

# 00059910



### Purchase Order

Dispatch via Print

*Yohana*  
*2/16*

#### Tanzania

PLOT 134-140  
KINGSWAY/MAFINGA STREET  
(OFF KINONDONI ROAD)  
P.O. BOX 9182  
DAR ES SALAAM  
Tanzania  
Tel: 266-8000  
Fax: 266-8749

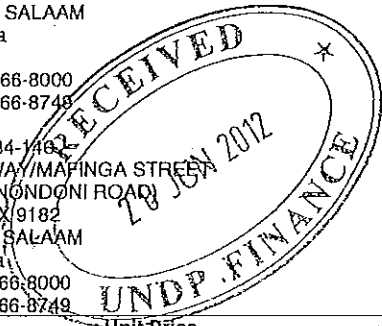
PO Number TZA10-0000012173	Date 18/06/2012	Revision	Page 1
Payment Terms Immediate	Freight / INCOTERMS DPS	Ship Via Common	
Buyer Nasser NGENZI nasser.ngenzi@undp.org	Phone Tel: Fax:	Currency TZS	
Approver Yohana KIBHOLE			

Vendor: 0000000138  
EMSLIES TRAVEL LTD  
OHIO STREET  
5th FNB HOUSE  
P O BOX 6684  
DAR ES SALAAM 6684  
Tanzania

Ship To: PLOT 134-140  
KINGSWAY/MAFINGA STREET  
(OFF KINONDONI ROAD)  
P.O. BOX 9182  
DAR ES SALAAM  
Tanzania

Tel: 266-8000  
Fax: 266-8749

Bill To: PLOT 134-140  
KINGSWAY/MAFINGA STREET  
(OFF KINONDONI ROAD)  
P.O. BOX 9182  
DAR ES SALAAM  
Tanzania  
Tel: 266-8000  
Fax: 266-8749



Ln-Sch Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
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1-1	78111502E E) Air Tickets - Domestic	1.00	EA	15/06/2012	439,000.00	439,000.00
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<< UNHABBITAT REF: UN-HABITAT/2012/0432  
ULO NO:OBMO-81712  
BAC: DONOR -00023 >>

2-1	78111502E E) Air Tickets - Domestic	1.00	EA	15/06/2012	459,000.00	459,000.00
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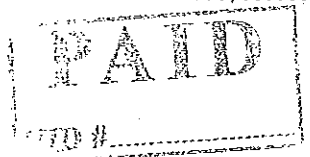
<< UNDP/GOVT 00074207  
OFFICIAL TRAVEL IFO MR. DAN GABRIEL TO JRO >>

3-1	78111502E E) Air Tickets - Domestic	1.00	EA	15/06/2012	134,000.00	134,000.00
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<< UNDP/GOVT 00079143  
MR. A. MANYA OFFICIAL TRAVEL >>

4-1	78111502E E) Air Tickets - Domestic	1.00	EA	15/06/2012	476,000.00	476,000.00
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<< UNDP/GOVT, 00074207  
MS. GETRUDE LYATUU OFFICIAL TRAVEL >>



5-1	78111502E E) Air Tickets -					
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This PO is subject to UNDP General terms and conditions.

Authorized Signature

This Purchase Order is Electronically Approved by Yohana KIBHOLE and does not require Signature.



# Purchase Order

Dispatch via Print

## Tanzania

PLOT 134-140  
 KINGSWAY/MAFINGA STREET  
 (OFF KINONDONI ROAD)  
 P.O. BOX 9182  
 DAR ES SALAAM  
 Tanzania  
 Tel: 266-8000  
 Fax: 266-8749

Vendor: .0000000138  
 EMSLIES TRAVEL LTD  
 OHIO STREET  
 5th FNB HOUSE  
 P O BOX 6684  
 DAR ES SALAAM 6684  
 Tanzania

PO Number TZA10-0000012173	Date 18/06/2012	Revision	Page 2
Payment Terms Immediate	Freight / INCOTERMS DES	Ship Via Common	
Buyer Nasser NGENZI nasser.ngenzi@undp.org	Phone Tel: Fax:	Currency TZS	
Approver Yohana KIBHOLE			

Ship To: PLOT 134-140  
 KINGSWAY/MAFINGA STREET  
 (OFF KINONDONI ROAD)  
 P.O. BOX 9182  
 DAR ES SALAAM  
 Tanzania  
 Tel: 266-8000  
 Fax: 266-8749

Bill To: PLOT 134-140  
 KINGSWAY/MAFINGA STREET  
 (OFF KINONDONI ROAD)  
 P.O. BOX 9182  
 DAR ES SALAAM  
 Tanzania  
 Tel: 266-8000  
 Fax: 266-8749

Ln-Sch Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
	Domestic	1.00	EA	15/06/2012	184,000.00	184,000.00

<< UNDP/GOVT 00079403  
 OFFICIAL TRAVEL IFO MR. ISH DODOO >>

Total PO Amount TZS 1,692,000.00

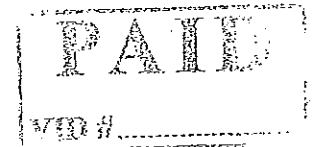
This order is subject to UN General Terms and Conditions available at WWW.UNDP.ORG, which can also be provided upon request.

IMPORTANT: All shipments, invoices and correspondence must show PURCHASE ORDER and PROJECT NUMBERS.

Please acknowledge receipt of this Purchase Order, acceptance of the Terms and Conditions, and delivery date by signing below.

Acknowledgement:

Vendor signature and date



This PO is subject to UNDP General terms and conditions.

Authorized Signature

This Purchase Order is Electronically Approved by Yohana KIBHOLE and does not require Signature.

PO # 12173  
APP  
25/6

Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
EMSUES TRAVEL LTD	0000010329	TZA10	15/06/2012	Pending	1,692,000.00

Line	Item Description	Source Status	Amount Only	Qty	Price	Status	Total
1	<u>E) Air Tickets - Domestic</u>	Not Sourced	N	1,0000	Each 439,000.0000	TZS Pending	439,000.00
Line Comments: << UNH/HABBITAT REF: UN-HABITAT/2012/0432 ULO NO:OBMO-81712 BAC: DONOR -00023 >>							
2	<u>E) Air Tickets - Domestic</u>	Not Sourced	N	1,0000	Each 459,000.0000	TZS Pending	459,000.00
Line Comments: << UNDP/GOVT 00074207 OFFICIAL TRAVEL IFO MR. DAN GABRIEL TO JRO >>							
3	<u>E) Air Tickets - Domestic</u>	Not Sourced	N	1,0000	Each 134,000.0000	TZS Pending	134,000.00
Line Comments: << UNDP/GOVT 00079143 MR. A. MANYA OFFICIAL TRAVEL >>							
4	<u>E) Air Tickets - Domestic</u>	Not Sourced	N	1,0000	Each 476,000.0000	TZS Pending	476,000.00
Line Comments: << UNDP/GOVT. 00074207 MS. GETRUDE LYATUU OFFICIAL TRAVEL >>							
5	<u>E) Air Tickets - Domestic</u>	Not Sourced	N	1,0000	Each 184,000.0000	TZS Pending	184,000.00
Line Comments: << UNDP/GOVT 00079403 OFFICIAL TRAVEL IFO MR. ISH DODOO >>							

[Edit Requisition](#)

[Return to Manage Requisitions](#)   [Requisition Schedule and Distribution](#)

~~NN Request for Ms Veronica Muthini is not attached.  
Please do [Signature] 18 June 2012~~

~~Approved [Signature] 18 June 2012~~

PAID  
0#







# TAX INVOICE

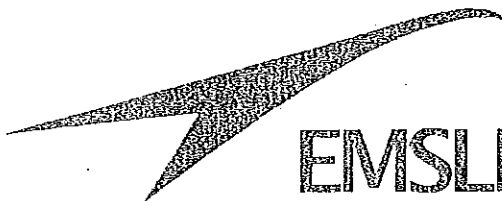
No 66128

Date: 30<sup>th</sup> May 12

UNDP

P.O. BOX 9182

D' salaam



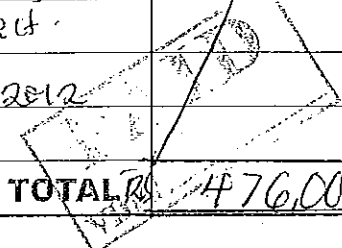
## EMSLIES TRAVEL LTD.

5<sup>th</sup> Floor, FNB House, Dar es Salaam  
 P.O. Box 6684, Dar es Salaam, Tanzania  
 Tel: 2114065/2114066/2117711/2115553; Fax: 2113972  
 E-mail: info@emsliestravel.com

TIN: 100-108-062

VRN: 10-000506-Z

	FROM TO	Total Amount
Cost of DAR-VRD-Dar 17/12		
Gertrude Lyatuu	T2S	310,000 -
Veronica Muthui (date change)	T2S	30,000 -
		340,000 -
	APT TAX T2S	82,000 -
	I TAX T2S	14,000 -
	S/F T2S	40,000 -
TKTS: 031 9569337699 / 8 (PW)		
I note the charge for date change for Veronica - Please go ahead and charge the project.		
Thanks, <i>[Signature]</i> 18/6/2012		
<b>TOTAL</b>		<b>476,000 -</b>







ETKT \*\*AGENT COUPON\*\*  
PRECISION AIR SERVICES L  
MUTASHUBIRWA/PHILLEMOMR

77E3FA 83200036  
J CP I JJQMHX/IG

\*\*ITINERARY\*\*  
PW 432E DARJRO 04JUN  
ESP2MRT  
PW 421X JRODAR 06JUN  
XSPIYRT

NONEND TCPWC116 04JUN12 PW 421X JRODAR 06JUN XSPIYRT

DAR PW JRO 145000PW DAR 185000 TZS3300000END

TZS 330000  
2000HY INV NGENZI 7000 FA  
10000TZ FCIG  
70000YQ  
TZS 412000

031 9569341355 0 FFVV

TZS 330000 / 13.082000

INV 66243

PAID

pp



# United Nations Human Settlements Programme

برنامج الأمم المتحدة للمستوطنات البشرية = 联合国人类住区规划署  
 Programme des Nations Unies pour les établissements humains = Programa de las Naciones Unidas para los Asentamientos Humanos  
 Программа Организации Объединенных Наций по населенным пунктам



UN-HABITAT

P.O. Box 67578, Nairobi, Kenya.

## FAX OR EMAIL TRANSMISSION

TO: UNDP Tanzania

FROM AGENCY: UN-HABITAT

DONOR CODE: 00023

ATTN: Resident Representative

AUTHORIZING AGENCY OFFICER: Alexander Barabanov  
Director, Division of Administrative Service,  
UNON

FAX: 255-222-113272/8113/8073

for

EMAIL: fo.tza@undp.org

CERTIFYING OFFICER: Rumana Naqib  
Programme Management Officer

FROM: Alloune Badiane  
Director ROAAS

SUBJECT: HPM Operating Expenses

Agency Reference Number:	UN-HABITAT/2012/0432
Agency ULO Number:	OBMO - 81712
Agency Request Date:	08/02/2012
Due Date:	08/02/2012
Payee:	Phillemon Mutashubirwa - HPM Tanzania C/O UNDP Tanzania  Tel: Fax : Email :
Currency/Amount:	USD : 5,000.00
Service Instruction:	WITHIN UN RULES AND REGULATIONS, you are requested and authorised to pay for operating expenses for the HPM to a maximum of US Dollars five thousand inclusive of all service charges.
Applicable Service Charge:	AS PER THE UNIVERSAL PRICE LIST
Prepared By:	Marsha Nindi Dragan.Tatic@unhabitat.org

PAID

NOTE THIS AUTHORIZATION IS VALID FOR ONE YEAR ONLY FROM REQUEST DATE AS  
ABOVE

PAID  
NO #

**From:** Lucy Massawe [mailto:lucy.massawe@undp.org]  
**Sent:** 01 June 2012 15:43  
**To:** Dhanni Patel  
**Cc:** Daniel Gabriel; Leyla N'Doman; Gemma Aliti; 'Fatma Abdulrazaq'  
**Subject:** RE: flight: DAR-KIA-DAR

Thank Dhanni. Issue the ticket

**From:** Dhanni Patel [mailto:dhanni@emsliestravel.com]  
**Sent:** Friday, June 01, 2012 1:55 PM  
**To:** Lucy Massawe  
**Cc:** Daniel Gabriel; Leyla N'Doman; Gemma Aliti; 'Fatma Abdulrazaq'  
**Subject:** RE: flight: DAR-KIA-DAR

Dear Lucy,

Thank you for your email,

Please find confirmed booking as below . Kindly note return flight is via ZNZ.

Kindly confirm if ok , than i can issue the ticket.

PW  
FARE: TZS 459000/- INCLD TAXES  
TICKET TO BE ISSUED TODAY

66210

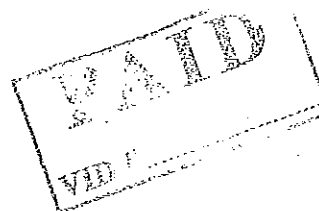
MX1GXE/DP DAROU 77E3DP AG 83200036 01JUN  
1.1GABRIEL/DANIELMR  
1. PW 422 B 03JUN DARJRO HK1 1120 1240 O\* E SU  
2. PW 431 X 05JUN JRODAR HK1 1520 1720 O\* E TU  
\*\* VENDOR LOCATOR DATA EXISTS \*\* >\*VL.  
FONE-DART\*2117711/2114065/2115553 FAX2113972-EMSLIES TRVL-DHANNI  
TKTG-T\*

**From:** Lucy Massawe [mailto:lucy.massawe@undp.org]  
**Sent:** Friday, 1 June 2012 1:35 PM  
**To:** dhanni@emsliestravel.com  
**Cc:** Daniel Gabriel; Leyla N'Doman; Gemma Aliti  
**Subject:** FW: flight: DAR-KIA-DAR

• Dear Dhanni

Kindly issue air ticket for MR. DANIEL GABRIEL  
DAR-KIA on Sunday 3<sup>rd</sup> June 2012 (any flight between 10.00hrs -1600hrs)  
KIA-DAR on Tuesday 5<sup>th</sup> June 2012 (.any flight between 1400hrs – 18.00hrs)

Kindly send the ticket direct to MR. DANIEL: email : [Daniel.gabriel@undp.org](mailto:Daniel.gabriel@undp.org)  
and copy to all of us.



#00059706



Empowered lives.  
Resilient nations.

Leyla,  
Please do a costing  
of this service from  
our IT to this project.  
It is quality assurance  
and costly in terms of  
time of IT personnel.  
Thanks. Thus.  
21/05/12

To: Yohana Kibhole  
Finance Analyst  
Through: Gertrude Lyatu  
Programme Associate  
From: Gemma Alitt  
Programme Associate

Date: 29 May, 2012

Extension:

File: 00074207

**REQUEST FOR LOCAL TRAVEL**

Please make the following travel arrangements:-

1. Name of Traveler: Daniel GABRIEL  
Title: IT Associate

For UN S/Members  
Index No. :  
Grade:

Purpose of Travel: Review proposal for Internet connection to the RAS's office in Moshi

3. Official Itinerary: Dar es Salaam/Kilimanjaro//Dar es Salaam

From	Date	To	Date
Dar es Salaam	31 May, 2012	Moshi	31 May, 2012
Moshi	02 June, 2012	Dar es Salaam	02 June, 2012

4. Travel Advance Requested: YES  
5. Mode of Travel (Air/Road/Sea): AIR  
6. Relevant UN Agency: GOVERNMENT

Account	Oper. Unit	Fund	Dept ID	PCB BU	Project	ACTIVITY	Impl. Agent	Donor
71620/71610	UNDP1	04000	38205	TZA10	00074207	ACTIVITY 3	001459	00012

8. Project No. 00074207.

9. *Cost estimate*  
Obligation:

Approval of  
Head of Office/Section/Project

Louise Chamberlain

DCD (Programme)

**PAID**  
VID #

for: Resident Representative

Note: - Traveller must pay all costs in excess of entitlements

**From:** Lucy Massawe [mailto:lucy.massawe@undp.org]  
**Sent:** 28 May 2012 12:24  
**To:** Fatma Abdulrazak Hussein  
**Cc:** Nasser Ngenzi; Amon Manyama; Johannes Osarya  
**Subject:** RE: DAR/ZNZ/DAR :MR. AMON MANYAMA

Fatma

Thanks, Kindly issue ticket and send it direct to Mr. Amon Manyama and **copy to all of us.**

**From:** Fatma Abdulrazak Hussein [mailto:fatma@emsliestravel.com]  
**Sent:** Monday, May 28, 2012 12:15 PM  
**To:** Lucy Massawe  
**Cc:** Nasser Ngenzi  
**Subject:** RE: DAR/ZNZ/DAR :MR. AMON MANYAMA

INV 66110

Dear Lucy

Please find confirmed booking below and kindly authorise for ticket issuance (if all okay)

RFSD8E/FA DAROU 77E3FA AG 83200036 28MAY

1. 1AMON/MANYAMAMR

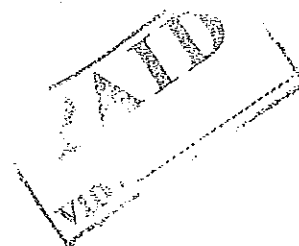
1. PW 450 U 31MAY DARZMZ HK1 0730 0800  
2. PW 431 U 31MAY ZNZDAR HK1 1650 1720

COST: TZS 134000 INCL TAXES

**From:** Lucy Massawe [mailto:lucy.massawe@undp.org]  
**Sent:** 28 May 2012 10:44  
**To:** Fatma Abdulrazak Hussein  
**Cc:** Nasser Ngenzi  
**Subject:** DAR/ZNZ/DAR :MR. AMON MANYAMA

Dear Fatma

Kindly book flight for Mr. Amon Manyama to travel to Zanzibar on the morning of 31<sup>st</sup> May and return back in the evening on the same day





Empowered  
Resilient not

To: Yohana Kibhole  
Finance Analyst

Date: 29 May, 2012

Through:

Extension:

From: Gemma Aliti  
Programme Associate

File: 00074207

**REQUEST FOR LOCAL TRAVEL**

Please make the following travel arrangements:-

- Name of Traveler: Gertrude LYATUU  
Title: Programme Specialist  
For UN S/Members  
Index No. :  
Grade:
- Purpose of Travel: Monitoring to discuss implementation progress and other relevant programme issues
- Official Itinerary: Dar es Salaam/Kilimanjaro//Dar es Salaam

From	Date	To	Date
Dar es Salaam	30 May, 2012	Moshi	30 May, 2012
Moshi	3 June, 2012	Dar es Salaam	03 June, 2012

- Travel Advance Requested: YES
- Mode of Travel (Air/Road/Sea): AIR
- Relevant UN Agency: GOVERNMENT

*DSA including weekend  
for working days of*

Account	Oper. Unit	Fund	Dept ID	PCB BU	Project	ACTIVITY	Impl. Agent	Donor
71620/71610	UNDP1	04000	38205	TZA10	00074207	ACTIVITY 3	001459	00012

8. Project No. 00074207

9. Obligation:

Approval of  
Head of Office/Section/Project

Louise Chamberlain

*[Signature]*  
DCD (Programme)

for: Resident Representative

Note: - Traveller must pay all costs in excess of entitlements

VID #

Tentative Programme for SLM Mission 28<sup>th</sup> May to 6<sup>th</sup> June 2012

Day	Activity	Responsible	Remarks
Monday 28 <sup>th</sup>	Arrival (New Africa)	VM/GA	
Tuesday 29 <sup>th</sup> 9:00 -12:30	Meeting at UNDP with CD; DCD(P ) and GL	GA/Faraja	
13:00 – 16:00hrs	Meeting at DOE VPO; UNCCD Focal point ...	GA/Kafumu	TA issues; Enabling activity; National and Regional linkages
Wednesday 30 <sup>th</sup>	Travel to Moshi	VM/GA	Travel to Moshi
Thursday 31 <sup>st</sup> AM 9:00 - 12:30	Meeting with RAS and the Project team	PC	
PM 13:00 – 16:00	Start working on the TORs and finalise	VM/GL	
Friday 1 <sup>st</sup> June	Briefing the Team on GEF Reporting train and initiate drafting of the report	VM/GL	
Saturday/Sunday 2 <sup>nd</sup> & 3 <sup>rd</sup> June	Field Visit Church and Climb Mt K'njaro		Week end
Monday 4 <sup>th</sup> June AM	Meeting with Project technical committee?	PC and his team	
PM	Debriefing and travel back to Dar		
Tuesday 5 <sup>th</sup>	Joint meeting Between UNDP and VPO – covering both SLM K'njaro and Miombo  PIF _ LD?? Depending on timing for your flight	GA/Kafumu	
Wednesday 6 <sup>th</sup>	PIF _ LD?? Depending on timing for your flight	Departure	Travel Back

**PAID**  
VID #.....



Gertrude Lyatuu

From: Fatma Abdulrazak Hussein [fatma@emsliestravel.com]  
Sent: Monday, May 28, 2012 2:39 PM  
To: Nasser Ngenzi  
Cc: Gertrude Lyatuu  
Subject: GERTRUDE + VERONICA

Dear Ngenzi

Please confirm if bookings okay, so i can proceed with ticketing of the same

SD9BDY/FA DAROU 77E3FA AG 83200036 28MAY

1. 1GERTRUDE/LYATUUMS

1. PW 430 M 30MAY DARJRO HK1 1330 1450  
2. PW 437 M 03JUN JRODAR HK1 1750 1950

WRFJGQ/FA DAROU 77E3FA AG 83200036 18APR

1. 1VERONICA/MUTHUIMS

1. PW 430 M 30MAY DARJRO HK1 1330 1450  
2. PW 437 M 02JUN JRODAR HK1 1750 1950

Thanks & Regards

*Fatmah Abdulrazak Hussein*

Emslies Travel LTD | 5<sup>th</sup> Floor FNB Bldg, opp movenpick hotel

Tel: +255 22 2114065 | Fax +255 22 2113972 | P.O.Box 6684

Email: fatma@emsliestravel.com Web: www.emsliestravel.com

PLEASE NOTE:

ALL FARES/TAXES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

YELLOW FEVER VACCINATION IS MANDATORY FOR ALL PASSENGERS TRAVELLING TO TANZANIA.

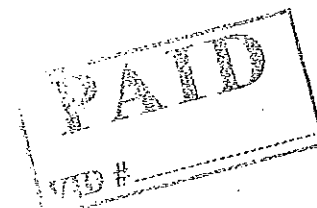
NAME CHANGE IS NOT POSSIBLE, KINDLY ALERT US IMMEDIATELY IF YOUR NAME DOES NOT MATCH THAT ON YOUR PASSPORT/TRAVEL DOCUMENT.

RETURN/ONWARDS RECONFIRMATION IS MANDATORY ON ALL AIRLINES 72HRS PRIOR TO SCHEDULED FLIGHT

Information from ESET NOD32 Antivirus, version of virus signature database 7174 (201205)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>





To: Yohana Kibhole  
Finance Analyst

Date: 11/06/2012

From: Faraja Makene, Programme Associate

File: PRO 300/GEN

**REQUEST FOR LOCAL TRAVEL**

Please make the following travel arrangements:-


For UN S/Members

1. Name of Traveler: Ishmael Dodoo Index No. :  
Title: Head Management Support Grade:  
Address: P.O. Box 9182 D/Station: D'Salaam
2. Purpose of Travel: To facilitate HACT / Face Report Training to Zanzibar AIDS Commission staff and other key implementers 13<sup>th</sup> June 2012 in Zanzibar
3. Official Itinerary: Dar/Znz/Dar
 

<u>FROM</u>	<u>DATE</u>	<u>TO</u>	<u>DATE</u>
Dar es Salaam	12 <sup>th</sup> June 2012	Zanzibar	12 <sup>th</sup> June 2012
Zanzibar	14 <sup>th</sup> June 2012	Dar es Salaam	14 <sup>th</sup> June 2012
4. Travel Advance Requested: Ticket & DSA
5. Mode of Travel (Air/Road/Sea): Air
6. Relevant UN Agency: UNDP
7. Account Number: 71610-38206-TZA-04000-TZA10-001459-00012-Activity1 (TICKET)  
71620-38206-TZA-04000-TZA10-001459-00012-Activity1(DSA)
8. Project: 00079403 (Strengthening Inst. Capacity for Gender, Human Rights responsive Policies for HIV/AIDS in Zanzibar)
9. Obligation Document No.: \_\_\_\_\_

Approval of  
Head of Office/Section/Project

Louise Chamberlain  
Name and Signature

  
Title: DCD (Programme)

  
for Resident Representative

Note: - Traveller must pay all costs in excess of entitlements  
- Original plus 2 copies of this request must be submitted

>> have no objection to your proposition of having the training in  
>> Zanzibar as it will be more economical and convenient. Therefore the  
>> facilitator will come to Zanzibar on 12 June and conduct training on  
>> 13th June 2012. Kindly go ahead with all the necessary arrangements  
>> and please send us list of participants.

>>

>> Note: we are still waiting for an official cover letter for the  
>> narrative report received.

>>

>>

>> Regards,

>>

>> Faraja

>>

>>

>>

>> -----Original Message-----

>> From: nuru mbarouk [<mailto:nururamsa@gmail.com>]

>> Sent: Thursday, May 31, 2012 5:19 PM

>> To: Faraja Ndulesi

>> Cc: [esther.mwakilima@tacaid.go.tz](mailto:esther.mwakilima@tacaid.go.tz); [khamor2000@yahoo.co.uk](mailto:khamor2000@yahoo.co.uk); Gloria

>> Kiondo; [mpangabaya@tacaid.go.tz](mailto:mpangabaya@tacaid.go.tz)

>> Subject: Re: HACT /FACE REPORT TRAINING

>>

>> Dear Faraja,

>> Nice to hear from you.

>> Before confirming on our participation, I would first like to ask  
>> for clarifications on the proposed training. I understand that we  
>> have requested for such a training to be conducted in Zanzibar for us  
>> and other key implementers who are receiving funds from UN partners.  
>> this training was to be facilitated by a team of resource persons  
>> from your esteemed office.

>> In this connection, I would therefore like to have a clear picture,  
>> is this a training which you are organising?????

>> Your immediate response will be highly appreciated.

>> Regards,

>> Nuru

>> On 5/29/12, Faraja Ndulesi <[faraja.ndulesi@undp.org](mailto:faraja.ndulesi@undp.org)> wrote:

>>> Dear Nuru,

>>>

>>> Kindly be informed that UNDP is organizing a one day training on the  
>>> above mentioned training to be held 13 June, 2012 here at UNDP  
>>> Offices. In order to facilitate effective planning of the activity ,  
>>> please confirm your participation and number of participants. If  
>>> possible kindly share list of officials you wish to attend. We also  
>>> understand your receipt of funds for this exercise as part of  
>>> Advances issued to you. we therefore request you to make all the  
>>> necessary arrangements to meet traveling expenses for your participants.

>>>

>>>

>>> Regards,

>>>

>>>

>>> Faraja

>>>

>>>

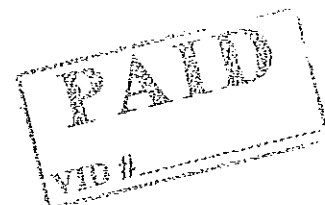
>>>

>>> [cid:image001.png@01CCFC53,FEF0C9A0]

>>>

>>> Faraja Ndulesi Makene

>>> Programme Associate



V# 59973

*Patrick Rinalda*  
Rept No 14590  
Dispatch via Print



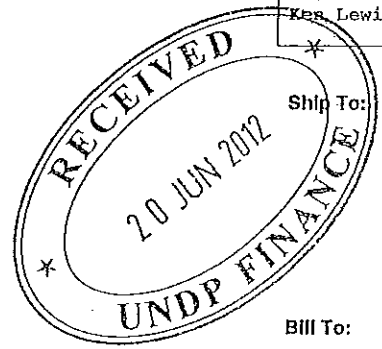
Purchase Order

PO Number TZA10-0000012170	Date 18/06/2012	Revision A	Page 1
Payment Terms Immediate	Freight / INCOTERMS DES	Ship Via Common	
Buyer Nasser NGENZI nasser.ngenzi@undp.org	Phone Tel: Fax:	Currency TZS	
Approver Ken Lewis			

Tanzania

PLOT 134-140  
KINGSWAY/MAFINGA STREET  
(OFF KINONDONI ROAD)  
P.O. BOX 9182  
DAR ES SALAAM  
Tanzania  
Tel: 266-8000  
Fax: 266-8749

Vendor: 0000000138  
EMSLIES TRAVEL LTD  
OHIO STREET  
5th FNB HOUSE  
P O BOX 6684  
DAR ES SALAAM 6684  
Tanzania



Ship To: PLOT 134-140  
KINGSWAY/MAFINGA STREET  
(OFF KINONDONI ROAD)  
P.O. BOX 9182  
DAR ES SALAAM  
Tanzania

Tel: 266-8000  
Fax: 266-8749

Bill To: PLOT 134-140  
KINGSWAY/MAFINGA STREET  
(OFF KINONDONI ROAD)  
P.O. BOX 9182  
DAR ES SALAAM  
Tanzania  
Tel: 266-8000  
Fax: 266-8749

Ln-Sch Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
1-1 78111502E	E) Air Tickets - Domestic	1.00	EA	16/06/2012	449,000.00	449,000.00

<< UNDP1 00072209  
ALBERIC KACOU ATTED AGF-V111 IN ARUSHA >>

Total PO Amount TZS 449,000.00

This order is subject to UN General Terms and Conditions available at WWW.UNDP.ORG, which can also be provided upon request.

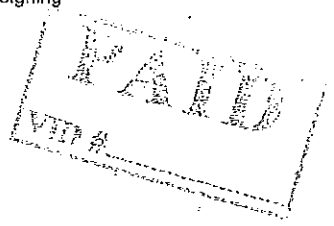
IMPORTANT: All shipments, invoices and correspondence must show PURCHASE ORDER and PROJECT NUMBERS.

Please acknowledge receipt of this Purchase Order, acceptance of the Terms and Conditions, and delivery date by signing below.

Acknowledgement:

.....

Vendor signature and date



This PO is subject to UNDP General terms and conditions.

Authorized Signature  
This Purchase Order is Electronically Approved by Ken Lewis and does not require Signature.

PO # 12170

Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
EMSLIES TRAVEL LTD	0000010332	TZA10	16/06/2012	Pending	449,000.00

Line	Item Description	Source Status	Amount Only	Qty	Price	Status	Total
1	E/ Air Tickets - Domestic	Not Sourced	N	1.0000	Each 449,000.0000	TZS Pending	449,000.00

Line Comments:

<< UNDP1 00072209 ALBERIC KACOU ATTED AGF-V111 IN ARUSHA >>

[Edit Requisition](#)

[Return to Manage Requisitions](#)

[Requisition Schedule and Distribution](#)

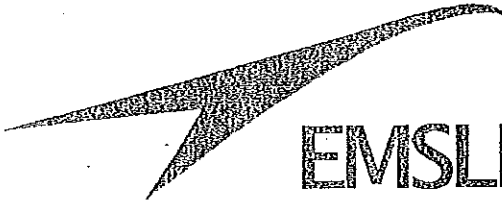
PAID

# TAX INVOICE

No 66112

Date: 30 May 12

UNDP  
P.O. BOX 9182  
D' SALAAM



## EMSLIES TRAVEL LTD.

5<sup>th</sup> Floor, FNB House, Dar es Salaam  
P.O. Box 6684, Dar es Salaam, Tanzania  
Tel: 2114065/2114066/2117711/2115553; Fax: 2113972  
E-mail: info@emsliestravel.com

TIN: 100-108-062

VRN: 10-000506-Z

	FROM-TO	Total Amount
	COST OF DAR URO DAR 1/2/12	
	KACOU ALBERIC MR T2S	340,000 -
	DPT TAX T2S	82,000 -
	I TAX T2S	7,000 -
	S/F T2S	20,000 -
	TKT # 031 9509337647 (PW)	
	PAID	
	<b>TOTAL</b>	<b>449,000 -</b>



To: Mr. Yohana Kibhole  
Finance Analyst

Date: 23 May 2012

Through:

File:

From: Alberic Kacou  
UN Resident Coordinator

Ref: PE: Kacou. A

Empowered lives.  
Resilient nations.

REQUEST FOR LOCAL TRAVEL

Please make the following travel arrangements:-

- Name: Mr. Alberic Kacou, Resident Coordinator of the UN System and UNDP Resident Representative.
- Index No: 086211  
Address: P.O. Box 9182, Dar es Salaam  
Grade: D2  
Duty Station: Dar es Salaam
- Purpose of Travel: To participate at the Eighth African Governance Forum (AGF-VIII) to be held in Arusha 29 May – 1 June 2012.
- Official Itinerary: Dar - Arusha - Dar
 

<u>From</u>	<u>Date</u>	<u>To</u>	<u>Date</u>
Dar es Salaam	29 May 12	Arusha	29 May 12
Arusha	01 June 12	Dar es Salaam	01 June 12
- Authorization Reference: Siphosami Malunga email dated 14 May 2012  
(Copies of Authorization Must be Attached)  
Relevant UN Agency: UNDP  
Account Number:

Project No.	Fund	Department	Implementing Agent	Operating Agent	Activity	Donor
00072209	39808	38801	001981	H01	Output 3	00187

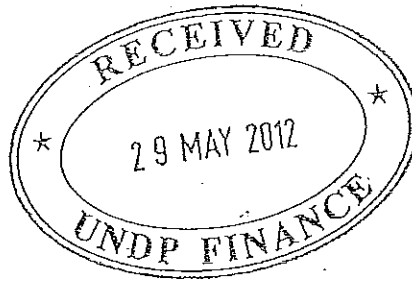
- Project Number 00072209 Activity 3
- Obligation Document No: N/A
- Travel Advance Requested: DSA & Return Ticket


Notes

Approved by Country Director

- Authorizations should comply with the provisions of GAM 1200.2.2 and 1200.2.3.
- Traveller must pay all costs in excess of entitlement.
- Original plus 2 copies of this request must be submitted.
- A minimum of seven days advance notice is required for all travel requests.

VED 59646



*Patrick*  
*FYA*  
*29/5*  
  
 Tanzania

To: Yohana Kibhole  
 Finance Analyst

Date: 28/05/2012

Extension

From: Johannes Osarya, Programme Associate

File:

REQUEST FOR LOCAL TRAVEL

Please make the following travel arrangements:-

- |    |  |                           |
|----|--|---------------------------|
|    |  | For UN S/Members          |
| 1. | Name of Traveler: Amon Manyama   | Index No. :               |
|    | Title: Practice Specialist   | Grade:                    |
|    | Address: P.O.Box 9182, Dar es Salaam   | D/Station:                |
| 3. | Purpose of Travel: <u>To participate in the LPAC Meeting 31<sup>st</sup> May 2012 in Zanzibar</u>                                      |                           |
| 4. | Official Itinerary: Dar/Zanz/Dar   |                           |
|    | <u>From</u>  | <u>Date</u>               |
|    | <u>To</u>  | <u>Date</u>               |
|    | Dar  | 31 <sup>st</sup> May 2012 |
|    | Zanzibar   | 31 <sup>st</sup> May 2012 |
|    | Dar  | 31 <sup>st</sup> May 2012 |
| 4. | Travel Advance Requested: <u>Ticket &amp; DSA</u>  |                           |
| 5. | Mode of Travel (Air/Road/Sea): Air   |                           |
| 6. | Relevant UN Agency: UNDP   |                           |
| 7. | Account Number: UNDP1-71620-38204-TZA-04000-001981-00012-Activity1(DSA)<br>UNDP1-71610-38204-TZA-04000-001981-00012-Activity1 (Ticket) |                           |
| 8. | Project Number: 00079143   |                           |
| 9. | Obligation Document No.: _____   |                           |

Approval of  
 Head of Office/Section/Project

Louise Chamberlain  
 Name and Signature

*Louise Chamberlain*  
DCD (Programme)  
 Title

**PAID**  
 for Resident Representative

- Note:
- Traveller must pay all costs in excess of entitlements
  - Original plus 2 copies of this request must be submitted
  - A minimum of 7 days advance notice is required for all travel requests.

Plot 134-140 Kingsway / Mafinga Street (Off Kinondoni Road), P. O. Box 9182, Dar es Salaam, Tanzania  
 Tel: +255-22-2668000 Fax: +255-22-2668749 Website: <http://www.tz.undp.org/> Email: [registry.tz@undp.org](mailto:registry.tz@undp.org)



ETKT \*\*AGENT COUPON\*\* 77E3FA 83200036 \*\*ITINERARY\*\*  
 PRECISION AIR SERVICES L 1 OF 1 WRFJGQ/1G PW 430M DARJRO 30MAY  
 VERONICA/WUTHUMS 29MAY12 PW 431B JRODAR 05JUN  
 MSP3MRT  
 BSP6MRT  
 NONEND/NON-ENDO TCPWC116

DAR PW JRO 155000MSP3MRT PW DAR 165000BSP6MRT TZS  
 320000END  
 TZS 320000 EXCH/0319569309697  
 PD 2000HY EX\*INV NGENZI 7000\*INV NGENZI 7000 FA  
 PD 10000TZ FCIG  
 PD 70000YQ ORIG ISS/0319569309697DAR27APR128320003  
 TZS 30000A TZSEX30000 / 1.0  
 031 9569337698 4 FVV  
 7733/

INV # 66128

NON ENDORSEABLE  
 # 014

ETKT \*\*AGENT COUPON\*\* 77E3FA 83200036 \*\*ITINERARY\*\*  
 PRECISION AIR SERVICES L 1 OF 1 SD9BDY/1G PW 430M DARJRO 30MAY  
 GERTRUDE/LYATUUMS 29MAY12 MSP3MRT  
 NONEND TCPWC116 PW 423M JRODAR 03JUN  
 MSP3MRT  
 DAR PW JRO 155000PW DAR 155000 TZS310000END

TZS 310000 INV # 66128  
 2000HY INV NGENZI 7000 FA  
 10000TZ FCIG  
 70000YQ  
 TZS 392000  
 031 9569337699 5 FVV  
 7733/ TZS 310000 / (S) 082000

NON ENDORSEABLE

-----Original Message-----

From: Fatma Abdulrazak Hussein [mailto:fatma@emsliestravel.com]  
Sent: 11 June 2012 16:35  
To: 'Nasser Ngenzi'  
Subject: RE: DAR ZNZ DAR ifo ISHMAEL DODOO MR

Dear Ngenzi  
Please find e ticket attached

T9JN5Y/FA DAROU 77E3FA AG 83200036 11JUN

1.1ISHMAEL/DODOOMR

1.	PW	713	U	12JUN	DARZNY	RR1	1540	1610	0*	E	TU
2.	PW	421	B	14JUN	ZNZDAR	HK1	1205	1235	0*	E	TH

Cost: 184000

-----Original Message-----

From: Ishmael Dodoo  
Sent: Monday, June 11, 2012 2:57 PM  
To: Nasser Ngenzi  
Subject: RE: DARZNYDAR

Nasser-here you are:

2 DAR ZNZ 1540 1610 PW 713  
3 ZNZ DAR 1205 1235 PW 421

Cheers, Ish

-----Original Message-----

From: Nasser Ngenzi [mailto:nasser.ngenzi@undp.org]  
Sent: 11 June 2012 12:32  
To: Fatma Abdulrazak Hussein  
Subject: DARZNYDAR

Dear Faraja

Kindly arrange air ticket for Mr. Ishmael Dodoo to go to Znz tomorrow 12, June preferably evening flight and to be back on Thursday, 14 June morning flight.  
Thanks

*INV # 66402*

**PAID**  
VID #

>>> 6th Floor, International House  
>>> Shaaban Robert St./Garden Avenue  
>>> Dar es Salaam, Tanzania  
>>> Tel: 255-22-211-2576 : Cell:255-713-079-454  
>>> [www.tz.undp.org](http://www.tz.undp.org)<<http://www.undp.org/>> Follow us:  
>>> [www.tz.one.un.org](http://www.tz.one.un.org)<<http://www.tz.one.un.org/>>

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>>>

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>>>

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>> --

>> Mrs. Nuru Ramsa Mbarouk  
>> head advocacy  
>> Zanzibar AIDS Commission  
>> P.O.Box 2820  
>> Zanzibar  
>> Cell +255 777 875006  
>>

>

>

> --

> Mrs. Nuru Ramsa Mbarouk  
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--

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