

**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:

Legal and Compliance

Contact person:

Tristan Minyati

Tel. no.:

+250 788307422

(Approved document to be attached to the Purchase Requisition)

<b>Product(s) or service(s) required</b>	Provision of Legal services – representation in courts of law
<b>Background information</b>	Our litigation rate has been reduced considerably and we are committed to keeping the at the lowest possible. However, there have been and still are situations where dismissed employees are not happy with their dismissal decisions and decide to litigate. We have one court case at Rutongo and another one at Nyakabingo that would require the services of an independent advocate for representation in Courts of law. The work of the said lawyer/lawyer will be monitored by the Company in-house legal team.
<b>Scope of service(s) or product(s) required</b>	Representation in Courts of Law for labor related cases.
<b>Details of recommended supplier</b>	GMN Law Firm   Tin N°:111309159   0788695617   <a href="mailto:gmnlawfirm@gmail.com">gmnlawfirm@gmail.com</a> Partners: Me NGARAMBE Luc Martin, GAPIRA Docile and MANIRAFASHA Jean Paul Office Address: Sangwa Plaza Building, Kicukiro.

<b>Motivation for recommending this supplier</b>	<p>GNM LAW Firm is a small law firm comprised of three senior lawyers with full authority practice law in Rwanda. One of them, Me NGARAMBE Jean Luc, has previously represented Rutongo and has proven to be reliable. Their selection was mainly based on affordability since the amount they have accepted to charge for legal representation is the minimum fee acceptable as per the Rwanda Bar Association's rules and regulations. No one is allowed to charge below this amount, but they are allowed to charge above this amount. Given the amount being claimed by the former employees, it would not make any business sense to go out for tender and end up spending more on lawyers than what the claimants are claiming.</p> <p>The minimum amount they have charged is in addition below the amount that would require the billing process, but since we may use their services for different labor cases we thought that it should still go through the supply chain department and follow the company processes and procedures.</p>
<b>Estimated Value/Budget and Cost</b>	FRW 500,000 per case.
<b>What other Mine/Mines are using this service(s)/ product(s)?</b>	All the three mines may use their services but only when labor cases arise
<b>Additional information</b>	

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

*Evarde Imena*

Name

*G. M*

Designation

*[Signature]*

Signature

*15-07-2025*

Date

Name

Name

Designation

Signature

Date

Name

Designation

Signature

Date

Motivation supported

Group Procurement Superintendent

Date

Designation

Signature

Date

Group Supply Chain Manager

Date