

**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:

Engineering

Contact person:

Francis Johnson

Tel. no.:

075609244

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	Oil Pump for excavator machine
Background information	The unit on brake down and then we hired an expert to do the diagnostic who found out that problem with oil pump.
Scope of service(s) or product(s) required	Oil pump for repair of excavator machine
Details of recommended supplier	Global Equipment Part LTD
Motivation for recommending this supplier	This is the only supplier who had the in stock, the rest were recommending to wait for 15 days
Estimated Value/Budget and Cost	2,500,000 RWF
What other Mine/Mines are using this service(s)/ product(s)?	N/A
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
\$500 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

Francis Nkwire

Name

Eng. Supt

Designation

[Signature]

Signature

08/04/2025

Date

[Blank box]

Name

[Blank box]

Designation

[Blank box]

Signature

[Blank box]

Date

Motivation supported

[Blank box]

Group Procurement Superintendent

[Blank box]

Date

MPSION NAIRE UBANDA

Name

G. U.

Designation

[Signature]

Signature

08/04/2025

Date

[Blank box]

Name

[Blank box]

Designation

[Blank box]

Signature

[Blank box]

Date

[Blank box]

> \$ 5 000 Group Supply Chain Manager

[Blank box]

Date



Proforma Invoice

GLOBAL EQUIPMENT PARTS LTD
TIN No:108616608
Bank: Ecobank
Account No: 6780001732
KK 1 Avenue, Kicukiro
Kigali, Rwanda
+250 788 730 784
gepltdrw@gmail.com

Date: 4 Apr 2025
Quote No.: 11301

Bill To:
HORIZON CONSTRUCTION
KIGALI

Qty	Description	Unit Price	Total
1	OIL PUMP	RWF2,118,644	RWF2,118,644

Subtotal RWF2,118,644
VAT RWF381,356
Total Amt RWF2,500,000



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