

**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:

ENGINEERING

Contact person:

I. J. J. J.

Tel. no.:

0785530117

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	Motorbike (New)
Background information	—
Scope of service(s) or product(s) required	New Motorbike.
Details of recommended supplier	Universal Auto Limited
Motivation for recommending this supplier	To be used for transporting and Moving People and small spars on the site
Estimated Value/Budget and Cost	1,962,310 Rwf
What other Mine/Mines are using this service(s)/ product(s)?	—
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

IRADU KUUDA Yes

Name

Engineering Section leader

Designation



Signature

16/05/2024

Date

Name

Designation

Signature

Date

Motivation supported

Group Procurement Superintendent

Date

Name

Designation

Signature

Date

Name

Designation

Signature

Date

Group Supply Chain Manager

Date

# UNIVERSAL AUTO LIMITED

## PROFORMA INVOICE

CLIENT DETAILS	
Name:	Rutongo Mine ltd
Tel:	0784151347
Address:	Rulindo

Date:	16/05/2024
ORDER NO	535
DISPLACEMENT	150cc
YEAR OF MANUFACTURE	2024

S/No	DESCRIPTION	Units	Unit Cost	Amount
1	Boxer150VAT (inclusive)	1	RWF 1,824,000	RWF 1,824,000
2	Insurance	1	RWF 62,310	RWF 62,310
3	Number plate	1	RWF 76,000	RWF 76,000
4	Regular helmets (Free)	2	RWF 0	RWF 0
TOTAL				RWF 1,962,310

- Proforma Invoice is valid for 10 days
- Motorbike Warranty- 12 Months or 30,000 Kms (whichever comes first)
- Payment: 100% Advance before delivery
- Bank Details: Universal Auto Ltd.  
: Bank Of Kigali  
: A/c No. 00040-06947968-91

Warm Regards,  
Donah Ingabire  
Sales coordinator  
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