

**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:

SHEC

Contact person:

KAYIRANGA Kevin

Tel. no.:

07878 60355

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	Reflective Shirts
Background information	
Scope of service(s) or product(s) required	Reflective Shirts
Details of recommended supplier	Guangzhou 247 international Trading Co. Ltd
Motivation for recommending this supplier	The original manufacturer (Supplier) for item
Estimated Value/Budget and Cost	\$ 2,200
What other Mine/Mines are using this service(s)/ product(s)?	Trinity Musha Mines
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

KAYIRANGA Kevin

Name

OHS Supervisor

Designation

P.O. [Signature]

Signature

12-07-2024

Date

[Blank]

Name

[Blank]

Designation

[Blank]

Signature

[Blank]

Date

Motivation supported

Joseph M

Group Procurement Superintendent

[Signature]

Date

22/07/24

[Blank]

Name

[Blank]

Designation

[Blank]

Signature

[Blank]

Date

[Blank]

Name

[Blank]

Designation

[Blank]

Signature

[Blank]

Date

Jeanne [Signature]

Group Supply Chain Manager

[Signature]

Date

22/07/2024



# GUANGZHOU 247 INTERNATIONAL TRADING CO.,LTD

Add: Room 809, South tower C, Zhongzhou zhongxin Mansion,  
Pazhou, Haizhu District, Guangzhou, China

Website: www.jandj247.en.alibaba.com Email: Lindawang@gz247.com


Tel: 86-20-8963-7680/ 22235352 Mob: 86-13560287247 Fax: 86-20-22235352

## Proforma Invoice

Buyer: RUTONGO Mines LTD  
ADD: Rwanda  
00250 782 362 936

S/C NO.: JJ24-0712-01  
P/O NO.: JJ24-0712-01  
DATE: 2024/7/12  
AT: Guangzhou

We hereby confirm having sold to you the following goods on terms and conditions as specified below:

							guangzhou price		
No.	Product picture	product name	Description	Packing	Total Quantity		Unit Price		Total Amt.
1		Reflective shirt	L=30 M=65 XXL=100 XXXL=5	50pcs/ctn	200	pcss	\$11.00	pcs	\$2,200.00
<b>Total</b>									<b>\$2,200.0</b>

- 1) Packing : IN EXPORT CARTON
- 2) Shipment : about 20days upon receipt of buyer's deposit & all other details about the packing.
- 3) Destination : from TO
- 4) Payment : 30% deposit and 70% balance payment BEFORE SHIPMENT.
- 5) Partial shipment and transshipment should be allowed.
- 6) Insurance: [X] TO BE COVERED BY BUYER
- 7) **Bank transfer account:**

**Beneficiary's Bank Name :HSBC Hong Kong**  
**Beneficiary Bank Address : 1 Queen's Road Central, Hong Kong**  
**SWIFT: HSBCHKHHHKH**  
**Beneficiary: GUANGZHOU 247 INTL TRADING CO.,LTD**  
**A/c no.: 038 520656 838**



Confirmed by Buyers:

Sellers : Guangzhou 247 International Trading Co.,Ltd



## rml procurement

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**From:** Jelly Kabalisa <jelly.kabalisa@trinity-metals.com>  
**Sent:** Monday, July 22, 2024 8:54 AM  
**To:** rml.procurement@trinity-metals.com  
**Subject:** FW: Requesting approval

Fyi,



**JELLY KABALISA**  
Procurement Supervisor  
Rutongo Mines  
+250 784151347  
[www.trinity-metals.com](http://www.trinity-metals.com)  
**Enabling a Better Future**

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**From:** evode.imena@trinity-metals.com [mailto:evode.imena@trinity-metals.com]  
**Sent:** Wednesday, July 17, 2024 10:11 PM  
**To:** kevin.kayiranga@trinity-metals.com; 'Jeome Sande' <jeome.sande@trinity-metals.com>  
**Cc:** jelly.kabalisa@trinity-metals.com; 'Benitha Twebaze' <benitha.twebaze@trinity-metals.com>; alexis.nshimiyimana@trinity-metals.com; reagan.muvara@trinity-metals.com  
**Subject:** RE: Requesting approval

Dear Kevin,  
It is approved.  
Regards,



**Evode Imena**  
General Manager  
Rutongo Mines Ltd  
+250 788-301-846  
[www.trinity-metals.com](http://www.trinity-metals.com)

Enabling a Better Future.

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**From:** [kevin.kayiranga@trinity-metals.com](mailto:kevin.kayiranga@trinity-metals.com) <[kevin.kayiranga@trinity-metals.com](mailto:kevin.kayiranga@trinity-metals.com)>  
**Sent:** Friday, 12 July 2024 12:14  
**To:** [evode.imena@trinity-metals.com](mailto:evode.imena@trinity-metals.com); 'Jeome Sande' <[jeome.sande@trinity-metals.com](mailto:jeome.sande@trinity-metals.com)>  
**Cc:** [jelly.kabalisa@trinity-metals.com](mailto:jelly.kabalisa@trinity-metals.com); 'Benitha Twebaze' <[benitha.twebaze@trinity-metals.com](mailto:benitha.twebaze@trinity-metals.com)>; [alexis.nshimiyimana@trinity-metals.com](mailto:alexis.nshimiyimana@trinity-metals.com); [reagan.muvara@trinity-metals.com](mailto:reagan.muvara@trinity-metals.com)  
**Subject:** Requesting approval

Dear GM,

I hope this email finds you well.

We submitted a purchase request for 200 reflective shirts with PR number PR 2257. As stated in the procurement policy, we must complete the sole supplier form, which can be found in the attached document. We'd like to ask for your authorization at this point so that they can move forward with the next steps or phases.

I'm looking forward to hearing from you.

Kind regards,



**Kevin Kayiranga**  
OHS Supervisor  
Trinity Rutongo Mines  
+250 787 860 355  
[www.trinity-metals.com](http://www.trinity-metals.com)