

# CIRCULAR SAVINGRAM

GOVERNMENT OF TONGA

TO : All Heads of Departments  
FROM : Secretary for Finance  
Saving No : 15/23/99  
Date : 13/02/2006

TREASURY INSTRUCTION No. 5/05-06

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## RE: INSTRUCTIONS ON SUPPLIERS' OF GOODS AND SERVICES TO GOVERNMENT MINISTRIES/DEPARTMENTS

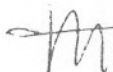
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The following instructions are to be applied to all procurement of goods and services by government ministries/departments and to take immediate effect.

1. All procurements of goods and services must be from, and dealt with, valid suppliers with appropriate trading licenses for those goods and/or services.
2. All Purchase Orders for Supplies, related Invoices, and Expenditure vouchers must be made to, and invoiced from, the valid trading title/name of the supplier.
3. All invoices from suppliers must contain, among other details, current business address (with appropriate details) and contact business telephone number. For personal suppliers, appropriate details of personal address and contact telephone number must be provided.
4. All quotations for procurement of goods and services as per policy, must also from valid suppliers of that particular goods or services and must also provide the current business address and contact telephone number.
5. Any quotations from overseas suppliers must take into account all additional charges for that particular goods and services before ready and available for local supply.
6. The Treasury will query, and not process for payments, any expenditure voucher submitted that does not comply with these instructions.
7. The Treasury may check and follow up with respective ministries/departments and/or with the Ministry of Labour, Commerce and Industries and the Inland Revenue Department, details to confirm the validity of the supplier that transact business with government.
8. All ministries/departments are responsible for ensuring that government is transacting business with valid suppliers at all times.

The above Treasury Instructions will ensure that government is transacting business with valid and legal suppliers of goods and services, and also achieve good value for money in purchasing goods and services.

Malo 'Aupito



'Aisake Eke  
SECRETARY FOR FINANCE

