

**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: Communications Department  
 Contact person: Lydia Uwera Tel. no.: 0780592201

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	
Background information	Trinity Board Meeting.
Scope of service(s) or product(s) required	Full day Conference (includes: Wi-Fi, 2 bottles of mineral water per delegate, Tea break, lunch, projector, screen, sound, Notebooks, pens, flipcharts & markers).
Details of recommended supplier	- Ubungwe Grande Hotel - Mbarungwe - Kigali, Rwanda. - +250 788 383 606 - TIN: 106324073.
Motivation for recommending this supplier	They have high quality zoom/online conference service. (high quality conference equipment for online).
Estimated Value/Budget and Cost	3,654,000 Rwf
What other Mine/Mines are using this service(s)/ product(s)?	None
Additional information	None

*W*

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

Moses Shumbusho

Name

Group Communications & IT

Designation

*[Signature]*

Signature

04/11/2025

Date

Vivem Lydia

Name

Group Comm & Prod Support

Designation

*[Signature]*

Signature

4/11/2025

Date

**Motivation supported**

Joseph

Group Procurement Superintendent

*[Signature]*

Date

04/11/2025

Name

Designation

Signature

Date

Name

Designation

Signature

Date

Jeanne

Group Supply Chain Manager

04/11/2025

Date