



2425/167



CNB01

G.P. Form 2

PAYMENT VOUCHER

Department EMPLOYMENT & IRChecked by [Signature]Allocation 1-07101-07101-050301 = \$151,832.29Passed for Payment [Signature]1-07101-07101-130101 = \$ 13,664.91Payee HFC (HFCB0001)

Cheque No:

39478

Address Suva

17/03/16 Detailed Description of Service or Article	Amount \$ c	
Being made to the above for payment to "Independent European Certificate (ASIA) Sdn. Bhd" for the 50% payment of compliance audit, and 100% payment of surveillance audit year 2016 as per the contract and attached invoice. Please refer to attached details for more information.	\$ 165,477	20
<u>Calculation based on 16/03/16 exchange rate provided by HFC:</u>		
Invoice No.: IECA-007-16 = USD 78,370.00 /Exchange Rate: 0.4736		
= FJD 165,477.20		
Bank Fees for 1 Telegraphic Transfer	20	00
Payment Details Account Name: Independent European Certification (Asia) SDN. BHD Bank Address: OCBC Bank (Malaysia) Berhad (295400-W) 89, 91 & 93, Jalan SS21/60, Damansara Utama, 47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia Account #: OCBC 707-126481-4 Swift Code: OCBCMYKLXXX		
Total Due	\$165,497	20

BID: 17661 VID: 51327

I certify that this claim amounting to **One Hundred & Sixty Five Thousand, Four Hundred & Ninety Seven** dollars and **Twenty** cents is correct, and was incurred under the authority quoted.

Date 17/03/2016Signed
Title[Signature]
A/PS EMPLOYMENT & IR

Received the sum of: _____

Witness _____

Date

21/03/16
Signature of Receiver**This certificate must be completed and signed by the authorized officer**



ME/CS/1/1-8RF1

PAYMENT VOUCHER FORM

APPROVAL: PSEPIR

REVISION: 0

ISSUE DATE: 17/04/2015

PROCEDURE OWNER: MANAGER CORPORATE SERVICE

**PAYMENT VOUCHER**

G.P. Form 2

Department EMPLOYMENT & IR

Checked by

Allocation 1-07101-07101-050301 = \$ 41,805.27

Passed for Payment

1-07101-07101-130101 = \$ 3,762.47Payee FIRCA (FIRCA001)

Cheque No:

39477Address Suva

17/03/16 Detailed Description of Service or Article	Amount	
	\$	c
Being made to the above for payment of VRC (Vat Reverse Charge) and the Withholding Tax for the telegraphic transfer that has to be made to "Independent European Certificate (ASIA) Sdn. Bhd" for the 50% payment of compliance audit, and 100% payment of surveillance audit year 2016 as per the contract and attached invoice. (15% of WHT & 9% VRC on gross) <u>Calculation based on 16/03/16 exchange rate provided by HFC:</u> Invoice No.: IECA-007-16 : USD 78,370.00 /Exchange Rate: 0.4736 VRC = FJD 165,477.20 / 0.91 * 9% = FJD \$16,365.88 VRC Withholding Tax = FJD 165,477.20 / 0.85 * 15% = FJD \$29,201.86 WHT Payment Details Account Name: Independent European Certification (Asia) SDNBHD Bank Address: OCBC Bank (Malaysia) Berhad (295400-W) 89, 91 & 93, Jalan SS21/60, Damansara Utama, 47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia Account #: OCBC 707-126481-4 Swift Code: OCBCMYKLXXX BID: 17661 VID: 51328	\$ 45,567	74
Total Due	\$ 45,567	74

I certify that this claim amounting to **Forty Five Thousand, Five Hundred & Sixty Seven** dollars and **Seventy Four** cents is correct, and was incurred under the authority quoted.

Date 17/03/2016Signed
Title
A/PS EMPLOYMENT & IR

Received the sum of: _____

Nisha. (affixed clearance)
Signature of Receiver

Witness

Date 21/3/2016**This certificate must be completed and signed by the authorized officer**



	HFC	BSP	WBC
Invoice: IECA-007 -16 USD 78,370.00	= USD 78,370.00 / 0.4736 = FJD165,477.20 + 20charges = FJD 165,497.20	= USD 78,370.00 / 0.4656 = FJD168,320.45 + 25charges = FJD 168,345.45	= USD 78,370.00 / 0.4736 = FJD165,477.20 + 25charges = FJD165,502.20
	Recommended based on good service provided and TT service fees compared to other banks as two banks has offered same rate.		

Vat Reverse Charges: = USD / Rate / 0.91 * 9%

$$= 78,370 / 0.4736 / 0.91 * 9\%$$

$$= 165,477.20 / 0.91 * 9\%$$

$$= \$16,365.88$$

Withholding Tax: = USD / Rate / 0.85 * 15%

$$= 78,370 / 0.4736 / 0.85 * 15\%$$

$$= 165,477.20 / 0.85 * 15\%$$

$$= \$29,201.86$$

PAID
18 MAR 2016

Total Cost for this part payment (Invoice: IECA-007-16):

= HFC \$165,497.20

+ FRCA (VRC) \$ 16,365.88

+ FRCA (WHT) \$29,201.86

= Total **FJD \$ 211,064.94**

Prepared by: Shyleen Prasad

Shyleen Prasad 15/3/2016 (1PM)

Checked by: Viliame Nauludugua

Viliame Nauludugua

Shyleen Prasad

From: Illisapeci Howard [Illisapecih@hfc.com.fj]
Sent: Tuesday, March 15, 2016 1:08 PM
To: Shyleen Prasad; Praveena Devi
Subject: RE: USD rate to Telegraphic Transfer to Malaysia

Hi Shyleen

Many thanks for the deal and booking for the next 2 weeks.

Kind regards,




ILISAPECI ANE HOWARD FOREIGN EXCHANGE DEALER
HFC Bank, Level 1, 371 Victoria Parade, Suva
P O Box 161, Suva. T: (679) 323 9191 P: (679) 999 4117
www.hfc.com.fj

To Be Fiji's Bank of Choice by Serving our People with Innovative Financial Solutions and Beyond.

**PRIME MINISTER'S
CYCLONE RELIEF
HELPING TO REBUILD
LIVES & HOMES**

**Make a donation through HFC Bank Telegraphic Transfer,
Internet Banking or Over-the-Counter Deposit**

Bank: HFC Bank
Account Number: 17822s10
Account Name: Prime Minister's National Disaster Relief
& Rehabilitation; Cyclone Winston
Swift Code: HFCLFJFJ
BSB: 129 010



From: Shyleen Prasad [mailto:shyleen.prasad@govnet.gov.fj]
Sent: Tuesday, 15 March 2016 1:02 PM
To: Praveena Devi <Praveenad@hfc.com.fj>; Illisapeci Howard <Illisapecih@hfc.com.fj>
Subject: RE: USD rate to Telegraphic Transfer to Malaysia

Hi;

Please book this rate for at least a week or by this month end (2 weeks) as we need to submit the documents to our Permanent Secretary and once approval received then we can process with this payment.

Thanks

PAID
18 MAR 2016

From: Praveena Devi [mailto:Praveenad@hfc.com.fj]
Sent: Tuesday, March 15, 2016 12:19 PM
To: Illisapeci Howard; Shyleen Prasad
Subject: RE: USD rate to Telegraphic Transfer to Malaysia

Hi Shyleen

USD 78,370 @ 0.4736 and TT fees is \$20.00.

Please revert to confirm for booking.

Kind Regards

Praveena

From: Illisapeci Howard
Sent: Tuesday, 15 March 2016 12:04 PM
To: Shyleen Prasad <shyleen.prasad@govnet.gov.fj>; Praveena Devi <Praveenad@hfc.com.fj>
Subject: RE: USD rate to Telegraphic Transfer to Malaysia

Good Afternoon Shyleen

Hope you're well.

USD 78,370 @ 0.4726 and kindly note that our TT fee is only \$20.00

Please revert to confirm.


Thank you.



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	Bank: HFC Bank
	Account Number: 17822s10
	Account Name: Prime Minister's National Disaster Relief & Rehabilitation; Cyclone Winston
	Swift Code: HFCLFJFJ BSB: 129 010



From: Shyleen Prasad [<mailto:shyleen.prasad@govnet.gov.fj>]
Sent: Tuesday, 15 March 2016 11:56 AM
To: Illisapeci Howard <Illisapecih@hfc.com.fj>; Praveena Devi <Praveenad@hfc.com.fj>
Subject: USD rate to Telegraphic Transfer to Malaysia

Good morning;

Please advise the best USD rate for TT Payment of USD 78,370 to Malaysia.

Also please advise how much is the TT fees for government transaction.

Thanks



TO BE FIJI'S BANK OF CHOICE BY SERVING OUR PEOPLE
WITH INNOVATIVE FINANCIAL SOLUTIONS AND BEYOND

www.hfc.com.fj

371 Victoria Parade, Suva

P O Box 161, Suva

SWIFT: HFCLFJFJ

BSB: 129-010

Foreign Exchange Rates

15/03/2016

Currency		HFC Buys at	HFC Buys		HFC
		Inward TT's	Cheques at	Notes at	Sells at
United States	USD	0.4826	N/A	0.5001	0.4656
Australia	AUD	0.6427	0.6461	0.6614	0.6177
New Zealand	NZD	0.7254	0.7293	0.7494	0.6924
Japan	JPY	55.21	N/A	59.17	52.21
Euro	EUR	0.4327	N/A	0.4567	0.4207
United Kingdom	GBP	0.3353	N/A	0.3476	0.3273
Solomon Islands	SBD	3.8600	N/A	N/A	2.7910
Central Pacific	XPF	N/A	N/A	57.80	49.42
Papua New Guinea	PGK	1.6194	N/A	1.6344	1.2499
Samoa	WST	1.2488	N/A	1.3118	1.1118
Tonga	TOP	1.0925	N/A	1.1625	1.0200
Vanuatu	VUV	60.67	N/A	68.97	47.77
Hong Kong	HKD	N/A	N/A	4.1257	3.6307
Singapore	SGD	0.6638	N/A	0.7602	0.6358
Canada	CAD	0.6373	N/A	0.6675	0.6153
Switzerland	CHF	N/A	N/A	0.5589	0.4514
China	CNY	N/A	N/A	3.6213	3.0255
India	INR	31.71	N/A	N/A	31.19
South Korea	KRW	N/A	N/A	695.87	O/A
Sri Lanka	LKR	68.66	N/A	N/A	67.26
Philippines	PHP	N/A	N/A	N/A	21.60
Sweden	SEK	N/A	N/A	N/A	3.8994
Thailand	THB	N/A	N/A	N/A	16.14

To convert Fiji dollars to foreign currency multiply by the exchange rate

To convert foreign currency to Fiji dollars divide by the exchange rate

For more information please contact Treasury Department:

Peter Fuata 3239 139

Illisapeci Howard 3239 191

Praveena Devi 3239 149

Market rates are subject to change without notice. Hedging options available.

**PRIME MINISTER'S
CYCLONE RELIEF
HELPING TO REBUILD
LIVES & HOMES**

**Make a donation through HFC Bank Telegraphic Transfer,
Internet Banking or Over-the-Counter Deposit**

Bank: HFC Bank
Account Number: 17822s10
Account Name: Prime Minister's National Disaster Relief
& Rehabilitation; Cyclone Winston
Swift Code: HFCLFJFJ
BSB: 129 010





Business International Services Foreign Currencies Exchange Rates

Exchange Rates

Exchange Rates

Tuesday, Mar 15, 2016

Day 15 Month March Year 2016 **View**

BSP Buys			Currency		BSP Sells	
Notes Buy	TT Buy	A/M Buy	Country	Code	TT Sell	Notes Sell
0.5012	0.4826	0.4845	US Dollar	USD	0.4656	0.4656
0.6713	0.6426	0.6453	Australian Dollar	AUD	0.6176	0.6176
0.7591	0.7260	0.7291	New Zealand Dollar	NZD	0.6930	0.6930
0.4787	0.4323	0.4352	European Euro	EUR	0.4203	0.4203
1.6242	1.4542	1.6142	Papua New Guinea Kina	PGK	0.9302	0.9302
1.3565	1.2585	1.3265	Samoa Tala	WST	1.1655	1.1655
4.4538	4.2433	4.2519	Solomon Islands Dollar	SBD	2.9433	2.9433
1.1698	1.0798	1.0849	Tongan Pa'anga	TOP	1.0073	1.0073
63.1800	58.4700	58.9000	Vanuatu Vatu	VUV	46.1700	46.1700
0.6682	0.6376	0.6437	Canadian Dollar	CAD	0.6183	0.6183
4.0417	3.7209	3.7508	Hong Kong Dollar	HKD	3.6278	3.6278
62.1700	55.3700	55.7200	Japanese Yen	JPY	52.3700	52.3700
0.7378	0.6637	0.6711	Singapore Dollar	SGD	0.6393	0.6393
0.5381	0.4806	0.4891	Swiss Franc	CHF	0.4523	0.4523
0.3476	0.3359	0.3360	British Pound	GBP	0.3270	0.3270

Exchange Rate Calculator

Conversion

- ☒ From Fiji Dollar
- ☐ To Fiji Dollar

Currency

US Dollar (USD)

Amount

PAID
18 MAR 2016

Instructions
Please select a currency and enter amount in selected currency or Fiji Dollar. The converted amount will be shown

For more information please contact BSP Dealing Team.

Richard Suran

321 4532

Charisma Kumar

321 4549

Ata Teraweia

321 4533

Daven Khanna

321 4478

Namrata Sen

321 4769

The above rates are applicable to transaction up to the equivalent of FJD 20,000.00
Transactions in excess of FJD 20,000.00 will warrant an application to BSP for firm quotations

All rates are subject to change without notice.
To convert FJD into a Foreign Currency "multiply by the rate"
To convert a Foreign Currency in FJD "divide by the rate"

NB: Certain transactions are subject to a Commission charge and/or stamp duty. The above rates have been calculated using this morning's opening International Market rates.

Personal	Ways to Bank	Business	About Us	BSP
Deposits	Online Banking	Loans	Our Vision	Ne
Loans	ATM	Deposits	Our People	Sp
Credit Cards	SMS Banking	Term Deposits	Employment Opportunities	Cc
Insurance	EFTPoS			
	International Services			

Shyleen Prasad

From: Dipika Darshani [ddarshani@westpac.com.au]
Sent: Tuesday, March 15, 2016 11:44 AM
To: Shyleen Prasad
Subject: Re: USD rate to Telegraphic Transfer to Malaysia

Hi Shyleen

USD rate is 0.4736.

TT fee is 25.00.

Regards

Dipika Darshani | Senior Dealer Financial Markets
Westpac Banking Corporation | Level 1, 1 Thomson Street, Suva, Fiji
T +679 3217 410 | M +679 9996 469 | F +679 3305 064 | E ddarshani@westpac.com.au



Source: Top-ranked in the Global 100 list of the world's most sustainable Corporations, announced at the 2014 World Economic Forum.

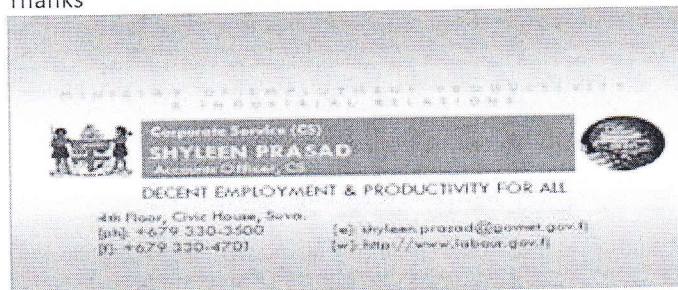
From: Shyleen Prasad <shyleen.prasad@govnet.gov.fj>
To: Dipika Darshani <ddarshani@westpac.com.au>
Date: 15-03-16 11:42 AM
Subject: USD rate to Telegraphic Transfer to Malaysia

Good morning;

Please advise USD rate for TT Payment of USD 78,370 to Malaysia.

Also please advise how much is the TT fees for government transaction.

Thanks



Confidential communication

Westpac Banking Corporation (ABN 33 007 457 141)

Westpac Institutional Bank is a division of Westpac Banking Corporation

Shyleen Prasad

From: Ronita R. Singh
Sent: Tuesday, March 15, 2016 11:59 AM
To: FMIS - Users
Cc: FMIS - Accounting Heads
Subject: Exchange Rate 15/03/16
Attachments: image001.emz

Good Morning All,

Tabulated below are the best buying & selling rates for Notes for the day

Currency	Buying Rates (Notes)	Selling Rates (Outwards TT)
USA (USD)	0.5021 (BSP)	0.4656 (BSP/ HFC/ WBC/BRED)
AUSTRALIA (AUD)	0.6713 (BSP)	0.6180 (WBC)
NEW ZEALAND (NZD)	0.7591(BSP)	0.6930 (BSP)
BRITISH POUND (GBP)	0.3476 (BSP/HFC)	0.3273(HFC)
EUROPEAN EURO (EUR)	0.4787(BSP)	0.4207 (HFC/WBC)

Thanks

Ronita Ritu. Singh
Ministry of Finance – (FPO) | Level 4 East Wing, Ro Lalabalavu House | P.O Box 2212 Government Buildings, Suva
Phone: (679) 3307011 Ext: 382140 DID: (679) 3221257 | Fax: (679) 3313135 | Email: ronita.singh@finance.gov.fj

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Shyleen Prasad

FRCA
requirement

From: Shyleen Prasad
Sent: Tuesday, March 15, 2016 12:05 PM
To: 'Momina R. Begg'; Sharoowrashni Singh
Subject: RE: Clarification on VRC and Withholding Tax for Telegraphic Transfer -2016

Noted with many thanks.

From: Momina R. Begg [mailto:mbeg@frca.org.fj]
Sent: Tuesday, March 15, 2016 11:56 AM
To: Shyleen Prasad; Sharoowrashni Singh
Subject: RE: Clarification on VRC and Withholding Tax for Telegraphic Transfer -2016

Hi Shyleen,

Please note that both WTH and VRC will be applicable and tax clearance needs to applied.

Only invoice of less than FJ \$20,000 is to be stamped.

Thanks.

Momina Beg [Ms.]
Acting Chief Assessor
Fiji Revenue & Customs Authority
Building 1, Ground Floor, Revenue and Customs Services Complex
Cnr Queen Elizabeth Drive & Ratu Sukuna Road, Nasese,
Private Mail Bag, Suva - FIJI
D : + (679) 3243815 | E : mbeg@frca.org.fj | W : www.frca.org.fj |

From: Shyleen Prasad [mailto:shyleen.prasad@govnet.gov.fj]
Sent: Tuesday, March 15, 2016 11:41 AM
To: Momina R. Begg; Sharoowrashni Singh; Deepika
Subject: Clarification on VRC and Withholding Tax for Telegraphic Transfer -2016

Good afternoon;

Please find attached is the Invoice for "International Standard Organization (ISO) Auditors service payment for 2016" amounting **USD 78,370**.

(USD 11,630 is the confirmation of Compliance Audit fees that the Auditors from Malaysia will be paid for their service and USD 66,740 IS for the Surveillance Audit fees paid for the service they provide in auditing our Ministry's procedures.)

Please advise if payment to FRCA will be applicable (VRC and WHT) or just the stamp on the invoice? Please refer attached invoice and the contract.

VRC USD/RATE/0.91*9%= 78,370/Rate/0.91*9% = \$.....
WHT USD/RATE/0.85*15%= 78,370/Rate/0.85*15%= \$.....

Also please advise if the formula is correct.

Awaiting for your response please.

INDEPENDENT EUROPEAN CERTIFICATION (ASIA) SDN. BHD.

(764175 X)

D12-7-01, Block D12, Pusat Perdagangan Dana 1,
Jalan PJU 1A/46, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Tel: 603-78426968 Fax: 603-78426944 Email: iec.malaysia2002@gmail.com

To : Permanent Secretary for Labour, Industrial Relations &
Employment
Ministry of Labour, Industrial Relations
P O Box 2216, Government Buildings
Suva, Fiji
Attn : Ms. Michelle J. Solvalu
Tel : Fax :

Invoice No. : IECA-007-16

Date : 14-Mar-16
Account : 300-0001
Terms : C.O.D.

A/C	Description	Amount (USD)
500-000	QMS certification against the requirements of ISO 9001: 2008	
500-000	Compliance Audit year 2016 for the scope:	-
500-000	-- Provision of the National Employment Centre Services under	-
500-000	the NEC Decree 2009	-
500-000	>> UPON CONFIRMATION @ 50%	11,630.00
500-000	Surveillance Audit year 2016 for the scope:	-
500-000	-- Regulating the Health and Safety at Work Act 1996 and Regulations	-
500-000	-- Provision of the Workers Compensation Service	-
500-000	under the Workmen's Compensation Act (Cap 94)	-
500-000	-- Provision of Mediation Services in Resolving Employment Grievances	-
500-000	and Employment Dispute in Work Place under Employment Relations	-
500-000	Promulgation 200	-
500-000	-- Provision of Labour Compliance Services under the ERP 2007 and Regulations	-
500-000	>> FULL PAYMENT	66,740.00

PAID
18 MAR 2016

US DOLLARS :**SEVENTY EIGHT THOUSAND THREE HUNDRED AND SEVENTY ONLYSEVENTY EIGHT**Total : **78,370.00**

Payment Method: Telegraphic Transfer (T.T.)

Payee: Name: INDEPENDENT EUROPEAN CERTIFICATION (ASIA) SDN. BHD.

Bank Address: OCBC Bank (Malaysia) Berhad (295400-W)

89, 91 & 93, Jalan SS21/60, Damansara Utama,
47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Account Number: OCBC 707-126481-4

Swift Code: OCBCMYKLXXX

* This invoice is computer generated. No signature is required.

Professional Fees (Service provided by International ISO Auditors).
Compliance and surveillance audit for ISO certification payable
to Malaysian organization.
USD 78,370.

Do we need to pay VRC & WHT?



MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS

ME/CS/1/5-06 RF1

PROCUREMENT REQUISITION FORM

APPROVAL:
PSEPIRREVISION:
5ISSUE DATE:
08/05/15PROCEDURE OWNER:
CORPORATE SERVICE

"To engage in personal spiritual renewal on a daily basis in accordance with one's belief"

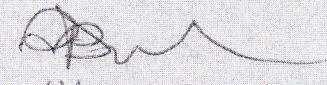
SECTION #1 (To be completed by Requestor)			
DATE	14/03/2016		
REQUESTOR'S NAME:	DSHQ - Mr. V.Baledrokadroka SBU CSD		
PHONE #:	3303500	E-MAIL:	vilimone.baledrokadroka@govnet.gov.fj
Type of Purchase Request (select only one)	<input type="checkbox"/> Stationery <input type="checkbox"/> IT Equipment <input type="checkbox"/> Fuel <input type="checkbox"/> Vehicle Maintenance <input type="checkbox"/> Travel <input type="checkbox"/> Accommodation <input type="checkbox"/> PPE <input checked="" type="checkbox"/> Others (Please specify) QMS Certification		
Quantity of item:	Are the 3 quotations attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Suppliers	Name of Supplier 1: Independent European Certification Group	Name of Supplier 2:	Name of Supplier 3:
Unit Cost	1. Professional Fee – USD 11,630.00 (50% Payment) 2. Surveillance Audit – USD 66,740.00 (Full Payment)		
Total Cost	USD \$78,370.00 (87% of the total cost USD \$90,000.00)		
Recommended Supplier (Tick only one)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justification for purchase and recommended supplier: 50% payment for the QMS Certification against the requirements of ISO 9001:2008. Breakdown are as follows: - Independent European Certification Group - 165,497.20 - FRCA - 29,201.86 TOTAL 211,064.94			
Signature of Requestor:		Signature of Supervisor:	
		Signature of Manager/Director	

SECTION #2 (For completion by Accounts)			
Remarks by SAO: PSEPIR - recommended for approval - source from Act ISO 9001:2008 Certification Bal Able 344,541. Total payment 211,064.94 as per above breakdown. (25/04/15)			
Remarks by AO: AO - pls process payment accordingly. (25/04/15)			
Remarks by MCS			
Remarks by DSHQ/DSOHS: Endorsed Contract. (18 MAR 2016)			
Remarks by PSEPIR			
<input checked="" type="checkbox"/> Approved	Post: A IPS	Allocation: ISO certification	
<input type="checkbox"/> Not Approved	Signature:	PO #:	
	Date: 16/03/16	Vendor ID	
		Date: 17/3/2016 Cost:	
Justification if not approved:			

As verify with FRCA on the tax amount

Plz refer attached with current rate booked & FRCA payment total amounting FSD 211,064.94.

APSEPIR

Approved 
11/01/16

C19/167


Re: ISO 9001: 2008 Certification of the MEPIR : 2016

1. Mam, as you aware four (4) of our Strategic Business Units (SBUs) have been successfully certified to the ISO 9001:2008 Quality Management System in 2015. The remaining seven (7) SBUs (IT, ERCC, NEC, CS, Policy, Productivity & ERT) are scheduled for certification in 2016.
2. Further, the Ministry has for the first time been allocated a sum of **\$350,000.00** in the 2016 Budget towards our ISO 9001 Certification which is a major boost. Previously we used to source from within.
3. Since inception of the ISO 9001:2008 Quality journey of the Ministry in 2013 we have been utilising the services of the "**Independent European Certification Group**" that is credited under UKAS, a world renowned English certification body.
4. For 2016, we intend to maintain our working relation with the "Independent European Certification Group" that is based in Malaysia for the full certification of the Ministry to the ISO 9001:2008 QMS. We have met all the necessary statutory requirement from the Ministry of Finance to engage this external service provider since day one and have been utilising this understanding with the Ministry of Finance since we started in 2013.
5. We requested the "Independent European Certification Group" for their quotation for 2016 and is attached. The total quotation is at **US\$112,000.00** equivalent to **F\$224,000.00**. The detail quotation is attached. This amount is comparable to the 2015 quotation. Moreover, we have broken down the total costs including the VAT charges as in the attached page. The total allocation of **\$350,000.00** is sufficient to cover all our costs (including internal audits) for 2016.
6. Given the significance of the ISO 9001:2008 certification to our operational management reforms and our Productivity portfolio, the attached quotation is submitted for your endorsement.
7. Upon your approval, we will update the certification body so that our remaining certification works begins. This includes the internal audit plans, external audit plans, revision of our SOPS, Quality Manual, and the conduct of internal audits by our internal auditors before the external auditors comes in around the second Quarter.

Submitted for your approval, please.

(B) SAO

Your comments
on funds?

A/PS 
08/01/16

V.B
DS
07/01/16



(C) APSEPIR

Madam, we have
\$350,000 to cater for
this.


11/1

independent european certification group



Attn: Mr. Vilimone Baledrokadroka
MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS
Level 4, Civic House
P.O. Box 2216 Govt Bldgs,
Suva, Fiji
Tel: (679) 3316-999 Fax: (679) 3315-029

Your reference Contract – R3
Our reference 679002, 679001/1, 679001/2, 679001/3, 679002, 679002/1, 679002/2, 679002/3, 679002/4,
679002/5, 679002/6
Date 11/03/2016

Dear Sir/Madam,

Thank you for your enquiry and for the opportunity to provide you with information of the potential savings in certification costs and our introductory offers to special clients by providing you with an example of our costing for your ISO 9001:2008 Quality Management System Certification with Independent European Certification (M) Sdn Bhd. We provide cost effective certification, e.g. only annual auditing - not six monthly.

**Independent European
Certification (M) Sdn Bhd**

Address
D12-7-1, Block 12,
Dana 1, Jalan PJU 1A/46,
47301 Petaling Jaya,
Selangor, Malaysia.

Tel +603 7842 6968
Fax +603 7842 6944

E-mail:
iec.malaysia2010@gmail.com

Web:
<http://www.iecmalaysia.com.my/>

Project

QMS Certification against the requirements of ISO 9001:2008

Scope of Registration has been currently proposed as

- a) "Regulating the Health and Safety at Work Act 1996 and Regulations"
- b) "Provision of Mediation Services in Resolving Employment Grievances and Employment Dispute in Work Place under Employment Relations Promulgation 2007"
- c) "Provision of Labour Compliance Services under the ERP 2007 and Regulations"
- d) "Provision of the Workers Compensation Service under the Workmen's Compensation Act (Cap 94)"
- e) "Provision of the National Employment Centre Services under the NEC Decree 2009"

Registration Address

1) Mediation Service Headquarters

5th Floor - Civic House
P.O. Box 2216 Govt Bldgs,
Suva, Fiji.
Phone: (679) 3303-500
Fax: (679) 3304-701

2) National OHS Service Headquarters

6th Floor - Civic House
P.O. Box 2216 Govt Bldgs,
Suva, Fiji.
Phone: (679) 3316-999
Fax: (679) 3315-029



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3) Lautoka Office

Tavaiqia House
P.O. Box 334
Lautoka, Fiji.
Phone: (679) 6660-305
Fax: (679) 6666-630

4) Nadi Office

Main Street
P.O. Box 2457
Nadi, Fiji.
Phone: (679) 6702-429
Fax: (679) 6702-229

5) Ba Office

Koronubu House
P.O. Box 345
Ba, Fiji.
Phone: (679) 6674-732
Fax: (679) 6673-523

6) Sigatoka Office

Main Street
P.O. Box 893,
Sigatoka, Fiji.
Ph: (679) 6500-977
Fax (679) 6700-977

7) Labasa Office

Ratu Raobe Building,
Nanuku Street,
P.O. Box 148
Labasa, Fiji.
Ph: (679) 8811-643
Fax: (679) 8811-477

8) Savusavu Office

Main Street
P.O. Box 68
Savusavu, Fiji.
Ph: (679) 8850-414
Fax: (679) 8850-414

9) NEC Central Eastern Office

Level 4 Post Fiji Building, Suva
P.O. Box 2216 Govt Bldgs,
Suva, Fiji
Phone: (679) 3310 331/3314628
Fax: -

10) Central Eastern Office

Level 2 Post Fiji Building, Suva
P.O. Box 2216 Govt Bldgs,
Suva, Fiji.
Phone: (679) 3303-500
Fax: (679) 3304-701

Professional Fee

Compliance Audit year 2016 (Register scope: e)

USD 23,260.00

- Application Fee & Issuance of Certificates
- Stage One Document Review (Offsite)
- Stage Two Compliance Audit
- Inclusive Annual Maintenance Fee for UKAS Accreditation
- Meal Allowance
- Logistic – Suva, Nadi and Sigatoka
- One Way Travel – Opening Meeting start at Nadi office
- Refer to section “Travel and Subsistence Costs” for travel and subsistence costs

On- going Surveillance year 2016 (Register scope: a - d) **USD 66,740.00**

- On-site Assessment
- Inclusive Annual Maintenance Fee for UKAS Accreditation
- Meal Allowance
- Logistic – Suva, Nadi and Sigatoka
- One Way Travel – Opening Meeting start at Nadi Office
- Refer to section “Travel and Subsistence Costs” for travel and subsistence costs

Re-Certification

Will occur every three years based on the date of your original assessment date when a full re-assessment is required to take place but this may be reduced to an extended surveillance based on the results of the on-going surveillance's being satisfactory and no complaints during this period have occurred. The costs will be quoted nearer that time for either a full re-assessment or an extended surveillance.

Unscheduled Audit Visits

In the event that major non-conformities are reported either during the initial assessment or surveillance's which require additional follow-up visits to verify implementation of corrective action, a fee based on our standard auditor day rate (USD1800 per day) will be charged. Should additional document reviews (off-site) be required then a further charge of USD 200 will be made.

Travel and Subsistence Costs

All domestics / overseas travelling fee & accommodation fee will be charged at cost. A minimum of ONE DAY RATE is chargeable for any notice to change audit dates within 14 days prior to the date of audit.

Terms and Conditions

a) Payment Terms

- Compliance Audit: Upon Confirmation @ 50% and balance payment 1 week before audit

Surveillance Audit: Full payment before audit

b) Rights and Duties of Applicants & of independent european certification Registered Organizations

- Refer attachment IMS Application Form QA1

c) The Quotation is base on the information provided as per *Appendix A*

d) Fees quoted are valid for 3 months from the date of the quotation and may vary when expansion of scope or increase on number of employee or additional project sites visit are needed at anytime.

independent european certification group



What to do next

On acceptance of this quotation please contact us to arrange the assessment date. If you have any additional queries, please do not hesitate to contact us.

Yours sincerely

Hsino
Administrator

ACCEPTANCE OF CONTRACT

The undersigned Company Representative acknowledge having reviewed and accepted.

 signature	 stamp Company Stamp
--	--

Please Sign Here

Name: Salaseni Daunabunga
Position: Acting Permanent Secretary
Date: 14/03/2016
Kindly return all pages via fax at 03-7842 6944 or post.

Form QA02 01/15 Page 4 of 4 - **MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS**

PAID
18 MAR 2016

Vilimone Baledrokadroka

From: iec.malaysia2014@gmail.com on behalf of Independent European
<iec.malaysia2002@gmail.com>
Sent: Tuesday, 8 March 2016 3:35 p.m.
To: Anne Marr
Cc: Independent European; Vilimone Baledrokadroka
Subject: Re: MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS - Invoice

Bula Anne

Mr Jimmy phone number is +60122891825

Also, please do provide us with the payment slip once payment is made and we will proceed with the flight ticket purchase.

Thank You
Regards
Lynn

On Tue, Mar 8, 2016 at 11:20 AM, Anne Marr <anne.marr@labour.gov.fj> wrote:
Hi Lynn

Can you please send me Jimmy's phone number.

Cheers
Anne

Sent from my Samsung device

----- Original message -----

From: Independent European <iec.malaysia2002@gmail.com>
Date: 02/03/2016 7:04 pm (GMT+12:00)
To: Vilimone Baledrokadroka <vilimone.baledrokadroka@labour.gov.fj>, "Louise M. Shackley" <louise.shackley@labour.gov.fj>, Anne Marr <anne.marr@labour.gov.fj>, Anne Marr <annemarr8@gmail.com>
Subject: MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS - Invoice

Dear Mr Vili

Please find attached the invoice for your perusal.

Kindly assist to make payment as soon as possible.
We will purchase the flight ticket after receiving payment for this invoice.

Thank You
Regards
Lynn

--

Independent European Certification (M) Sdn Bhd
D12-7-1, Block 12, Dana 1,
Jalan PJU 1A/46,
47301 Petaling Jaya, Selangor, Malaysia
Tel: [+603 78426968](tel:+60378426968)
Fax: [+603 78426944](tel:+60378426944)

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Jalan PJU 1A/46,
47301 Petaling Jaya, Selangor, Malaysia
Tel: +603 78426968
Fax: +603 78426944

Vilimone Baledrokadroka

From: iec.malaysia2014@gmail.com on behalf of Independent European
<iec.malaysia2002@gmail.com>
Sent: Monday, 14 March 2016 11:51 a.m.
To: Vilimone Baledrokadroka
Cc: Louise M. Shackley; Anne Marr
Subject: Re: FW: MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS - Invoice

Bula Mr Vili

Thanks for your prompt reply and confirmation.

We will check on the flight ticket and forward the audit plan for your further action once ready.

Please feel free to contact us if you need any further enquiry/ clarification.

Thank you and best regards
Hsino

On Mon, Mar 14, 2016 at 7:11 AM, Vilimone Baledrokadroka <vilimone.baledrokadroka@labour.gov.fj> wrote:

Bula...Hsino

Many thanks indeed for your kind consideration and approval. We highly appreciate your understanding. Please find attached the signed revised contract.

We look forward to accommodate you guys soon.

Please confirm the number of Auditors coming.

For the meantime we organising the first payment.

Regards.

Vili

PAID
18 MAR 2016



From: iec.malaysia2014@gmail.com [mailto:iec.malaysia2014@gmail.com] **On Behalf Of** Independent European
Sent: Friday, 11 March 2016 8:50 p.m.
To: Vilimone Baledrokadroka
Cc: Louise M. Shackley; Anne Marr
Subject: Re: FW: MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS - Invoice

Bula Mr Vili

Kindly be informed that our UK auditor will join the coming audit and he already issue the flight ticket.

Therefore the audit date need to be between 16 - 27 May 2016 but the exact audit will further confirm after received the signed quotation.

We appreciate that you could come back to us by next week.

Please feel free to contact us if you need any further enquiry.

Thank you and best regards

Hsino

On Fri, Mar 11, 2016 at 2:57 PM, Independent European <iec.malaysia2002@gmail.com> wrote:

Bula Mr. Vili

Hope everything goes well at Fiji.

Base on your email, please find the revised quotation which remain the existing scope and additional one new scope for NEC.

We understand that due to budget concern from Ministry of Finance, if the new quotation still over the budget, we will advise this year remain the existing scope and next year only get the new certification for NEC activity.

Looking forward to your reply.

Thank you and best regards

Hsino

On Wed, Mar 9, 2016 at 6:32 AM, Vilimone Baledrokadroka <vilimone.baledrokadroka@labour.gov.fj> wrote:

Bula Bee.....

My apology, this earlier e-mail was meant for you. Was sent to May yesterday after our phone discussion.

Regards.

Vili.

MINISTRY OF EMPLOYMENT PRODUCTIVITY
& INDUSTRIAL RELATIONS

 **Employment, Productivity & Industrial Relations (EPIR)**
Vilimone Baledrokadroka (Mr.)
Deputy Secretary, EPIR 

DECENT EMPLOYMENT & PRODUCTIVITY FOR ALL

4th Floor, Civic House, Suva; GPO Box 221 6, Govt. Buildings, Suva
[ph]: +679 330-3500 [e]: vilimone.baledrokadroka@govnet.gov.fj
[mob]: +679 990-5229 [f]: +679 330-4701
[w]: <http://www.labour.gov.fj> / www.nec.org.fj

From: Vilimone Baledrokadroka
Sent: Tuesday, 8 March 2016 4:10 p.m.
To: 'Independent European'
Cc: Anne Marr; Louise M. Shackley
Subject: RE: MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS - Invoice

Bula.....May

I spoke to you on the phone earlier today.

Just want to convey that given the recent worst Hurricane that hit Fiji last three weeks our services are affected and a number of our staff are committed in doing rehabilitation work to the general public, away from their workplaces for weeks. We have already been advised by the Ministry of Finance of a budget cut across Ministries and Department.

In this regard, we have decided to cut back from the original intent of the 7 Business Units to only the National Employment Centre for new Certification this year. We withdraw the proposal have these 6 Business Units for certification in 2016:

1. Corporate Services
2. Employment Relations Call Centre
3. Policy and Legal
4. Employment Relations Tribunal
5. Productivity & Wages
6. Information Technology.

PAID
18 MAR 2016

We will maintain the proposed Scope for Registration, but to delete number three (3) from the current registration address i.e Ministry for Employment, Productivity & Industrial Relations Headquarters.

We seek your understanding of our situation and be grateful if you can revise the current "Contract" of 11.01.2016.

Will await your response.

Regards.

Vili



From: iec.malaysia2014@gmail.com [mailto:iec.malaysia2014@gmail.com] **On Behalf Of** Independent European
Sent: Tuesday, 8 March 2016 3:35 p.m.
To: Anne Marr
Cc: Independent European; Vilimone Baledrokadroka
Subject: Re: MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS - Invoice

Bula Anne

Mr Jimmy phone number is [+60122891825](tel:+60122891825)

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Thank You

Regards

Lynn

On Tue, Mar 8, 2016 at 11:20 AM, Anne Marr <anne.marr@labour.gov.fj> wrote:

Hi Lynn

Can you please send me Jimmy's phone number.

Cheers

Anne

Sent from my Samsung device

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Date: 02/03/2016 7:04 pm (GMT+12:00)

To: Vilimone Baledrokadroka <vilimone.baledrokadroka@labour.gov.fj>, "Louise M. Shackley" <louise.shackley@labour.gov.fj>, Anne Marr <anne.marr@labour.gov.fj>, Anne Marr <annemarr8@gmail.com>

Subject: MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS - Invoice

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Thank You

Regards

Lynn

PAID
18 MAR 2016

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--

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Fax: [+603 78426944](tel:+60378426944)

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Independent European Certification (M) Sdn Bhd
D12-7-1, Block 12, Dana 1,
Jalan PJU 1A/46,
47301 Petaling Jaya, Selangor, Malaysia

INDEPENDENT EUROPEAN CERTIFICATION (ASIA) SDN. BHD.

(764175 X)

D12-7-01, Block D12, Pusat Perdagangan Dana 1,
Jalan PJU 1A/46, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Tel: 603-78426968 Fax:603-78426944 Email: iec.malaysia2002@gmail.com

To : Permanent Secretary for Labour, Industrial Relations &
Employment
Ministry of Labour, Industrial Relations
P O Box 2216, Government Buildings
Suva, Fiji
Attn : Ms. Michelle J. Solvalu
Tel : Fax :

Invoice No. : IECA-007-16

Date : 14-Mar-16
Account : 300-0001
Terms : C.O.D.

A/C	Description	Amount (USD)
500-000	QMS certification against the requirements of ISO 9001: 2008	-
500-000	Compliance Audit year 2016 for the scope:	-
500-000	-- Provision of the National Employment Centre Services under	-
500-000	the NEC Decree 2009	-
500-000	>> UPON CONFIRMATION @ 50%	11,630.00
500-000	Surveillance Audit year 2016 for the scope:	-
500-000	-- Regulating the Health and Safety at Work Act 1996 and Regulations	-
500-000	-- Provision of the Workers Compensation Service	-
500-000	under the Workmen's Compensation Act (Cap 94)	-
500-000	-- Provision of Mediation Services in Resolving Employment Grievances	-
500-000	and Employment Dispute in Work Place under Employment Relations	-
500-000	Promulgation 200	-
500-000	-- Provision of Labour Compliance Services under the ERP 2007 and Regulations	-
500-000	>> FULL PAYMENT	66,740.00

PAID
18 MAR 2016

US DOLLARS :**Total : 78,370.00****SEVENTY EIGHT THOUSAND THREE HUNDRED AND SEVENTY ONLYSEVENTY EIGHT**

Payment Method: Telegraphic Transfer (T.T.)

Payee: Name: INDEPENDENT EUROPEAN CERTIFICATION (ASIA) SDN. BHD.

Bank Address: OCBC Bank (Malaysia) Berhad (295400-W)

89, 91 & 93, Jalan SS21/60, Damansara Utama,
47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Account Number: OCBC 707-126481-4

Swift Code: OCBCMYKLXXX

* This invoice is computer generated. No signature is required.

Ministry of Finance

Request for approval on payment in excess of \$70,000.00

Ministry /Department : Ministry of Employment, Productivity & IR.

Accounting Head : 07.

Please tick in the box ☒ where applicable.

	YES	NO
1. Memo specifying the details of payment attached	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Copy of Approval RIE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Funding Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Major Tender Board Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Public Works Tender Board Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Signed Agreement or Contract for Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Public Service Commission Approval where applicable such as hiring of consultant etc.	<input type="checkbox"/>	<input type="checkbox"/>
8. Separation of multiple vendors into below \$70k and in Excess of \$70k	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Is this a new request or a balance of Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I, the Accounting Head of the Ministry/Department advise Ministry of Finance that this request for payment has met all the checklist requirements applicable to this submission

Signature : *Shyleen Prasad*

Name : Shyleen Prasad

Designation : AO

Date : 18/03/2016



MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS
GPO BOX 2216, GOVERNMENT BUILDINGS, SUVA

4th Floor Civic House, Victoria Parade
Phone: 3303500
Fax no: 330470

5th Floor, Employment Tribunal & Mediation Services
Phone: 3315808 / 3100097
Fax no: 3317259 / 3100242

6th Floor, National OHS Service
Phones: 3316999
Fax no: 3315029

PD Patel Bldg, Rauljibhai Patel St
Phone: 3314999 / 3306372
Fax no: 3314198



"DECENT & PRODUCTIVE WORK FOR ALL"

MEMORANDUM

From: The Permanent Secretary for Employment,
Productivity & Industrial Relations

Phone: 3303500

To: Permanent Secretary for Finance

File : EMP 01/03-16

Date : 18/03/2016

Attention: The Chief Accountant

Re: APPROVAL IN EXCESS OF \$70,000 PER DAY - \$211,064.94

Request your approval Sir, to draw the sum of \$211,064.94 from our Drawings Account No. 704675 CNB Suva for being payment of ISO 50% of Compliance and 100% of Surveillance Audit 2016 from the budgetary allocation 1-07101-07101-050301.

Particulars	Payment	Amount
HFC (Telegraphic Transfer)	Payment to Independent European Certification, Malaysia	\$165,497.20
FRCA (VRC & WHT)	Vat Reversal Charges & Withholding Tax Payment for Independent European Certification, Malaysia	\$ 45,567.74
TOTAL		\$211,064.94

We sincerely look forward to your usual support please. Attached are the supporting documents.


.....

Shyleen Prasad

For Permanent Secretary for Employment, Productivity & Industrial Relations

fr.

**Permanent Secretary
Employment, Productivity
and Industrial Relations**



MINISTRY OF FINANCE

MEMORANDUM

FROM : The Acting Permanent Secretary for Finance

Phone : 322 1181

TO : The Permanent Secretary for Employment & Productivity

File : FN 60/29/1

YOUR Ref : EMP 01/03-16

Date : 18/03/2016

Subject : Approval for Excess \$150,000 per day

I refer to your request dated 18/03/2016

Approval is hereby given to draw the sum of **\$211,064.94** for payment to various payees, as per listing, from your Drawings account number – **704675** BSP Bank, Suva Branch.

Payee	Amount (\$)
HFC	165,497.20
FRCA	45,567.74
Total	211,064.94


Mr. Necani Lagicere

Chief Accountant

Verified for the availability of Funds

for Acting Permanent Secretary for Finance