

CIRCULAR SAVINGRAM

GOVERNMENT OF TONGA

TO : All Heads of Ministries & Departments
FROM : Acting Secretary for Finance
Saving No : 15/23/529
Date : 19/7/2005

TREASURY INSTRUCTIONS No. 3/05-06

INSTRUCTIONS ON PAYMENTS FOR ALL CONTRACTS FOR SERVICES

Please be informed that the following Treasury Instructions will be used for payments of contract for services, in accordance with the current policy on procurement that became effective on 1 July 2005.

1. All procurements for services must comply with the current Government procurement policy.
2. All payments for services rendered are to comply with the established rules, policies and procedures that govern payments of public funds.
3. There will be no advance payments of sums from the public funds to any contractor for contract of services with individual ministries or departments.
4. All ministries and departments must consult Ministry of Finance prior to the signing of any contract for services that includes a clause to advance any portion of the public funds to any contractor.
5. Payments for services performed can either be by installments or in one lump sum. For any payment by installments, proper invoices and adequate approved or certified supporting documents, based on the percentage of completion of work done, must be provided. For lump sum payments, proper invoices and adequate supporting documents to certify that work had been satisfactorily completed must be provided.
6. In all cases, all ministries and departments are to advise Ministry of Finance, that the service had been satisfactorily performed and completed before the final payments can be released.

Using these Treasury Instructions will ensure that proper control over public funds is in place, the public funds are safeguarded, and interests of Government are protected from being abused.

Meleseini Lomu



Meleseini Lomu
Acting Secretary for Finance