

**Rutongo Mines Ltd.**

Masoro Sector, Rulindo District  
P.o. Box 6132  
Tin no: 101907021  
Contact: +250 782 362 936  
Rwanda

**Purchase Order**

<b>Date</b>	<b>Page No</b>
2025/07/11	1/1
<b>PO Number</b>	
PO0000004504	

Supplier:

RSSB/CBHI KIGALI  KIGALI RWANDA
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Supplier Reference:	
Payment Terms:	

Deliver To:

Rutongo Mine Ltd - Main Store Masoro Sector, Rulindo District
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Freight Terms:	
Delivery Date:	2025/07/11

<b>Order Placed By:</b>	<b>Order Placed With:</b>	<b>Order Placement Date:</b>
		2025/07/11

**PURCHASE ORDER PLACED IN ACCORDANCE WITH RUTONGO MINES LTD GENERAL CONDITIONS OF PURCHASE FOR GOODS WHICH ARE AVAILABLE ON REQUEST**

Item Number	Description	Qty	UOM	Unit Price	Disc	VAT	Extended Price
NA	Mutuelle de sante for rutongo mines staff July 2025	1	EA	19,702,000.00	0	0.00	19,702,000.00
<b>Packaging to be labelled:</b>							
RUTONGO MINES Ltd				AMT excl. VAT			19,702,000.00
MASORO SECTOR				VAT			0.00
RULINDO DISTRICT				TOTAL (RWF)			19,702,000.00
PO0000004504							

APPROVED:

Purpose of the request (for finance account charging reference):

PR No: PR0008179

**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 Hamiza	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	

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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 Khami 29*

Name

*HR Manager*

Designation

*[Signature]*

Signature

*9/07/2025*

Date

Name

Designation

Signature

Date

*Evode Imama*

Name

*GM*

Designation

*Approved on email*

Signature

*on July 3rd.*

Date

Name

Designation

Signature

Date

Motivation supported

*Joseph*

Group Procurement Superintendent

*[Signature]*

Date

*09/07/2025*

*Jeome Sande*

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

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**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](http://www.trinity-metals.com)

Enabling a Better Future.

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**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 1<sup>st</sup> batch of 1938 who managed to submit their credentials on time, and we shall cater for the 2<sup>nd</sup> 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](http://www.trinity-metals.com)

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**From:** Evode Imena <[evode.imena@trinity-metals.com](mailto:evode.imena@trinity-metals.com)>  
**Sent:** Wednesday, 2 July 2025 15:21  
**To:** Charles Kyamiza <[charles.kyamiza@trinity-metals.com](mailto:charles.kyamiza@trinity-metals.com)>  
**Cc:** Jean Paul Mboneko <[jpaulmboneko@trinity-metals.com](mailto:jpaulmboneko@trinity-metals.com)>; Reagan Muvara <[reagan.muvara@trinity-metals.com](mailto: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](http://www.trinity-metals.com)

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**From:** Charles Kyamiza <[charles.kyamiza@trinity-metals.com](mailto:charles.kyamiza@trinity-metals.com)>  
**Sent:** Wednesday, 02 July 2025 12:23  
**To:** Evode Imena <[evode.imena@trinity-metals.com](mailto:evode.imena@trinity-metals.com)>  
**Cc:** Jean Paul Mboneko <[jpaulmboneko@trinity-metals.com](mailto:jpaulmboneko@trinity-metals.com)>; Reagan Muvara <[reagan.muvara@trinity-metals.com](mailto: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](http://www.trinity-metals.com)

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**From:** Jean Paul Mboneko <[jpaulmboneko@trinity-metals.com](mailto:jpaulmboneko@trinity-metals.com)>  
**Sent:** Friday, 27 June 2025 15:12  
**To:** Charles Kyamiza <[charles.kyamiza@trinity-metals.com](mailto: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,

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Jean Paul Mboneko Kabahizi  
HR Coordinator  
Rutongo Mines Ltd  
Phone: +250 788212124  
E-mail: [jpaul.mboneko@trinity-metals.com](mailto:jpaul.mboneko@trinity-metals.com)  
Website: [www.trinity-metals.com](http://www.trinity-metals.com)  
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