10/2023 16:01 Debbie Ofaeri Sifoni
 Transaction Processed



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Your Reference

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

Held for Authorisation Transaction Number AHC35463

Transaction Details

ANZ to Other Bank Transfer
From Account: 5691140
Transfer Amount in Local Currency: SBD 13,350.00
Transfer From Amount: SBD 13,350.00
Indicative :
My Reference: Tent 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: GTL Holdings Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed _____ Date <u>5/10/23</u>
IF DIRECT CREDITS ISSUED:	APPROVED BY FINANCIAL CONTROLLER
BANK REF #: _____	Signed <u>[Signature]</u> Date <u>5/10/23</u>
Signed _____	

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2401	Hire Equipment	Being for Tent Hiring for KGVI School handover Cereminies.	\$13,350.00

Cheque No: IB TRANS for \$13,350.00 Date 5/10/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by [Signature] Date 5/10/23



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-944/23

DEPARTMENT: NHA-Admin

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Tent Hiring for KAVI school Handover Ceremony 6/10/23. Refer attached	ATL Holdings Ltd		\$13350-00
TOTALS					\$13350-00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$13550-00 Date: 5/10/23

Requisition Officer (Name): Patrick T Sign: [Signature]

Account Code: 6-2717 2491

Account Name: other local other costs

Funds available on this account: Hire Equipments.

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): Debbie Rence Sign: [Signature]

Post: FE

Department: NHA

Authority is granted for expenditure not exceeding:

SBD \$ 13350-00

Signed: [Signature]

Name: C. Nieng

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



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: [Signature] Date: 5/10/23

Position: PCM

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



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-944/23

DEPARTMENT: NHA-Admin

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Tent Hiring for KAVI School Handover Ceremony 6/10/23. Refer attached	ATL Holdings Ltd	5/10/23	\$13550-00
TOTALS					\$13350-00
<p>Approval is requested to incur expenditure on the above</p> <p>Estimated Cost (SBD): <u>\$13550-00</u> Date: <u>5/10/23</u></p> <p>Requisition Officer (Name): <u>Patrick T</u> Sign: <u>[Signature]</u></p>			<p>Account Code: <u>6-2417 2401</u></p> <p>Account Name: <u>other local other costs</u></p> <p>Funds available on this account: <u>5/10/23</u></p>		
<p>Supervisors Certification (Accountable Officers):</p> <p>Certifying Officer (Name): <u>Debbie Renee TC</u> Sign: <u>[Signature]</u></p> <p>Post: <u>NHA</u></p> <p>Department: _____</p>			<p>Authority is granted for expenditure not exceeding:</p> <p>SBD\$ <u>\$13,350-00</u></p> <p>Signed: <u>C. Nieng</u></p> <p>Name: _____</p> <p>Note: Authority for expenditure must be given by accounting officer or his/her delegated</p>		
<p>Threshold Checklist</p> <p>Payment requires one quote (10,000 below) <input type="checkbox"/></p> <p>Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/></p> <p>Is it a ITB Contract Payment <input type="checkbox"/></p> <p>Is it a GTB Contract Payment <input type="checkbox"/></p> <p>Payment is a Bid Waiver <input type="checkbox"/></p>			<p>Compliance Check by: <u>[Signature]</u> Signature</p> <p>Name: <u>Patricia</u> Date: <u>5/10/23</u></p> <p>Position: _____</p>		

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

MINUTE

To: Executive Director

Attn: Financial Controller

Date: 05/10/23

[Handwritten signature]
5/10/23

Subject: Tent & Chair Hiring

I hereby request for approval of \$13,350.00 to GTL Holdings being for 1 x crest Marquee 21m x 8m and 100 Chairs for hiring for the KGVI School Handover Ceremony tomorrow Friday 06th October 2023.

Attached invoice.

Submitted for your considerations and approvals for the purchase to be carried out.

Thank you.

[Handwritten signature: Melinda Campbell]

Melinda Campbell





**NATIONAL HOSTING AUTHORITY
Solomon Islands Government**

Bid / Quotation Waiver

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

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

Description of Product / Service

Tent & Chairs Hiring for the KGV School Handover Ceremony

REASON FOR REQUEST (Please Tick)

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

GTL has the preferred size tent and chairs available for Friday 06 October 2023 for the handover ceremony of the KGV School Building.

Requested by: Division / Section	Signed:	Date:
Melinda Campbell	<i>Melinda Campbell</i>	05/10/23 24/10/22 10
Approved by: Accounting Officer	Signed:	Date:
	<i>[Signature]</i>	05/10/23





INVOICE #: GTL - PH0510

DATE: 5-Oct-23

PO BOX R65
 HONIARA
 SOLOMON ISLANDS
 PH: +677 38091 FAX: +677 38091 Mobile: 7218161
 EMAIL: accounts@gtlholdings.com or admin@gtlholdings.com

CONTACT	Sam Avosa		
ADDRESS	National Hosting Authority, P.O.BOX 2443		
	Kukum Highway, Hon, SI		
	Telephone		Mobile 7230400
	Email:	SAvosa@sol2023.com.sb	

We are pleased to invoice you the following;

Item	Qty	Day	Description	Unit Price	TOTAL
1	1	1	Crest Marquee 21m x 8m	\$ 5,950.00	\$ 5,950.00
	1	1	Bond		\$ 1,800.00
	100	1	Chairs	\$50.00	\$ 5,000.00
			Bond		\$ 1,200.00
	1	1	Late notice Charge		\$ 600.00
				Total Hiring	\$ 10,950.00
				Bond	\$ 3,000.00
				Late charge	600.00
				Deposit Inst	-
				Total Payable	\$ 13,350.00

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

PAYMENT INFORMATION
Bank Name: Bred Bank Solomon
Account Name: GTL PARTY HIRE
Account No: 20026371123064

Kamaky Anqa

Signatures of Authorized Person

**Permanant Secretary Ministry for Education and Human
Resources Development;
Dr Franco Rodie**

and

**The Chair of National Hosting Authority and
Secretary to the Prime Minister,
Dr Jimmie Rodgers**

Cordially Invite

To the
**OFFICIAL HANDING OVER CEREMONY OF
KING GEORGE VI SECONDARY SCHOOL BUILDING**

**Venue: King George VI Secondary School
Date: 6 October 2023
Time: 08:30.AM – 11:30 AM**

RSVP: Melinda Campbell/Gino Oti

MCampbell@sol2023.com.sb/7308800 or GOti@sol2023.com.sb/7386220

**OFFICIAL HANDING OVER CEREMONY OF
KING GEORGE VI SECONDARY SCHOOL BUILDING**

Date: 6 October 2023

Venue: King George VI Secondary School

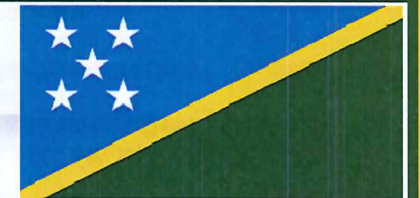
Time: 08:30.AM – 11:30 AM

PROGRAM

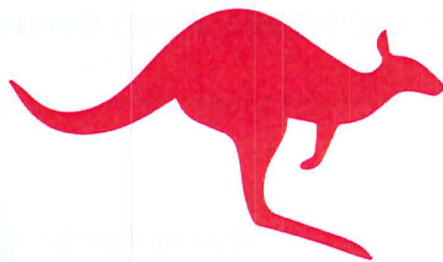
-
- 08.30am Arrival of Invited Guests and Senior Government Officials
09:10am Arrival of Secretary to Prime Minister (SPM) and Chair of
National Hosting Authority (NHA), Dr Jimmie Rodgers
09:15am Arrival of the Minister for Education and Human Resources
Development, Hon Lanelle Tanangada, MP
09:20am Arrival of the Australian High Commissioner to Solomon Islands H.E.
Mr. Rod Hilton
09:25am Arrival of the Hon Prime Minister and Minister for Pacific Games
2023, Hon Manasseh D Sogavare, MP
09.30am Australia and Solomon Islands National Anthems to be sung
• Australia
• Solomon Islands
09:35am Opening Prayer and Blessing of School Building
SPEECHES
09:40am Speech by Principal King George VI Secondary School,
Dr Lionel Kakai
09:45am Speech by H.E. Australian High Commissioner to Solomon Islands,
H.E. Mr. Rod Hilton
09:50am Speech by Prime Minister and Minister for Pacific Games 2023, Hon
Manasseh D Sogavare, MP
10:00am Handover of Keys from Australian High Commissioner to
Hon Prime Minister who will later handover to the Minister for
Education and Human Resources Development and School Principal.
10:05am Unveiling of Plaque
10:10am Presentation of Gifts
10:15am Photo Session
10:20am Closing Remarks by SPM and Chair/NHA, Dr. Jimmie Rodgers
10:25am The Prime Minister and Minister for Pacific Games 2023,
Hon Manasseh D Sogavare, MP accompanied by the Australian High
Commissioner, H.E. Mr Rod Hilton, Minister for Education and Human
Resources Development, Hon Lanelle Tanangada, Chair of NHA & SPM
and School Principal, toured around the School Premises.
REFRESHMENT & ENTERTAINMENT
10:30am Refreshment and Entertainment
11:00am The Prime Minister and Minister for Pacific Games 2023, Hon
Manasseh D Sogavare, MP Retire
11:10am H.E. Australian High Commissioner, H.E. Mr. Rod Hilton, Retire,
11:15am Minister for Education and Human Resources Development,
Hon Lanelle Tanangada, MP, Retires
11:20am SPM and Chair of NHA, Dr Jimmie Rodgers, Retires
Other invited Guests Retire
End of the Official Program



Australian
Aid 



Australian Aid



**HANDING OVER CEREMONY
OF THE
KING GEORGE VI
SECONDARY SCHOOL
BUILDINGS**



**Venue: King George VI Secondary School
Date: Friday 6 October 2023
Time: 08:30 AM - 11:30 AM**

Melinda Campbell

From: David Miller <David.Miller@dfat.gov.au>
Sent: Thursday, 5 October 2023 8:37 AM
To: Melinda Campbell
Cc: John Heaslip; Bernard Bata'anisia; Brenda Mauli; Cliff Aike
Subject: KGVI School Handover 06/10/23 [SEC=OFFICIAL]

Importance: High

OFFICIAL

Dear Melinda,

Hope this email finds you well.

In preparation for the KGVI School hand over event, the school principal has requested 2 x large tents and 400 x chairs to be set up at the school this afternoon.

Would be grateful if you could please confirm ASAP if you're able to organise this.

Please reach out if you have any questions.

Thank you and look forward to hearing from you soon.

Kind regards,

David MILLER

Assistant Program Manager | Education
Australian High Commission | Honiara
PO Box 589
T +677 21561 | M +677 7728750



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: GTL PARTY HIRE

- 1) Requisition Sign by ED NHA _____
- 2) Payment Voucher Sign by FC [Signature] Sign by ED _____
- 3) LPO Sign by FC _____ Sign by ED _____
- 4) IB Authorisation Authorised by FC [Signature] Authorised by ED [Signature]

Comments:

ED, please Bid winner approval also for 10/10/23





Transaction or Request Lodgement Receipt

Transaction or Request Description: ANZ to Other Bank Transfer
Transaction or Request Status: Posted
Date / Time: 12/10/2023 10:36
Transaction Number: AHD16725

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140
 Transfer Amount in Local Currency: SBD 139,400.00
 Transfer From Amount: SBD 139,400.00
 Indicative :
 My Reference: Tent Hire

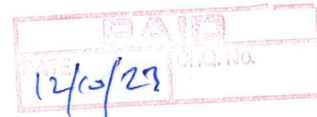
Payment Details

Account Name: GTL Party Hire
 Account Number: 20026371123064
 Bank Name: Bred Bank
 Reference To Payee : INV#PH510&PH510A

Pay Date : 12/10/2023

Comments:

***** Authorisation Details *****
 12/10/2023 10:36 Pauline Tovua
 Authorisation Required for : ANZ to Other Bank Transfer (2A)
 12/10/2023 12:17 Christian Nieng
 Authorised -ANZ to Other Bank Transfer
 Comments : verified
 12/10/2023 13:03 Debbie Ofaeri Sifoni
 Authorised -ANZ to Other Bank Transfer
 12/10/2023 13:03 Debbie Ofaeri Sifoni
 Transaction Processed



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Your Reference

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

Held for Authorisation Transaction Number AHD16725

Transaction Details

ANZ to Other Bank Transfer
From Account: 5691140
Transfer Amount in Local Currency: SBD 139,400.00
Transfer From Amount: SBD 139,400.00
Indicative :
My Reference: Tent 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:		 APPROVED BY EXECUTIVE DIRECTOR Signed _____ Date <u>10/10/23</u>
NAME: GTL Holdings Ltd		
Address:		
IF DIRECT CREDITS ISSUED:		APPROVED BY FINANCIAL CONTROLLER
BANK REF #:	_____	Signed Date <u>10/10/23</u>
Signed _____		

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2402	Hire Plant & Vehicles	Tent Hire - SINIS - Tenaru - 18days / SINIS 16 days	\$139,400.00

Cheque No: IB for \$139,400.00 Date 10/10/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by Date 10/10/23



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP341

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Marquee Hire x 2	GTL Party Hire	GTL-PHS10	\$77,800.00
		Tenaru - 18 days		GTL-PHS10A	\$61,600.00
		SINIS - 16 days			
TOTALS					\$139,400.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$139,400.00 Date: 6/16/23

Requisition Officer (Name): Damien Yee Sign: [Signature]

Account Code: Hire plant - Echwell

Account Name: 6-2402

Funds available on this account: _____

Supervisors Certification (Accountable Officers):

Certifying Officer (Name): A. Msof Sign: [Signature]

Post: ED HP

Department: SINIS

Authority is granted for expenditure not exceeding: \$39,400.00

Signature: [Signature]

Name: CM1.9

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 checked="" type="checkbox"/>

Compliance Check by: [Signature] Signature

Name: Phume Date: 2/20/23

Position: PCW

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

Office Pitant, maintain
 3-2000-01-12



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: SPP-HP341

DEPARTMENT: SINIS

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Marquee Hire x 2	GTL Party Hire	GTL-PHS10	\$77,800.00
		Tenaru - 18 days SINIS - 16 days		GTL-PHS10A	\$61,600.00
TOTALS					\$139,400.00

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$139,400.00 Date: 6/10/23
 Requisition Officer (Name): Dominic Yee Sign: [Signature]

Account Code: 1450 plant - 20122
 Account Name: 6-2402
 Funds available on this account: _____

Supervisors Certification (Accountable Officers):
 Certifying Officer (Name): A. M. Sop Sign: [Signature]
 Post: ED HR
 Department: SINIS

Authority is granted for expenditure not exceeding:
 SBD\$ 139,400.00
 Signed: [Signature]
 Name: [Signature]
 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 checked="" type="checkbox"/>

Compliance Check by: [Signature] Signature
 Name: [Signature] Date: 6/10/23
 Position: PCW

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

Offre Pitant, maintain
 3-2020-01-12



Minute

Ref: SPP-HP341

To: EXECUTIVE DIRECTOR, NHA

[Signature]

Thru: Executive Director HP

[Signature]

: Finance Coordinator

Date: 6/10/23

RE: REQUEST APPROVAL AND PAYMENT FOR MARQUEE HIRE

Overview;

Kindly requesting approval and payment for crest marquee/ tent hire to be setup at SINIS and tenaru campsite purposely for athletes.

Find attached two invoice for SINIS \$61,600.00 SBD and Tenaru \$77,800.00 SBD inclusive of bond payment. Both invoices totals to **\$139,400.00 SBD**.

Therefore, kindly request for approval of budget and endorsement of this request.

Way forward;

- Collate the required documents for review and approval.
- Raise Payment

Account Name: GTL PARTY HIRE
Account Number: 20026371123064
Amount: \$139,400.00
Bank: Bred Bank Solomon

Claudina Ora
Procurement *[Signature]*

Endorsed by; Mr Aaron Alsop *[Signature]*
Executive Director
High Performance Program

APPROVAL:

Mr Christian Nieng Executive Director. NATIONAL HOSTING AUTHORITY	Approve	Decline
Signature: <i>[Signature]</i> Date: <i>6/10/23</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Solomon Islands Government
NATIONAL HOSTING AUTHORITY

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

Description of Product/ Service

GTL PARTY HIRE

REASON FOR REQUEST Please Tick

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

I hereby Apply for bid waiver; on the grounds that GTL PARTY HIRE- is the recommended supplier to source these items Procuring to Meet Existing Needs. In addition, we have sourced similar items from them in the past and have proven to be of high quality.

Thus, Apply bid waiver where necessary in the process to make the technical evaluation & decision Accordingly.

Requested by: Procurement
HP- SI National Institute of sports
Name: Claudina Ora

Signed: *Claudina Ora* Date: 6/10/23

Approved by: Accounting Officer
NHA- ED

Signed: *[Signature]* Date: 6/10/23



Claudina Ora

From: Aaron Alsop <azxsive@hotmail.com>
Sent: Friday, 6 October 2023 9:20 AM
To: Claudina Ora
Subject: RE: TENT QUOTE

Attention!: This email originated from outside of the organization (SIG). Do not click links or open attachments unless you recognize the sender and know the content is safe.

APPROVED

PLEASE SUBMIT FOR PAYMENT

From: Claudina Ora <COra@sinis.com.sb>
Sent: Friday, 6 October 2023 9:11 AM
To: Aaron Alsop <azxsive@hotmail.com>
Subject: RE: TENT QUOTE

Hi Aaron,

See attached updated quotes for 2 tents. Once approved I'll have this submitted today.

From: Aaron Alsop <azxsive@hotmail.com>
Sent: Thursday, 5 October 2023 12:37 PM
To: Claudina Ora <COra@sinis.com.sb>
Subject: RE: TENT QUOTE

Attention!: This email originated from outside of the organization (SIG). Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes

One will be for sinis carpark
One will be for the games village

From: Claudina Ora <COra@sinis.com.sb>
Sent: Thursday, 5 October 2023 12:35 PM
To: Aaron Alsop <azxsive@hotmail.com>
Subject: RE: TENT QUOTE

Noted.

So we get two tents from same supplier?

From: Aaron Alsop <azxsive@hotmail.com>
Sent: Thursday, 5 October 2023 12:23 PM
To: Claudina Ora <COra@sinis.com.sb>
Subject: RE: TENT QUOTE

Attention!: This email originated from outside of the organization (SIG). Do not click links or open attachments unless you recognize the sender and know the content is safe.

Tent 1 SINIS
Set up fri 17th nov
Pull down sun 3rd dec


Tent 2 Camp site
Set up 15th nov
Pull down sun 3rd dec

Thanks

Aaron



From: Claudina Ora <COra@sinis.com.sb>
Sent: Thursday, 5 October 2023 12:15 PM
To: Aaron Alsop <azxsive@hotmail.com>
Subject: TENT QUOTE



FYI




Solomon Islands National Institute of Sport

Claudina Ora | Procurement Officer
CORPORATE SERVICES

Solomon Islands National Institute of Sport
Prince Philip Highway, Panatina,
Honiara, Solomon Islands.

 @SINIS.highperformance  @SINIS.highperformance

 +677 42274  +677 7658751



ANNEX 4

REQUEST FOR QUOTATIONS – GOOD/SERVICES

Date: 6/10/2023

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.

......

Claudina Ora

Procurement

Solomon Islands National Institute of Sports

SCHEDULE OF REQUIREMENTS

No.	Item Name	Specification	Quantity	Delivery Date
1.	CREST MARQUEE HIRE	MARQUEE HIRE FOR SINIS AND TENARU	2	N/A



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: GTL Holdings - St Joseph Tenaru School Buildings Handover

- | | | | |
|----------------------|-------------------------------------|----------------------------------|---------------------|
| 1) Minute | <input type="checkbox"/> | Sign by FC _____ | Sign by ED _____ |
| 3) Requisition | <input type="checkbox"/> | Sign by Compliance officer _____ | |
| 2) Requisition | <input checked="" type="checkbox"/> | Sign by FC <u>✓</u> | Sign by ED _____ |
| 3) Payment Voucher | <input type="checkbox"/> | Sign by FC _____ | Sign by ED _____ |
| 4) LPO | <input type="checkbox"/> | Sign by FC _____ | Sign by ED _____ |
| 5) IB Authorisations | <input checked="" type="checkbox"/> | Sign by FC <u>✓</u> | Sign by ED <u>✓</u> |

Comments:

RECIEVED
DATE 17/10/23
SIGN [Signature]
PACIFIC GAMES SOLOMON ISLANDS



Transaction or Request Lodgement Receipt

Transaction or Request Description: ANZ to Other Bank Transfer
Transaction or Request Status: Posted
Date / Time: 18/10/2023 09:02
Transaction Number: AHD87206

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140
 Transfer Amount in Local Currency: SBD 6,950.00
 Transfer From Amount: SBD 6,950.00
 Indicative :
 My Reference: Tent Hire

Payment Details

Account Name: GTL Party Hire
 Account Number: 20026371123064
 Bank Name: Bred Bank
 Reference To Payee : INVGTLPH1610-NHA

Pay Date : 18/10/2023

Comments:

***** Authorisation Details *****
 18/10/2023 09:02 Pauline Tovua
 Authorisation Required for : ANZ to Other Bank Transfer (2A)
 18/10/2023 12:16 Christian Nieng
 Authorised -ANZ to Other Bank Transfer
 Comments : verified
 18/10/2023 12:18 Debbie Ofaeri Sifoni
 Authorised -ANZ to Other Bank Transfer
 18/10/2023 12:18 Debbie Ofaeri Sifoni
 Transaction Processed



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Your Reference

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

Held for Authorisation Transaction Number AHD87206

Transaction Details

ANZ to Other Bank Transfer
From Account: 5691140
Transfer Amount in Local Currency: SBD 6,950.00
Transfer From Amount: SBD 6,950.00
Indicative :
My Reference: Tent 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: GTL Holdings Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	 Signed <u>[Signature]</u> Date <u>18/10/23</u>
IF DIRECT CREDITS ISSUED:	APPROVED BY FINANCIAL CONTROLLER <u>PP</u>
BANK REF #: _____	Signed <u>[Signature]</u> Date <u>18/10/2023</u>
Signed _____	

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2401	Hire Equipment	Being for Tent hire and Bond fee for St. Joseph Tenaru Renovation	\$5,950.00
1-2100	Deposits Paid-Rental	school buildings Handing Over ceremony.	\$1,000.00

Cheque No: IB TRANS for \$6,950.00 Date 18/10/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by [Signature] Date 18/10/23



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA - 995 / 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 GTL Holdings For ^{Hire} Crest Marquee 21m x 8m \$5,950-00 * Bond \$1,000-00 For official Handing over Ceremony of Tenaru Renovated school buildings Friday 20 th October 2023	GTL Holdings		\$6,950-00
TOTALS					\$6,950-00
Approval is requested to incur expenditure on the above Estimated Cost (SBD): <u>\$6,950-00</u> Date: <u>17/10/23</u> Requisition Officer (Name): <u>Charity M</u> Sign: <u>[Signature]</u>			Account Code: <u>6-2401</u> Account Name: <u>Hire Equipment</u> Funds available on this account: _____		
Supervisors Certification (Accountable Officers): Certifying Officer (Name): <u>Debbie Renuce</u> Sign: <u>[Signature]</u> Post: <u>E</u> Department: <u>NHA</u>			Authority granted for expenditure not exceeding: SBD: <u>6,950-00</u> Signature: <u>[Signature]</u> Name: <u>[Signature]</u> Note: Authority for expenditure must be given by accounting officer or his/her deligated Compliance Check By: _____ Signature: <u>[Signature]</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"/>			Name: <u>Jeff Moku</u> Date: <u>17/10/2023</u> Position: <u>Compliance</u>		



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



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA - 995 / 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 GTL Holdings For ^{Hire} Crest Marquee 21m x 8m \$5,950-00 * Bond \$1,000-00 - For official Handing over ceremony of Tenaru Renovated School buildings Friday 20 th October 2023	GTL Holdings 18/10/23		\$6,950-00
TOTALS					\$6,950-00
Approval is requested to incur expenditure on the above					
Estimated Cost (SBD): <u>\$6,950-00</u>			Date: <u>17/10/23</u>		
Requisition Officer (Name): <u>Charity M</u>			Account Code: <u>6020073</u>		
			Account Name: <u>Hire Equipment</u>		
			Funds available on this account: _____		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Dobbie Rence</u>			SBD\$ <u>6,950-00</u>		
Post: <u>E</u>			Signed: <u>[Signature]</u>		
Department: <u>NHA</u>			Name: <u>[Signature]</u>		
			Note: Authority for expenditure must be given by accounting officer or his/her delegated		
Threshold Checklist			Compliance Check by: _____ Signature _____		
Payment requires one quote (10,000 below) <input type="checkbox"/>			Name: <u>J.H. Neld</u> Date: <u>17/10/2023</u>		
Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/>			Position: <u>Comptroller</u>		
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

To: Executive Director

Attn: Financial Controller

Date: 17/10/23



Subject: Approval of Budget for St Joseph Tenaru Renovated School Buildings Handing Over Ceremony

I hereby request for approval of \$39, 847.50 being for Budget to cater for the Handing Over Ceremony of the renovation of the St Joseph Tenaru School Buildings.

Attached break down of budget.

Submitted for your considerations and approvals for the purchase to be carried out.

Thank you.

A handwritten signature in black ink that reads "Melinda Campbell".

Melinda Campbell

Official Handing Over Ceremony of Tenaru Renovated School Buildings Friday 20th October 2023

ITEM	Supplier	QTY	UNIT COST	TOTAL COST	TYPE OF PAYMENT
1 Catering for VIP Guest	Palm Sugar	90		\$ 18,000.00	PV
2 Water (S)	Bulk Shop/ Any other Shop	25	\$ 43.50	\$ 1,087.50	Cash Payment
3 Drinks	Maska Shop	20	\$ 178.00	\$ 3,560.00	Cash Payment
4 Ice blocks/Cube	Quan Chee	10	\$ 25.00	\$ 250.00	Cash Payment
5 MC		1	\$ 1,000.00	\$ 1,000.00	Cash Payment
6 Tent Hire (24m x 6m) including bond fee	Tourism Solomons	1	\$ 4,000.00	\$ 4,000.00	PV
7 Tent Hire (21m x 8m) including fbond fee	GTL	1	\$ 6,950.00	\$ 6,950.00	PV
8 Transport Hire to Load tents and Chairs	TBC	1	\$ 2,000.00	\$ 2,000.00	Cash Payment
9 Contingency		1	\$ 3,000.00	\$ 3,000.00	Cash Payment
				\$ 39,847.50	

Cash Imprest → ~~None~~ \$10,897.50 X



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: GTL - Team Solomons Parade Friday 03th November 2023

- | | | | |
|----------------------|-------------------------------------|--|--|
| 1) Minute | <input type="checkbox"/> | Sign by FC _____ | Sign by ED _____ |
| 3) Requisition | <input type="checkbox"/> | Sign by Compliance officer _____ | |
| 2) Requisition | <input checked="" type="checkbox"/> | Sign by FC _____ | Sign by ED _____ |
| 3) Payment Voucher | <input checked="" type="checkbox"/> | Sign by FC _____ | Sign by ED _____ |
| 4) LPO | <input type="checkbox"/> | Sign by FC _____ | Sign by ED _____ |
| 5) IB Authorisations | <input checked="" type="checkbox"/> | Sign by FC <input checked="" type="checkbox"/> | Sign by ED <input checked="" type="checkbox"/> |

Comments:



Transaction or Request Lodgement Receipt

Transaction or Request Description: ANZ to Other Bank Transfer
Transaction or Request Status: Posted
Date / Time: 02/11/2023 14:21
Transaction Number: AHF97628

Transaction Details:
 ANZ to Other Bank Transfer

From Account: 5691140
 Transfer Amount in Local Currency: SBD 7,750.00
 Transfer From Amount: SBD 7,750.00
 Indicative :
 My Reference: Tent Hire

Payment Details

Account Name: GTL Party Hire
 Account Number: 20026371123064
 Bank Name: Bred Bank
 Reference To Payee : INVGTL21123-NHA



Pay Date : 02/11/2023

Comments:

***** Authorisation Details *****
 02/11/2023 14:21 Pauline Tovua
 Authorisation Required for : ANZ to Other Bank Transfer (2A)
 02/11/2023 16:21 Christian Nieng
 Authorised -ANZ to Other Bank Transfer
 Comments : verified
 02/11/2023 16:27 Debbie Ofaeri Sifoni
 Authorised -ANZ to Other Bank Transfer
 02/11/2023 16:27 Debbie Ofaeri Sifoni
 Transaction Processed

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Your Reference

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

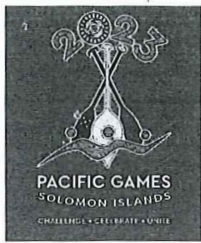
Held for Authorisation Transaction Number AHF97628

Transaction Details



ANZ to Other Bank Transfer
From Account: 5691140
Transfer Amount in Local Currency: SBD 7,750.00
Transfer From Amount: SBD 7,750.00
Indicative :
My Reference: Tent 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: GTL Holdings Ltd	APPROVED BY EXECUTIVE DIRECTOR
Address:	 Signed _____ Date <u>2/11/23</u>
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed  Date <u>2/11/23</u>

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2401	Hire Equipment	Being for Tent hire for Team Solomons Parade on Friday 03rd November 2023.	\$7,750.00

Cheque No: IB TRANS for \$7,750.00 Date 2/11/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by  Date 2/11/23



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-1080/23

DEPARTMENT: NHA - Finance

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Raise payment for Team solomons Parade Friday 03th November 2023. *Tent Hire (24m x 8m) including band Fee Invoice No : 21123	GTL		\$7,750 - 00
TOTALS					\$7,750 - 00
Approval is requested to incur expenditure on the above			Account Code: <u>6-2401</u>		
Estimated Cost (SBD): <u>\$7,750 - 00</u>			Account Name: <u>Hire Equipment</u>		
Requisition Officer (Name): <u>Charity M</u>			Funds available on this account: _____		
Date: <u>2/11/23</u>			Sign: <u>[Signature]</u>		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Debbie Renee</u>			SBD\$ <u>7,750 - 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 deligated		
Payment requires one quote (10,000 below) <input type="checkbox"/>			Compliance Check by: <u>[Signature]</u> Signature		
Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/>			Name: <u>Phimao</u> Date: <u>2/11/23</u>		
Is it a ITB Contract Payment <input type="checkbox"/>			Position: <u>PCM</u>		
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



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: NHA-1080/23
 DEPARTMENT: NHA - Finance

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
		Raise payment for Team solomons Parade Friday 03th November 2023. *Tent Hire (24m x 8m) including band Fee Invoice No : 21123	GFL ✓	2/11/23	\$7,750 -00
			TOTALS		\$7,750 -00
<p>Approval is requested to incur expenditure on the above</p> <p>Estimated Cost (SBD): <u>\$7,750 -00</u> Date: <u>2/11/23</u></p> <p>Requisition Officer (Name): <u>Charity M</u> Sign: <u>[Signature]</u></p>			<p>Account Code: <u>6-2401</u></p> <p>Account Name: <u>Hire Equipment</u></p> <p>Funds available on this account: _____</p>		
<p>Supervisors Certification (Accountable Officers):</p> <p>Certifying Officer (Name): <u>Debbie Kenner</u> Sign: <u>[Signature]</u></p> <p>Post: <u>FE</u></p> <p>Department: <u>NHA</u></p>			<p>Authority is granted for expenditure not exceeding:</p> <p>SBD\$ <u>7,750 -00</u></p> <p>Signed: <u>[Signature]</u></p> <p>Name: <u>[Signature]</u></p> <p>Note: Authority for expenditure must be given by accounting officer or his/her deligated</p>		
<p>Threshold Checklist</p> <p>Payment requires one quote (10,000 below) <input type="checkbox"/></p> <p>Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/></p> <p>Is it a ITB Contract Payment <input type="checkbox"/></p> <p>Is it a GTB Contract Payment <input type="checkbox"/></p> <p>Payment is a Bid Waiver <input type="checkbox"/></p>			<p>Compliance Check by: <u>[Signature]</u> Signature</p> <p>Name: <u>Phinau</u> Date: <u>2/11/23</u></p> <p>Position: <u>PCM</u></p>		

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

MINUTE

To: Executive Director

Attn: Financial Controller

Date: 2/11/23



Subject: Approval of Budget for Team Solomons Parade

I hereby seeking approval of \$130,160.00 being for budget for the Team Solomons Parade on Friday 03 November 2023.

Attached break down of budget.

Submitted for your considerations and approvals for the purchase to be carried out.

Thank you.

A handwritten signature in black ink that reads "Melinda Campbell".

Melinda Campbell

Budget for Team Solomons Parade Friday 03 November						
	ITEM	Supplier	QTY	UNIT COST	TOTAL COST	TYPE OF PAYMENT
1	Refreshment for 700 + athletes	TBC			\$ 70,000.00	PV
2	Water (S)	TBC	100	\$ 45.00	\$ 4,500.00	Cash Payment
3	Drinks	TBC	20	\$ 178.00	\$ 3,560.00	Cash Payment
4	Ice blocks/Cube	Quan Chee	20	\$ 25.00	\$ 500.00	Cash Payment
5	Stage & PA System Hire	Crown Sound Entertainment	1		\$ 20,850.00	PV
6	Tent Hire (24m x 6m) including bond fee	Tourism Solomons	1	\$ 4,000.00	\$ 4,000.00	PV
7	Tent Hire (24m x 8m) including bond fee	GTL	1	\$ 7,750.00	\$ 7,750.00	PV
8	Hiring of Chairs	TBC	1	\$ 6,000.00	\$ 6,000.00	Cash Payment
9	Stage Decoration	Maola Alia	1	\$ 5,000.00	\$ 5,000.00	PV
10	Transport Hire	TBC	1	\$ 2,000.00	\$ 3,000.00	Cash Payment
11	Contigency		1	\$ 5,000.00	\$ 5,000.00	Cash Payment
					\$ 130,160.00	

Total Cash Imprest \$22, 560.00

**President of NOCSI,
Martin RARA**

Cordially Invite

To the
**THE PARADE MARCH BY TEAM SOLOMON,
PACIFIC GAMES 2023**

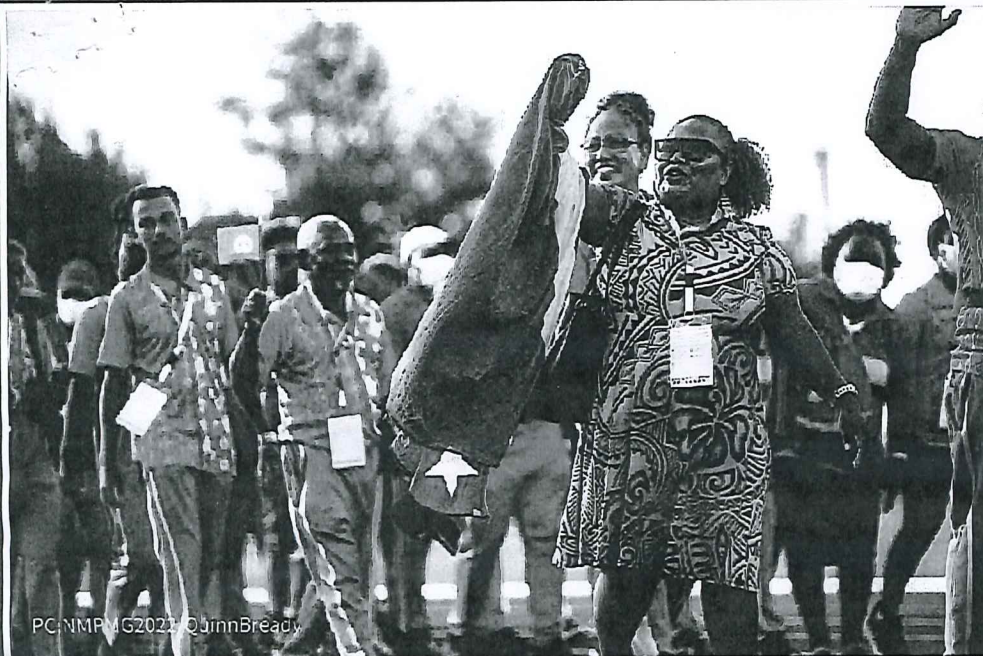
**Venue: HCC CAR PARK TO SMI TOWN GROUND
Date: FRIDAY 3 NOVEMBER 2023
Time: 7am to 12pm**

RSVP:
????????????

**PROGRAMME FOR THE PARADE MARCH
BY TEAM SOLOMON PACIFIC GAMES 2023,
FROM HCC CAR PARK TO SMI TOWN GROUND,
FRIDAY 3 NOVEMBER 2023**

Order of Parade

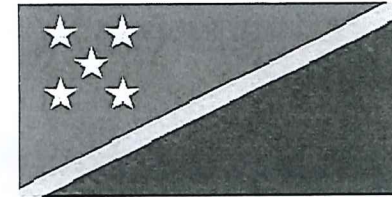
- 7:00am** Arrival of Team Solomon at HCC Car Park Assemble and Organize
- 8:30am** Start March from HCC Car Park to SMI Town Ground
Lead by Police Band, and Solo Mascot
Arrival of Government and Sports officials at SMI
Police Band Music
- 9:15am** Arrival of Minister for Home Affairs, Hon Chris Laore
- 9:20am** Arrival of Prime Minister and Minister for Pacific Games 2023,
Hon Manasseh D Sogavare, MP
- 9:30am** Arrival of His Excellency, Governor General, Sir David Vunagi
- 9:40am** Opening Prayer by SICA Representative, Rev Dr Edward Kolohai,
General Secretary, SICA
- 9:45am** Welcome Remarks by President of NOCSI, Martin Rara
- 9:50am** Speech by Minister for Home Affairs, Hon Chris Laore,
- 10:00am** Speech by H.E. Governor General, Sir David Vunagi
- 10:15am** Presentation of Team Manager and Captains to
H.E. the Governor General, and the Hon Prime Minister
Joint Launch of Team Solomon T Shirt By
H.E. Governor General, and Hon Prime Minister
- 10:40am** Concluding Remarks by CDM, Team Solomon, Faye Indu Ghemu
- 10:50am** Refreshment
- 11:15am** Departure of H.E. Governor General
- 11:20am** Departure of Hon Prime Minister and Minister
For Pacific Games 2023
- 11:25am** Departure of Hon Minister for Home Affairs
- 11:30am** Departure of Guests
- 12:00pm** Programme End



PC/NMPMG2022/QuinnBready



PC/NMPMG2022/AndoAgulto



PC/NMPMG2022/AndoAgulto

**PARADE MARCH
BY TEAM SOLOMON,
PACIFIC GAMES 2023
HCC CAR PARK TO SMI TOWN GROUND,
FRIDAY 3 NOVEMBER 2023**



REQUEST FOR QUOTATION

SUPPLY OF GOODS

ANNEX 4

REQUEST FOR QUOTATIONS – GOODS-TENT HIRE

Date: 1/11/23

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 5 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 three 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. <delete if not relevant>
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 Chairperson, National Hosting Authority Honiara, Solomon Islands.
12. Please indicate delivery schedule and after sales service (if relevant) available to <Ministry name>, 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 <Ministry name> 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 <Ministry name>.
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 National Hosting authority.
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.



Peter Himane
Compliance Unit
National Hosting Authority