

**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 x ADMIN

Contact person:

0782303935

Tel. no.:

Josephine Cyuzubizi

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	Accommodation, Lunch, Breakfast x Dinner
Background information	Rutongo Guest House
Scope of service(s) or product(s) required	Accommodation x Meals
Details of recommended supplier	It is the only Guesthouse at Rutongo we have
Motivation for recommending this supplier	It is near by our company
Estimated Value/Budget and Cost	3,417,000
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

CTUZWZINGBIRE JOSEPH

Name

HR officer

Designation

[Signature]

Signature

14. NOV. 2024

Date

[Empty box]

Name

[Empty box]

Designation

[Empty box]

Signature

[Empty box]

Date

Motivation supported

Joseph

Group Procurement Superintendent

[Signature]

Date

14/11/24

CHARLES KAMUKA

Name

HR Manager

Designation

[Signature]

Signature

14. 11. 2024

Date

[Empty box]

Name

[Empty box]

Designation

[Empty box]

Signature

[Empty box]

Date

[Empty box]

Group Supply Chain Manager

[Empty box]

Date