

**RUTONGO MINE 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:

Finance-Rutongo Mines

Contact person:

Olivier MUGWANEZA

Tel. no.:

+250 788322506

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	Request for PSF Membership.
Background information	As part of our application for Quitus Fiscal, one of the key requirements is to obtain membership with PSF. In order to proceed with this process smoothly, we kindly request that the necessary payment be made to secure our PSF membership. This will enable us to meet the compliance requirements and advance our application without delay.
Scope of service(s) or product(s) required	Our scope of services encompasses subscription to the PSF and leveraging membership to obtain the Quitus Fiscal certificate. Through this membership, we are able to streamline administrative procedures at customs and benefit from the 5% WHT exemption, thereby reinforcing compliance and enhancing operational efficiency, particularly in managing cashflow.
Details of recommended supplier	<p>Company: Private Sector Federation (PSF),</p> <p>Telephone (+250783706696),</p> <p>Email: m_janv@yahoo.com</p> <p>Contact Person: Janviere MUSABYEYEU</p>

Motivation for recommending this supplier	As part of our compliance efforts, we are seeking membership with the Private Sector Federation (PSF), the sole provider of this membership in Rwanda. We would like to emphasize that becoming a PSF member will enable us to obtain the Quitus Fiscal certificate. This certificate is crucial for our operations, as it exempts us from the 5% Withholding Tax (WHT) at customs.
Estimated Value/Budget and Cost	The value is estimated to FRW 1,500,000
What other Mine/Mines are using this service(s)/ product(s)?	All the three mines use the same services
Additional information	

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

Olivier MUGWANEZA

Name

Group Tax Manager

Designation



Signature

27/02/2025

Date

Name

Designation

Signature

Kamugisha Benon

Name

Group financial controller

Designation



Signature

Date

Name

Designation

Signature

Date

Motivation supported

Group Procurement Superintendent

Date

Date

Group Supply Chain Manager

Date