

**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:

HR	
Contact person: <u>Gerson Njave</u>	Tel. no.: <u>0788261718</u>

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	<u>Braided Pota T-shirts</u>
Background information	
Scope of service(s) or product(s) required	<u>Mu Kwibuka</u>
Details of recommended supplier	<u>Glory Graphics Ltd</u>
Motivation for recommending this supplier	<u>It is urgent we run of time and his the one with good quality</u>
Estimated Value/Budget and Cost	<u>1,300,000</u>
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
\$500 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

Gasam Diane

Name

HR

Designation

16/05/2024

Signature

[Signature]

Date

[Blank]

Name

[Blank]

Designation

[Blank]

Signature

[Blank]

Date

Motivation supported

[Blank]

Group Procurement Superintendent

[Blank]

Date

UBANDA MISSIONNAIRE

Name

GM

Designation

[Signature]

Signature

16/05/2024

Date

[Blank]

Name

[Blank]

Designation

[Blank]

Signature

[Blank]

Date

[Blank]

> \$ 5 000 Group Supply Chain Manager

[Blank]

Date



Your One Stop Printing &
Graphic Design Solution

Glory Graphics Ltd
Email: glorygraphics01@gmail.com
Tel: +250 785 981 706

Proforma Invoice

CLIENT: TRINITY METALS /MUSHA

Item	Description	Qty	P/U(Rwf)	Total(Rwf)
1.	Branded Polo T-shirts	100	13,500	1,350,000
Total				1,350,000

Delivery time: 2 Days

Payment

50% of total amount shall be required to initiate the order with purchase order.
50% of the total amount upon delivery of the products.


16/05/2024

Done at Kigali, 15 May 2024

GLORY GRAPHICS LTD



Acc No:000400698031237 Rwf BK / NAME: GLORY GRAPHICS LTD