

**TRINITY METALS LIMITED  
SUPPLY CHAIN  
SOLE SUPPLIER MOTIVATION / BID WAIVER FORM**

**In compliance to the FIN 01: DELEGATION OF AUTHORITIES POLICY**

- All Purchase Orders >\$ 500 must be supported by 3 quotes obtained through the tender process by the Supply Chain Department.
- All exceptions to the tender 3 quote Procurement process will be subject to a written Deviation Request, being in the form of a Bid Waiver Motivation/Sole Supplier Motivation.
- **A Bid Waiver Motivation** should be completed in instances where there are other potential suppliers, but sound reasons exist not to go out on tender to multiple potential bidders, before selecting the final supplier.
- **A Sole Supplier Motivation** shall be used only in instances where there is no other supplier providing the required product(s) and/or service(s).

**SOLE SUPPLIER MOTIVATION**

**BID WAIVER MOTIVATION**  
(Tick the appropriate box)

Discipline/Department:

IT Department

Contact person:

Olivier Nemeve

Tel. no.:

0788319344

**(Approved document to be attached to the Purchase Requisition)**

<b>Product(s) or service(s) required</b>	Tents and Decoration
<b>Background information</b>	We For the upcoming Labor Day at Trinity Metals
<b>Scope of service(s) or product(s) required</b>	We need to maintain uniformity in equipment standards.
<b>Details of recommended supplier</b>	Golden Garden & Tents
<b>Motivation for recommending this supplier</b>	The decision to select this supplier as our single sole supplier is based on their extensive experience and reputation for delivering high-quality event decorations at a reasonable price point. With their proven track record of excellence, we trust that they will provide top-notch service and beautifully decorate our Labor Day celebration. Their offerings, including a spacious tent accommodating up to 300 people, along with 30 round tables and 300 chairs, all adorned with tasteful decorations, align perfectly with our event needs.
<b>Estimated Value/Budget and Cost</b>	961,700 Rwf
<b>What other Mine/Mines are using this service(s)/ product(s)?</b>	

Additional information

We the undersigned do hereby declare that:

Neither I, nor any members of my family are directly or indirectly employed; directors of the company; members of close corporation or share in partnership or joint venture with the supplier referred to in this motivation.

All Sole Supplier Motivations/ Bid Waiver Motivations must be signed off in terms of the Delegation of Authority (DOA).

**Summary Table of Authorisation –Budgeted Requisitions**

Value	Authorisation
\$5 000 to \$50 000	Manager, General Manager
\$50 001 to \$100 000	Manager, General Manager, COO
\$100 001 to \$400 000	Manager, General Manager, COO & CEO
\$400 001	Manager, General Manager, COO, CEO and Board

Olivier Nemeve

Name

Group IT Manager

Designation



Signature

15/04/2024

Date

Name

Designation

Signature

Date

Name

Designation

Signature

Date

Name

Designation

Signature

Date

Motivation supported

Group Procurement Superintendent

Date

Group Supply Chain Manager

Date