

**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)

Product(s) or service(s) required	Adobe acrobat Pro for teams VIP(1 Year)
Background information	The organization frequently works with digital documents for reporting, approvals, contracts, and operational documentation. Many of these documents require editing, conversion, electronic signatures, and secure sharing. Standard PDF viewers do not provide the necessary tools to efficiently manage these processes. Adobe Acrobat Pro for Teams provides advanced PDF capabilities including document editing, file conversion, electronic signatures, and secure document sharing
Scope of service(s) or product(s) required	Provision of Adobe Acrobat Pro for Teams licenses under the VIP subscription. The licenses will enable authorized users to create, edit, convert, merge, compress, and securely share PDF documents, as well as send and manage electronic signatures.
Details of recommended supplier	INUMA TECHNOLOGY LTD
Motivation for recommending this supplier	Adobe is the original developer and global provider of the PDF standard and offers the most comprehensive and reliable PDF management solution through Adobe Acrobat Pro. The platform provides advanced features such as secure PDF editing, document conversion, digital signatures, form creation, and document protection.

Estimated Value/Budget and Cost	4,366,000 Rwf
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 IRAFIHA

Name

IT

Designation

PENINE

Signature

16th March 2026

Date

JUSTIN UWIRINGIRIMANA

Name

GM

Designation

[Signature]

Signature

16/03/2026

[Blank]

Name

[Blank]

Designation

[Blank]

Signature

[Blank]

Date

[Blank]

Name

[Blank]

Designation

[Blank]

Signature

[Blank]

Date

Date

Motivation supported

Joseph Muhire

Group Procurement Superintendent

Group Supply Chain Manager

16/03/2026

Date

Date