

**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:

<i>H.R</i>		
Contact person:	<i>Quinto Justice</i>	Tel. no.: <i>0782 303 935</i>

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	<i>Accommodation for Trainees</i>
Background information	
Scope of service(s) or product(s) required	<i>Acomodation</i>
Details of recommended supplier	<i>She served us before and served well (and she is near by is the only Guest House at Lutingo. Trainees)</i>
Motivation for recommending this supplier	<i>She serves good quality</i>
Estimated Value/Budget and Cost	<i>990,000</i>
What other Mine/Mines are using this service(s)/ product(s)?	<i>-</i>
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

*02/05/2024 INKMBIRE Josephine*

Name

*HR Officer*

Designation

*[Signature]*

Signature

*02/05/2024*

Date

*Charles Ham*

Name

*HR Manager*

Designation

*[Signature]*

Signature

*02/05/2024*

Date

Motivation supported

*Joseph Muthire*

Group Procurement Superintendent

*[Signature]*

Date

*03/05/24*

Name

Designation

Signature

Date

Name

Designation

Signature

Date

Group Supply Chain Manager

Date