

**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:

ICT Department

Contact person:

William IMURAGIRE

Tel. no.:

0788881803

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	REPLACING FUSER UNIT FK-5140 For Kyocera Ecosys M6230Cidn
Background information	Hope IT Solutions is a company that was established in 2018. It specializes in hardware and software maintenance for electronic devices, and also sells spare parts for electronic devices
Scope of service(s) or product(s) required	REPLACING FUSER UNIT FK-5140 For Kyocera Ecosys M6230Cidn
Details of recommended supplier	Hope IT Solutions, Kigali Rwanda, 0788478044
Motivation for recommending this supplier	The reason is that they are the ones who specialize in repairing and replacing Kyocera equipment
Estimated Value/Budget and Cost	Two hundred thousand Rwandan Francs (200,000 Rwf)
What other Mine/Mines are using this service(s) / product(s)?	no
Additional information	We need the replacement of this fuser to be done quickly because it is disrupting our work

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

Evode IMENA

Name  
General Manager

Designation  
Signature  
Date  
25<sup>th</sup> June, 2025

Name  
Date

Name  
Designation  
Signature  
Date

Name  
Designation  
Signature  
Date

Name  
Date

William IMURAGIRE

Name  
IT Officer

Designation  
Signature  
Date  
25<sup>th</sup> June 25, 2025

Name  
Date

Name  
Designation  
Signature  
Date

Name  
Designation  
Signature  
Date

Name  
Date

Group Procurement Superintendent

Signature

Motivation supported

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Evode IMENA

Name  
General Manager

Designation  
Signature  
Date  
25<sup>th</sup> June, 2025

Name  
Date

Name  
Designation  
Signature  
Date

Name  
Designation  
Signature  
Date

Name  
Date

Group Supply Chain Manager

Signature

Motivation supported

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

26/06/25

Joseph

Motivation supported

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature