



**SOLOMON ISLANDS GOVERNMENT**  
**Ministry of Finance and Treasury**  
**INSTALLMENT CONTRACT COMPLIANCE CHECKLIST**  
**(for Contracts valued at more than \$100,000 SBD**  
**with multiple payment installments)**

C5

**This checklist is to be completed upon signing of a contract with multiple payments. It should be provided to MoFT along with the request for first payment on the contract.**

Required documents:	FI Ref	Ministry	MoFT	Comments
Purchase Requisition (PR) for the entire value of the contract	P7 35			
Signed Contract	P7 10.1			
Tender Evaluation Report	P7 10.1			
Tender Award by CTB/MTB	P7 10.1			
Copy of the Tender Advertisement (including the dates of advertisement)	P7 20.2(a) P7 21.3(a)			
Bid Waiver (if restrictive tender carried out). The waiver must include the reasons for making a restrictive tender	P7 21.4			
Approval from PS MDPAC (for development budget contracts)				
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
<b>Compliance checks required:</b>				
Tender Advertisement made at least two weeks before the Tender closing time	P7 23.1			
Contract form approved by Attorney General	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 Bid Waiver/Restrictive Tender is for a Valid Reason				
Check Expenditure is acceptable and proper use of SIG money	P7 43.2(a)			
Check price and rates are reasonable	P7 43.2(b)			
<b>Data entry checks (carried out by MoFT):</b>				
Amount entered in AX matches Requisition				
Account code in AX matches Requisition				
Vendor name in AX matches Requisition				
Item code and Units entered (eg box, each) correctly				
Description has enough detail				
Check dates on future installments 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.**

**Ministry Compliance performed by:**

**MoFT Compliance performed by:**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name and Position: \_\_\_\_\_

Name and Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_