

**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 & ADMIN	
Contact person: JOSELYN L. CYRUS	Tel. no.: 0782303935

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	Training on HRM Certification
Background information	
Scope of service(s) or product(s) required	Service (Training)
Details of recommended supplier	DNR PARTNERS CPA LTD
Motivation for recommending this supplier	This is the only company that certify the HR professionals
Estimated Value/Budget and Cost	3,000,000 excluding the VAT
What other Mine/Mines are using this service(s)/ product(s)?	
Additional information	

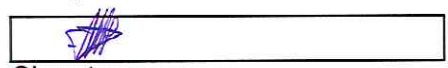
We the undersigned do hereby declare that:

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

Ofuzo Inegbafé Jorlyke
Name
HR Officer
Designation

Signature
03/09/2024
Date

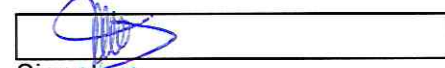
Charles Klamig
Name
HR Manager
Designation

Signature
03/09/2024
Date

Motivation supported

Group Procurement Superintendent

Date

Evode Imena
Name
G.M.
Designation

Signature
04-9-2024
Date

Name

Designation

Signature

Date

Jessie
Group Supply Chain Manager

04/09/2024
Date

Jelly Kabalisa

From: Joseph Muhiire <joseph.muhiire@trinity-metals.com>
Sent: Wednesday, September 4, 2024 9:39 AM
To: 'Jelly Kabalisa'
Subject: RE: APPROVAL
Attachments: 20240904083028.pdf

Dear Jelly,
This is approved.

Regards



Joseph Muhiire
Group Procurement Superintendent
Trinity Metals
+250 782 362 936

www.trinity-metals.com

Enabling a Better Future.

From: Jelly Kabalisa <jelly.kabalisa@trinity-metals.com>
Sent: Wednesday, September 4, 2024 7:38 AM
To: joseph.muhiire@trinity-metals.com
Subject: APPROVAL

Dear joseph,
I have attached a sole supplier motivation that requires your approval.

Regards,



JELLY KABALISA
Procurement Supervisor
Rutongo Mines
+250 784151347
www.trinity-metals.com
Enabling a Better Future

Invoice

DNR Partners CPA

KG 647st, Kigali City
Gasabo_Kacyiru

Company VAT Reg	Tax Date	Invoice No.
108729761	02/09/2024	641



Invoice To

Rutongo Mines Ltd
Tin:101907021
1.Charles Kyamazi
2. Nsengimana Ernest

Service Description	VAT 18%	Service Fee VAT EXCL.
Certified Human Resources Manager (CHRM) Training at Serena Hotel Kigali Rwanda from 2nd to 6th September 2024, we will have both evening and day programs. Account Name: DNR PARTNERS CPA LTD Bank Name:Bank of Kigali Account number: 000400697670519	Tax	3.000.000,00
VAT Summary		Subtotal RWF 3.000.000,00
Rate	RWF VAT	RWF NET
Tax@18.0%	540.000,00	3.000.000,00
TOTALS	540.000,00	3.000.000,00
		VAT Total RWF 540.000,00
		Total RWF 3.540.000,00