

TRAINING AND DEVELOPMENT COSTS REQUISITION –FORM 3

Employee's Names & Signature: NSHIMIYIMANA Alexis



Employee's Position: Group Inventory, Stores and Logistics Superintendent

Section/Department: Supply Chain Department

Date: 29/Aug/2024

Program's Details

Program Title:	CIPS-UK Professional Diploma from Level 4 to level 6
Institute/Firm:	International Student Support Center
Postal Address:	P.O Box 2120
Contact Name:	NTALE Patrick
Contact No:	+250787058705
Where/Province or Country:	Kigali - Rwanda
Start Date:	Any time after approval is granted
End Date:	3 years program at maximum
Training Cost: (Fees Travel/ Accommodation, other related...)	Training fees: 10,947,600
	Travel: 0
	Accommodation: 0
	Feeding: 0
	Other Costs: 0
	Total Cost (Rwf/USD) 10,947,600 Rwf (To be paid in 3 phases/levels per level as shown below). Level 4: 3,649,200Rwf, Level 5: 3,649,200Rwf and Level 6: 3,649,200Rwf

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2.


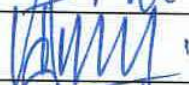



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Objectives (i.e. what do you wish to learn or accomplish from this program) Please make a summary of the specific and measurable objectives to achieve:

Upon completion of CIPS-UK Diploma level 4 to level 6 studies I will gain comprehensive understanding of procurement and supply chain management principles which leads to professional recognition, and professionalism in working with international standard and best practices.

My knowledge will cover areas of sourcing, inventory management, negotiation, contract management, risk assessment and sustainable practices, means that I will be among those with best skills that will take Trinity Metals to the best level.

Head of Section/Department's Names, Signature & date <i>For Support/If Applicable</i>	Names: Jeome Sande
	Signature: 
	Date: 29/08/2024
2nd Line Manager's Names, Signature & date <i>For Confirmation</i>	Names: A.S. de Lange
	Signature: 
	Date: 22/10/2024
HR Representative's Names, Signature & Date <i>For Verification</i>	Names: Mary Ashimwe
	Signature: 
	Date: 06/09/2024
CEO/General Manager's Names, Signature & Date <i>For Approval</i>	Names: Peter GELETA
	Signature:  
	Date: 4/11/2024



International Students Support Center

Bajaj Moto House, KuCyaMitsung, KN 5 Road,
Nyarugunga - Remera-Kanombe
P.O Box 2120
Kigali-Rwanda

"Empowering our future together"

Tel: +250787058705
Email: info@isscafrica.com
Website: www.isscafrica.com

TIN#: 103641673

Proforma/Tax Invoice T01/08/024		8. 6. 2024		
Bill To:		Pay to:		
Attn: Alexis Nshima nshimalexis84@gmail.com Tel: +250783455803 Kigali - Rwanda		Banker: Ecobank Rwanda Account: International Students Support RWF Acc#: 6775002526 USD Acc#: 6775000642 Swift Code: ECOCRWRW		
S/N	Particulars	Qty	Unit Cost (Rwf)	Total (Rwf)
	CIPS-UK Level 4 - Diploma Tuition and Certification			
	Study Centre Enrolment fee	1	30,000	30,000
	Tuition fees for level 4 Modules	8	150,000	1,200,000
	CIPS Student Initial Membership fee	1	180,000	180,000
	CIPS-UK Approved Study Materials	8	85,000	680,000
	Certification Exams - OR Modules	6	140,000	840,000
	Certification Exams - OR Modules	2	170,000	340,000
	Banking charges	1	30,000	30,000
Invoice Total - VAT Exclusive				3,300,000
				VAT@18% 349,200
Total Invoice - Training and Examination towards CIPS-UK Diploma Level 4				3,649,200

Amount in words: Three Million, Six Hundred Forty-Nine Thousand Two Hundred Rwanda Francs only.

Notes:

- Tuition fees are non-refundable unless a class has been discontinued by management due to failure to raise a cost-effective quorum to finance its conduct.
- Student will only be allowed to attend coaching for modules fully paid for.
- The above certification exam costing is based on the current CIPS-UK pricing schedule and this may be subject to change without notice.
- Exam windows considered for this quote include and are limited to: Sittings in March, May, July, & November
- The charges quoted above relate to one qualification level - Level 4, Diploma in Procurement & Supply of UK and since charges have just been revised recently, we hope to maintain the same fees for the next levels 5 and 6 within the next 4 years.

For and on behalf of management



Thank you for your business!



Services: CIPS-UK, CPA, CIA, ACCA, PMP, CIMA, CCR, CS, TOEFL, IELTS, GRE, GMAT, SAT, ACT, Aptitude tests, English & other international proficiency and business exams

Partners: The IIA, CIPS-UK, ACCA-UK, PSI Inc, ETS-USA, ETS Global, Prometric Inc, GMAC, Pearson, ACT, BeingCert, PeopleCert, LanguageCert, ...



Patrick
to me ▾

6 Aug 2024, 23:20 (16 hours ago) ☆ 😊 ↩ Reply ⋮

Dear Alexis,

Thanks for considering our Institution as a guide to your professional and career path.

As requested by you please find here attached our revised quotation for your consideration.

We are using the currently revised pricing plan from CIPS-UK, on our side the quote is expected to be the same for Levels 5 and 6 for the next 3 years, this means to get the total qualification cost for all levels, just multiply the level 4 cost by 3 for the complete qualification in 3-4 years-time before we get to the next major fees revision.

Please don't hesitate to revert to me in case you need further clarification on this matter

Kind regards

Patrick Ntale

CIPS-UK Coordinator

iScC-Rwanda

Tel: 0787058705

Website: www.iscfrica.com

One attachment • Scanned by Gmail



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EMPLOYEES TRAINING & DEVELOPMENT BOND AGREEMENT- FORM6

Between ETI/RUTONGO/PIRAN –RWANDA Ltd

And the Employee: Mr. NSHIMIYIMANA Alexis

Position & Department: Group Inventory, Stores and Logistics Superintendent

Training/Development Course: CIPS-UK Professional Diploma Level 4 to Level 6

Training Dates: 3 years Period

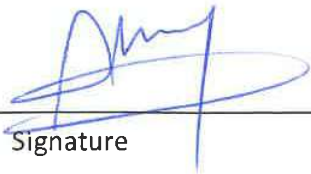
Training Course Costs: 10,947,600 Frw

The Company is sending Mr. NSHIMIYIMANA Alexis on a training/development program paid for him by the Company based on the following agreement:

1. The Employee agrees to attend and complete the training/development program as scheduled above;
2. The Employee agrees to pass all the necessary tests, assessments and complete all related projects which is part of the scheduled training/development course;
3. The Employee agrees to conduct himself in a respectful manner during the training/development course as a representative of the Company;
4. The Employee agrees that should he fail to pass the qualifying criteria for completion of the course, or fail to attend the scheduled course he would be liable to refund the Company in full/ prorated basis for all related costs of the above training/development course that may be incurred on him;
5. The Employee acknowledges that, should he leave Company's employment for any reason whatsoever, within Twenty-Four (24) calendar months period from the date on which the training/development course terminates, he/she will be liable to reimburse the Company the costs of the course in Rwandan Francs in full or on a pro-rata basis. It is agreed that such costs shall be partly or in full be deducted from any money owed to the employee the Company.
6. The Employee acknowledges that, the Training & Development Policy relates to external courses as well as internal courses delivered by external providers.
7. In reference to Company's Training and Development Policy, the Employee hereby confirm that, he read, understood and is fully committed to abide with the conditions therein, of which his signature is hereto appended.

AGREEMENT

I NSHIMIYIMANA Alexis (**Employee**) fully understand this agreement and confirm that I will honour the contents thereof.

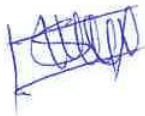

Signature

05/11/2024
Date

HR Office Representative -Witnesses 1:

Mary ASHIMWE

Names and Signature



Head of Department-r Witnesses 2:

Jeome SANDE

Names and Signature

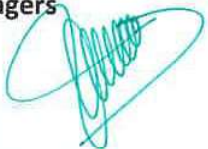
~~SANDE~~ 06/11/2024

General Managers

Evode IMENA

Names and Signature

Date: 7/11/2024





iSSc

International Students Support Center

Tungu Mutebiziye, Kigali Mitsungu, Box 5 Swan
Nyungungu - Remisea-Kamukohi
P.O. Box 5932
Kigali-Rwanda

"Empowering our future together"

Tel: +250782267444
Email: info@issc.rw
Website: www.issc.rw

TIN# 103641673

Proforma/Tax Invoice: PT01/11/024		11. 6. 2024		
BILL TO:		PAY TO:		
Attn: Alexis Nshima Rutongo Mines Ltd Tel: +250782267444 E-mail: nshimalexis84@gmail.com Kigali - Rwanda		Banker: Ecobank Rwanda Account: International Students Support RWF Acc#: 6775002526 USD Acc#: 6775000642 Swift Code: ECOGRWRW		
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	CIPS-UK Approved Study Materials	8	85,000	680,000
	Certification Exam fees:			
	Certification Exams - OR Modules	6	140,000	840,000
	Certification Exams - CR Modules	2	170,000	340,000
	Functional charges	1	30,000	30,000
Invoice Total - VAT Exclusive				3,300,000
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Total Invoice - Training and Examination towards CIPS-UK Diploma Level 4				3,649,200

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