

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

Name

 Designation

 Signature

 Date

 Name

 Designation

 Signature

 Date
Motivation supported

 Group Procurement Superintendent

 Date

Name

 Designation

 Signature

 Date

 Name

 Designation

 Signature

 Date

 Group Supply Chain Manager

 Date

**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:	William IMURAGIRE	Tel. no.: 0788881803

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	Printer Canon iR-ADVANCE DX C3720i maintenance and Repairing
Background information	Better Engineering Services is the only company in Rwanda that has an official partnership with Canon and serves as Canon's brand ambassador in Rwanda
Scope of service(s) or product(s) required	1.Replacing Drum unit CEXV 49 2.Repairing Fuser Film 3.Changing Flag Sensor 4.Replacing Gear1 5.Replacing Gear2
Details of recommended supplier	Better Engineering Service Email: betterengineering@gmail.com Tel:+250782648643 Kigali Rwanda
Motivation for recommending this supplier	Official Distributor of Canon in Rwanda
Estimated Value/Budget and Cost	1,298,000 Rwf
What other Mine/Mines are using this service(s)/ product(s)?	Yes, Nyakabingo and Musha
Additional information	