

**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:

ICT

Contact person:

Tel. no.: 0789118276

(Approved document to be attached to the Purchase Requisition)

<b>Product(s) or service(s) required</b>	Read AI Enterprise licenses
<b>Background information</b>	The organization increasingly relies on virtual meetings and digital collaboration platforms like Microsoft Teams for operational, technical, and management discussions. As the number of meetings continues to grow, capturing accurate records of discussions, decisions, and action items has become time-consuming and inconsistent when done manually.
<b>Scope of service(s) or product(s) required</b>	Provision of Read AI Enterprise licenses to support automated meeting transcription, AI-generated summaries, action-item tracking, and meeting analytics for organizational meetings conducted through collaboration platforms such as Microsoft Teams. The licenses will allow users to automatically record meetings, generate structured summaries, and store meeting insights for future reference.
<b>Details of recommended supplier</b>	Read AI
<b>Motivation for recommending this supplier</b>	Read AI: The solution enables automated documentation of meetings, improves accountability by capturing decisions and assigned tasks, and reduces the time spent on manual note-taking. The enterprise licensing model also provides centralized management and secure storage of meeting records, making it suitable for organizational use.

Estimated Value/Budget and Cost	\$1080
What other Mine/Mines are using this service(s)/ product(s)?	
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

PENINE IMAFAJHA

Name

IT

Designation

*Penine*

Signature

16<sup>th</sup> March 2026

Date

JUSTIN UWIRINGYIMANA

Name

GM

Designation

*Justin*

Signature

16/03/2026

Name

Designation

Signature

Date

Name

Designation

Signature

Date

Motivation supported

*Joseph Muhiire*

Group Procurement Superintendent

16/03/2026

Date

Date

Group Supply Chain Manager

Date