

**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 department

Contact person:

Charles Kamiza

Tel. no.:

0781500393

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	Staff Medical Insurance
Background information	Renewal for medical insurance - Mutuelle de Sante
Scope of service(s) or product(s) required	RSSB - Mutuelle de Sante
Details of recommended supplier	Company compliance for staff medical care.
Motivation for recommending this supplier	The insurance type that covers everywhere in the country.
Estimated Value/Budget and Cost	19,702,000 Rwf
What other Mine/Mines are using this service(s)/ product(s)?	
Additional information	

Cg

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

Charles Kamiza

Name

HR Manager

Designation

[Signature]

Signature

9/07/2025

Date

Evode Imana

Name

GM

Designation

Approved on email on July 3rd.

Signature

Date

Motivation supported

Joseph

Group Procurement Superintendent

[Signature]

Date

09/07/2025

Name

Designation

Signature

Date

Name

Designation

Signature

Date

Jeome Sande *[Signature]*

Group Supply Chain Manager

09/07/2025

Date



Date: 2025/07/09

Invoice No: CB2507091106OA

PLEDGE INVOICE

Invoice number:	CB2507091106OA
Benefactor name:	RUTONGO MINES LTD/ RULINDO
TIN Number/Nation ID:	101907021
Phone number:	250788303771
Total members:	1644
Total amount:	RWF 19,702,000
Payment status:	PENDING

Balance due: RWF 19,702,000

Jean Paul Mboneko

From: Evode Imena
Sent: Thursday, July 3, 2025 3:59 PM
To: Charles Kyamiza
Cc: Jean Paul Mboneko; Reagan Muvara
Subject: RE: Mutuelle de Santé List – Request for Review, Inputs, and Facilitation Rutongo Mines Staffs June 2025

Dear Charles,
Approved, please proceed.
Regards,



Evode Imena
General Manager
Rutongo Mines Ltd
+250 788-301-846
www.trinity-metals.com

Enabling a Better Future.

From: Charles Kyamiza <charles.kyamiza@trinity-metals.com>
Sent: Wednesday, 02 July 2025 17:42
To: Evode Imena <evode.imena@trinity-metals.com>
Cc: Jean Paul Mboneko <jpaul.mboneko@trinity-metals.com>; Reagan Muvara <reagan.muvara@trinity-metals.com>
Subject: RE: Mutuelle de Santé List – Request for Review, Inputs, and Facilitation Rutongo Mines Staffs June 2025

Hello Sir,

There's no reason for this at all. However, the data collection process and verification of credentials took longer than expected and it's still going on, that's why we decided to cater for the 1st batch of 1938 who managed to submit their credentials on time, and we shall cater for the 2nd batch once their credentials are submitted and verified. It may take up to 2 months if we are to wait for all staff to submit their credentials on time for Mutuelle payment.

Thank you,



Charles KYAMIZA
HR Manager - Rutongo Mines Ltd
+250 781500393
+250 784834612
www.trinity-metals.com

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From: Evode Imena <evode.imena@trinity-metals.com>
Sent: Wednesday, 2 July 2025 15:21
To: Charles Kyamiza <charles.kyamiza@trinity-metals.com>
Cc: Jean Paul Mboneko <jpaul.mboneko@trinity-metals.com>; Reagan Muvara <reagan.muvara@trinity-metals.com>
Subject: RE: Mutuelle de Santé List – Request for Review, Inputs, and Facilitation Rutongo Mines Staffs June 2025

Dear Charles,

Is there a reason of paying for 1938 employees while we have 2393 employees? We need to make sure that everyone who is supposed to be on the list is included.

Regards,



Evode Imena
General Manager
Rutongo Mines Ltd
+250 788-301-846
www.trinity-metals.com

Enabling a Better Future.

From: Charles Kyamiza <charles.kyamiza@trinity-metals.com>
Sent: Wednesday, 02 July 2025 12:23
To: Evode Imena <evode.imena@trinity-metals.com>
Cc: Jean Paul Mboneko <jpaul.mboneko@trinity-metals.com>; Reagan Muvara <reagan.muvara@trinity-metals.com>
Subject: RE: Mutuelle de Santé List – Request for Review, Inputs, and Facilitation Rutongo Mines Staffs June 2025

Hello Sir,

Kindly requesting for your approval to facilitate payment of Mutuelle de Sante worth Rwf 23,412,000 for 1,938 employees in different departments.

Thank you



Charles KYAMIZA
HR Manager - Rutongo Mines Ltd
+250 781500393
+250 784834612
www.trinity-metals.com

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From: Jean Paul Mboneko <jpaul.mboneko@trinity-metals.com>
Sent: Friday, 27 June 2025 15:12
To: Charles Kyamiza <charles.kyamiza@trinity-metals.com>
Subject: Mutuelle de Santé List – Request for Review, Inputs, and Facilitation Rutongo Mines Staffs June 2025

Dear Charles,

Please find attached the updated Mutuelle de Santé list for our staff.

We kindly request your review and input to ensure the information is accurate and complete. Your facilitation in finalizing and processing the payment of this list will be greatly appreciated.

Should there be any corrections, missing details, or recommendations, please do not hesitate to share them at your earliest convenience.

Kind Regards,



Jean Paul Mboneko Kabahizi

HR Coordinator

Rutongo Mines Ltd

Phone: +250 788212124

E-mail: jpaul.mboneko@trinity-metals.com

Website: www.trinity-metals.com

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