

**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:

Imanirafasha Eperance

Tel. no.:

078 7281918

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	Hotel reservation
Background information	On 23 rd October, there will be a national stakeholders workshop with the launch of ESIA and presenting AEC TA funding projects.
Scope of service(s) or product(s) required	The above mentioned activity will take place in Kigali and there are some invited experts who will need to reside in hotel
Details of recommended supplier	M hotel is a high qualified hotel in Kigali that hosts different big events
Motivation for recommending this supplier	As the workshop will take place at M hotel, it is better for the guests to stay there just to ease the way of reaching there.
Estimated Value/Budget and Cost	4,879,000 Rwf
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

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Name

JITEC department

Designation

[Signature]

Signature

08/10/2024

Date

[Empty box]

Name

Janez Gim

Designation

Gim [Signature]

Signature

05/10/2024

Date

Motivation supported

[Empty box]

Group Procurement Superintendent

[Empty box]

Date

[Empty box]

Name

[Empty box]

Designation

[Empty box]

Signature

[Empty box]

Date

[Empty box]

Name

[Empty box]

Designation

[Empty box]

Signature

[Empty box]

Date

[Empty box]

Group Supply Chain Manager

[Empty box]

Date