

**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 MANAGER

Contact person:

WILLIAM IMURAGIRE

Tel. no.:

250788881803

(Approved document to be attached to the Purchase Requisition)

<b>Product(s) or service(s) required</b>	Microsoft 365 Administrator Training
<b>Background information</b>	Microsoft 365 Administrators ensure the smooth operation of Microsoft 365 services, including Exchange Online, SharePoint Online, OneDrive for Business, and Microsoft Teams. They handle tasks related to user management, service configuration, and system maintenance
<b>Scope of service(s) or product(s) required</b>	Monitoring and managing Microsoft 365 Administration
<b>Details of recommended supplier</b>	Computer Learning Center located at Nairobi
<b>Motivation for recommending this supplier</b>	The computer learning center's collaboration with Microsoft ensures that their training programs are aligned with Microsoft's latest technologies and standards
<b>Estimated Value/Budget and Cost</b>	600 USD
<b>What other Mine/Mines are using this service(s)/ product(s)?</b>	Nyakabingo and Musha
<b>Additional information</b>	

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

William IMURAGIRE

Name

IT OFFICER

Designation



Signature

12/09/2024

Date

Name

Designation

Signature

Date

Motivation supported

Group Procurement Superintendent

Date

Name

Designation

Signature

Date

Name

Designation

Signature

Date

Group Supply Chain Manager

Date

**william.imuragire@trinity-metals.com**

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**From:** evode.imena@trinity-metals.com  
**Sent:** Wednesday, 11 September 2024 11:35  
**To:** william.imuragire@trinity-metals.com  
**Cc:** 'Charles Kyamiza'; reagan.muvara@trinity-metals.com; olivier.nemeye@trinity-metals.com; rene.ruganji@trinity-metals.com; francine.uwineza@trinity-metals.com  
**Subject:** RE: Request for Permission , Flight ticket and Arrangements for Training in Nairobi

Dear William,  
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:** william.imuragire@trinity-metals.com <william.imuragire@trinity-metals.com>  
**Sent:** Tuesday, 10 September 2024 21:10  
**To:** evode.imena@trinity-metals.com  
**Cc:** 'Charles Kyamiza' <charles.kyamiza@trinity-metals.com>; reagan.muvara@trinity-metals.com; olivier.nemeye@trinity-metals.com; rene.ruganji@trinity-metals.com; francine.uwineza@trinity-metals.com  
**Subject:** Request for Permission , Flight ticket and Arrangements for Training in Nairobi

Dear General manager,

I hope this message finds you well.

I am writing to request your permission to attend the Microsoft 365 certified: Managing Microsoft Teams training in Nairobi, Kenya, from September 16 to September 19, 2024. This training is an excellent opportunity for professional development and will greatly benefit our team.

To facilitate this, I would also like to request assistance with the following arrangements:

**Flight Ticket:** Booking a flight departing on September 15 and returning on September 20th, 2024.

**Accommodation:** Arranging a stay at the Golden Tulip hotel, as it is conveniently located near the training center.

**Allowances:** Processing the necessary allowances in line with company policy.

Thank you for considering my request. Please let me know if you need any additional information or if there are any further steps I should take.

Kind regards,

William