



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: JOYCE BOYKINS

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

Comments:

RECEIVED
Date: 20/10/23 Sign: [Signature]

4:21

SOS  

apib1.anz.com 



Transaction or Request Lodgement Receipt

Transaction or Request Description: ANZ to Other Bank Transfer
Transaction or Request Status: Posted
Date / Time: 08/01/2024 10:30
Transaction Number: AHO57331

Transaction Details:

ANZ to Other Bank Transfer

From Account: 5691140
Transfer Amount in Local Currency: SBD 21,600.00
Transfer From Amount: SBD 21,600.00
Indicative :
My Reference: Service Fees

Payment Details

Account Name: Joyce Boykin
Account Number: 2000846887
Bank Name: Bank of South Pacific
Reference To Payee : INV#JB1945#4

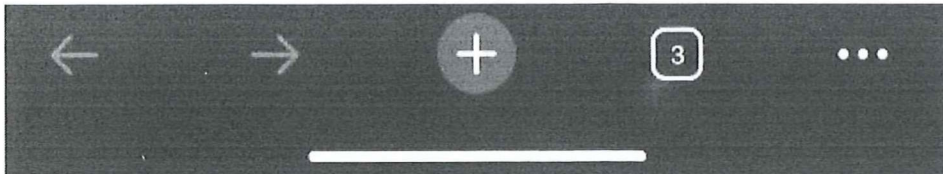
Pay Date : 08/01/2024



Comments:

***** Authorisation Details *****
08/01/2024 10:30 Pauline Tovua
Authorisation Required for : ANZ to Other Bank Transfer (2A)
08/01/2024 16:43 Christian Nieng
Authorised -ANZ to Other Bank Transfer
Comments : Verified
08/01/2024 17:21 Debbie Ofaeri Sifoni
Authorised -ANZ to Other Bank Transfer
08/01/2024 17:21 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

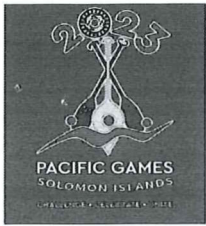
Held for Authorisation Transaction Number AHO57331

Transaction Details


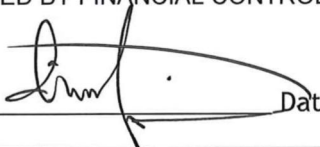
ANZ to Other Bank Transfer	▲
From Account: 5691140	
Transfer Amount in Local Currency: SBD 21,600.00	
Transfer From Amount: SBD 21,600.00	
Indicative :	
My Reference: Service Fees	
Payment Details	▼

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


81124



PAYMENT VOUCHER

Payment: Voucher No:	
NAME: Joyce Boykin	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed  Date <u>3/11/24</u>
IF DIRECT CREDITS ISSUED: BANK REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER Signed  Date <u>3/10/24</u>

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2004 2-1440	Consultancy Fees Withholding Tax Payable	Final Payment for Victory Ceremonies Coordinator.	\$27,000.00 -\$5,400.00

Cheque No: IB TRANS for \$21,600.00 Date 5/01/2024

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by  Date 5/01/24



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC-2769/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
1		Raise payment to JOYCE BOYKIN for Victory Ceremony Coordinator for overall Coordination and intergration with GOC Victory Ceremony	JOYCE BOYKIN		\$27,000-00 2 \$27,000-00
			TOTALS		
Approval is requested to incur expenditure on the above			Account Code: <u>G-2004</u>		
Estimated Cost (SBD): <u>\$27,000-00</u>			Account Name: <u>Consultancy</u>		
Requisition Officer (Name): <u>Imogen Vida</u>			Funds available on this account: _____		
Date: <u>10/12/23</u>					
Sign:					
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Debbie Renee</u>			SBD\$ <u>27,000-00</u>		
Post: <u>FC</u>			Signed:		
Department: <u>NHA</u>			Name: <u>Emily</u>		
			Note: Authority for expenditure must be given by accounting officer or his/her deligated		
Threshold Checklist			Compliance Check by:		
Payment requires one quote (10,000 below) <input type="checkbox"/>			Signature		
Payment requires three quotes (\$10,000.00 above) <input type="checkbox"/>			Name: <u>Timasi B</u>		
Is it a ITB Contract Payment <input type="checkbox"/>			Date: <u>21/12/23</u>		
Is it a GTB Contract Payment <input type="checkbox"/>			Position: <u>C.P.O</u>		
Payment is a Bid Waiver <input type="checkbox"/>					



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC-2769/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
1		Raise payment to JOYCE BOYKIN for Victory Ceremony Coordinator for overall 10/12/23 Coordination and intergration with GOC Victory Ceremony	JOYCE BOYKIN C.P.O.	11124	\$27,000-00 2 \$27,000-00
TOTALS					

Approval is requested to incur expenditure on the above

Estimated Cost (SBD): \$27,000-00 Date: 10/10/23

Requisition Officer (Name): Imogen Vida Sign: [Signature]

Account Code: 6-2000

Account Name: 31/21/Consultancy

Funds available on this account: _____

Supervisors Certification (Accountable Officers):

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

Post: FE

Department: NHA

Authority is granted for expenditure not exceeding:

SBD\$ 27,000-00

Signed: [Signature]

Name: CMG

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: Timasi B Date: 21/12/23

Position: C.P.O



MINUTE

Ref: GOC - /23

To: EXECUTIVE DIRECTOR, NHA

From: PROCUREMENT COODINATOR, GOC

Date: 18/12/23

RE: PAYMENT FOR VICTORY CEREMONY COORDINATOR FOR VICTORY CEREMONY -JOYCE BOYKIN

Approval is sought to raise payment as referred above.

The GOC has contracted a Ceremony coordinator for the team ceremony to assist and coordinate on the nedal ceremony. Joyce Boykins as a officer of victory ceremony to produce the required operational plans for the victory ceremony , to provide overall coordination and intergration with GOC Victory ceremony , staff and volunteers , to communicate with the CTO and team leaders /scms and TDs as required ensure every delivery of ceremonies during the games. Thus her payment is urgently needed to be raised , the amount **\$27,000.00**.

See attached is the invoice for your perusal.

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

Lisiane Simata

Procurement Officer (GOC)

Endorsed by:

Imogin Vidda Finance team Games Organizing Committee		
Signature:	Date:	

Approval:

Mr Jack smith Senior Operations Manager Games Organising Committee		
Signature:	Date: 18/12/23	



P.O. BOX 2443 Sea King Restaurant Building, Honiara, Solomon Islands

PROGRESS PAYMENT CERTIFICATE NO:1

Payment Schedule Name:	Progress Payment Claim 1 - 50% advance payment		
Project Name:	employment contract		
Supplier :	Joyce Boykins		
Financial Manager	Rocklive Poloso	Certificate:	
Contract Administrator:	Lisiane Simata	Date Invoice Received:	18.12.23
		Date Issued for payment:	
		Contract No:	EOI

A				
PROGRESS CLAIM SUMMARY				
REF	PROGRESS CLAIMS	CONTRACT DETAILS	PAYMENT DETAILS	NOTES
2	payment of upfront for	\$ 33,000.00		
3				
4	payment from 13 november to 26 noevember	\$ 13,000.00		
5	payment from 27 november to 6 decmeber 9 days use of car	\$ 14,000.00		
6				
10	Progress Claim to date			
11	Original Contract Value	\$ 60,000.00		
12	Total Adjusted Contract Value			
13	Balance of Contract Payment			

B				
PAYMENT DETAILS				
	Progress payment for this claim 1		\$ 33,000.00	
	payment from 13 november to 26 noevember		\$ 13,000.00	
	payment from 27 november to 6 decmeber 9 days use of car		\$ 14,000.00	
	Amount payable for this claim after Retention		\$ 27,000.00	

Payment is certified as conform to payments terms and conditions as stated in article 10:

Complianced and approved by: 
 Lisiane Simata (Contract Administrator) Date 18/12/23

Claim is hereby approved for payment by: 
 Jack Smith -Senior Operations Manager Date 18/12/23

On presentation of this original to the Employer, the Contractor is entitled to payment within the period stated in the Agreement: Article 10.

Reg: JB 1945 #4

INVOICE

Bill to:

SOL2023 Pacific Games

From:

Joyce Boykin

7560190

joyce@solomon.com.sb

Date: 27 November 2023

DESCRIPTION	TOTAL IN SD
For work done from 13 Nov to 26 Nov 2023 for 13 Days	\$13,000.00 SBD
See attached list of actions.	

Total Amount due is \$13,000.00 SBD (Ten Thousand SBD)

Payment Details

Bank: BSP

Full Name: Joyce Boykin

Home Address: Top of Tasahe, Honiara

Branch: Honiara, Solomon Islands

BSF Account Number: 2000846887

C 3 Nov 27
As per contract

Joyce Boykin

#4 Invoice for Joyce Boykin-----BSP #2000846887

13 - 26 November = 13 days

Activities:

Attended meetings with VC team members.

Collected uniforms for medal ceremonies.

Assisted at several mock trainings.

Transported artists to complete painting 32 podiums.

Met several times with David to decide on VIPs and protocols.

Organized medals team to identify medals needed per sport and put in envelopes.

Arranged for 3 more announcers and rehearsed with them---English only.

Arranged for deliveries of podiums to outlying venues and to major stadiums.

Organized someone to put decals on some of the podiums.

Assisted Team Members whenever they requested my help.

Liaised with French/English translators to confirm times. Rehearsed again with new announcers.

Led 2nd training with marshals and escorts.

Announced on 16 Nov for para Table Tennis medals.

Organized trucks for materials to go to HCC Arena.

Collect passes for VIPs and took them to Keithie's office.

Checked with venue leaders constantly about things they needed to have ready for VCs.

Passed out current VIP lists to each Venue Leader at the beginning of the day. This will continue throughout the 2 weeks of the Games.

Reported issues with flag poles and other things as they came up.

Drove Venue leaders back and forth to Medal's Room at the National Stadium from their venues.

Reg: JB 1945 #5

INVOICE

Bill to:

SOL2023 Pacific Games

From:

Joyce Boykin

7560190

joyce@solomon.com.sb

Date: 6 December 2023

DESCRIPTION	TOTAL IN SD
For work done from 27 Nov to 6 December 2023 for 9 Days – Working the Victory Ceremonies at HCC Arena and DC Park; transporting medals, trays, baskets and gifts to venues; distributing VIP lists on a daily basis to the leaders at the venues; being available to transport venue leaders at any time.	\$9,000.00 SBD
Use of car and petrol, as per agreement	\$5,000.00 SBD
Total	\$14,000.00 SBD

Total Amount due is \$14,000.00 SBD (Fourteen thousand dollars SBD)

Payment Details

Bank: BSP

BSP Account Number: 2000846887

Full Name: Joyce Boykin

Home Address Tasahe, Honiara

Branch: Honiara, Solomon Islands

Joyce Boykin

02 Dec 23
Final

6/12/23

To: Division of Finance for Pacific Games

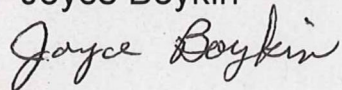
CC: Clint Flood

Dear Colleagues,

I have submitted now five invoices, as of today, however I have only received one payment since I started working for POC on 2 October. This may be the slow workings of POC, but I request that it be resolved.

Thank you very much,

Joyce Boykin

A handwritten signature in cursive script that reads "Joyce Boykin".



**SHORT TERM EMPLOYMENT
CONTRACT
FOR
VICTORY CEREMONIES
COORDINATOR**

BETWEEN

**GAMES ORGANIZING COMMITTEE
(IN CONJUNCTION WITH NATIONAL HOSTING
AUTHORITY)**

AND

Joyce Boykin

GENERAL PROVISIONS OF CONTRACT

1. SERVICES

- 1) **Joyce Boykin** is appointed to perform the services of Victory Ceremonies Coordinator for services outlined in **Annex A**
- 2) No substitution of personnel is allowed and only **Joyce Boykin** may provide services under this agreement.
- 3) The Client agrees to pay such fees and expenses as listed in **Annex B**.

2. TERM

- 1) This Agreement shall commence on the date of signing by both parties ("Effective Date") this Contract is signed and shall end on the 07 of December, 2023, unless terminated earlier as provided herein.

3. CONDITIONS

- 1) The Contractor shall be available to be in Honiara as per the schedule outlined in **Annex A**.
- 2) Payments shall be made within 10 days of submission of invoice.
- 3) Tax shall be taken off fees or expenses by Client or the Government of Solomon Islands.
- 4) No Solomon Islands GST shall be charged or collected in executing this contract except in reimbursement of GST charged on services that the Contractor pays for.
- 5) The Contractor shall submit copies of all receipts as part of any reimbursements payable to the Contractor for travel or other approved costs. All costs for expenses shall be pre-approved by the Client.
- 6) The Client agrees that all invoices will be paid in Solomon Dollars to a bank account that the Contractor shall provide.
- 7) Contractor is required to work up to 7 days a week, and be on call 24 x 7 from 01th

- 1) The Contractor shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.

11. LAW GOVERNING CONTRACT AND LANGUAGE

- 1) The Contract shall be governed by the **Laws of The Solomon Islands**, and the language of the Contract shall be **English**.

12. Dispute Resolution

- 1) Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Solomon Islands.

13. Termination of Contract

- 1) This contract may not be terminated by either party with 1 days' notice without reason.
- 2) Any fees and expenses owing to the Contractor shall be paid in full within 10 days of termination.

ANNEX A

Key Contractor Deliverables

The Contractor will undertake the role of Victory Ceremonies Coordinator for the 2023 Pacific Games. As such they will be responsible for the delivery of:

- 1.0 Produce the required operational plans for the Victory Ceremonies
- 2.0 Provide overall program coordination and integration with GOC Victory Ceremonies Staff and Volunteers.
- 3.0 Ensure communication with the CTO and team leaders/SCM's /TD's as required.
- 4.0 Ensure overall delivery of 346 Medal ceremonies during the Games.

ANNEX B

FEES

- 1.0 Provide up to 7 days a week of service to provide services above.
- 2.0 For each day of service a fee of \$1000/sbd to a maximum of \$60,000 SBD shall be paid
- 3.0 An maximum amount of \$5000 SBD based on amount of \$85 per day shall be paid to the contractor for providing their own vehicle during this contract.

EXPENSES

- 1.0 The Contractor shall be provided with GOC corporate data plan while in Solomon Islands under contract.
- 2.0 The contractor shall be provided one meal pass a day while onsite in Honiara through the Games Organizing Committee from the 14th November to 2nd of December 2023.
- 3.0 The contractor shall be provided third party accreditation during the period of the contract with Games Organizing Committee.



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)	✓	NA	
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				


12/12/20

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: 
Name and Position: Aquas Ngani
Date: 20/12/23

Procurement section Compliance performed by:

Signed: 
Name and Position: Timasi Bird, C.P.O
Date: 21/12/23

Finance Department Compliance performed by:

Signed: 
Name and Position: Linley H (FO)
Date: 21/12/23