

**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

Contact person:

Rene Ruzanii

Tel. no.: 0788309517

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required

Microsoft 365 Business Standard Licenses (x200)

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Background information

Current Situation

1. Software Licensing:

- Users have been operating with unlicensed versions of Microsoft Office Suite, including editions from 2016, 2019, and 2021.
- This practice poses legal and security risks for the company.

2. Email Hosting:

- Company emails are currently hosted by Afrinovators.
- The current package offers limited functionality, particularly restricting users' ability to share calendars effectively between devices.

Proposed Upgrade

To address these issues and enhance our IT infrastructure, we propose transitioning to licensed Microsoft products. This upgrade will include:

1. Software Licensing:

- Implement fully licensed Microsoft Office Suite for all users.
- Ensure compliance with software licensing regulations.
- Gain access to official support and regular security updates.

2. Email and Collaboration Tools:

- Migrate email hosting to Microsoft's platform.
- Unlock full calendar sharing capabilities.
- Gain access to additional collaboration tools such as Microsoft Teams.

3. Comprehensive Solution:

- Create a unified, fully supported Microsoft ecosystem for improved compatibility and efficiency.
- Enhance overall productivity and collaboration across the organization.

This upgrade will address current limitations, ensure legal compliance, and provide Trinity Metals with a robust, professional-grade IT infrastructure.

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| <p>Scope of service(s) or product(s) required</p> | <p>License Quantity and Cost</p> <ul style="list-style-type: none"> • Total Licenses Required: 200 • Cost per License: \$12.50 per month • Subscription Model: Monthly <p>License Package Details</p> <p>Each license includes access to the following Microsoft products:</p> <ol style="list-style-type: none"> 1. Microsoft Office Suite <ul style="list-style-type: none"> ○ Word ○ Excel ○ PowerPoint ○ Outlook 2. Collaboration Tools <ul style="list-style-type: none"> ○ Microsoft Teams <p>Additional Benefits</p> <ul style="list-style-type: none"> • Cloud-based services with regular updates • Cross-platform compatibility (Windows, macOS, iOS, and Android) • Web-based versions of core applications • OneDrive cloud storage (1TB) <p>Support and Implementation</p> <ul style="list-style-type: none"> • Microsoft 365 admin center for license management • 24/7 web and phone support from Microsoft • Access to Microsoft Learning resources for user training <p>Total Monthly Investment</p> <ul style="list-style-type: none"> • 200 licenses × \$12.50 per license = \$2,500 per month <p>Annual Cost Projection</p> <ul style="list-style-type: none"> • \$2,500 per month × 12 months = \$30,000 per year |
| <p>Details of recommended supplier</p> | <p>Microsoft</p> <p>Contact Person: Latanya Dormer, email: y-ldormer@microsoft.com</p> |

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| Motivation for recommending this supplier | <p>1. Ecosystem Integration and Compatibility Microsoft offers a comprehensive, integrated ecosystem of productivity tools and services that are designed to work seamlessly together.</p> <p>2. Industry Standard and Market Leadership Microsoft Office Suite is the de facto standard in business productivity software</p> <p>3. Comprehensive Solution Offering Microsoft's product range covers all our current needs</p> <p>4. Security and Compliance , Microsoft offers robust security features</p> <p>5. Scalability and Flexibility Microsoft's subscription-based model allows for:</p> <ul style="list-style-type: none"> • Easy scaling of licenses as our organization grows • Flexibility to adjust our subscription level based on changing needs • Automatic updates to the latest software versions without additional cost <p>6. Training and Familiarity Many of our employees are already familiar with Microsoft products, which means it will ease the training to focus on Teams Collaboration Environment</p> <p>7. Technical Support and Reliability Microsoft offers enterprise-grade support By selecting Microsoft as our sole source supplier, we position our organization to leverage a comprehensive, secure, and forward-looking productivity ecosystem, ultimately driving efficiency and innovation across our operations.</p> |
| Estimated Value/Budget and Cost | \$ 30,0000 annual subscription for 200 Users |
| What other Mine/Mines are using this service(s)/ product(s)? | These licenses will be shared like follows: Rutongo = 45%, Nyakabingo = 35%, Musha = 20% |
| 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 |

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|------------------------|--|
| \$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 |

RUGANJI RENE

Name

IT NETWORK ENGINEER

Designation



Signature

01 10 2024

Date

NEMEYE OLIVIER

Name

GROUP IT MANAGER

Designation



Signature

01 10 2024

Date

WISDOM MUGWAGWA

Name

NYAKABINGO GENERAL

Designation

Signature

01 10 2024

Date

DAVID de LANGE

Name

CHIEF FINANCE OFFICER

Designation



Signature

01 10 2024

Date

Motivation supported

MUHIRE JOSEPH

Group Procurement Superintendent

01 10 2024

Date

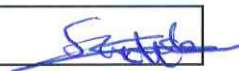


SANDE JEOME

Group Supply Chain Manager

01 10 2024

Date



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