

**EXECUTIVE ADJUDICATION
GROUP SUPPLY CHAIN**

ENQUIRY FOR TRINITY OFFICE SPACE RENTAL IN KIGALI

8TH MAY 2026

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1. Background

Trinity Office Space Rental in Kigali

Trinity Metals Group through Supply Chain Office undertook a search for Office Space Rental in Kigali. The current Trinity Metals Group Offices are located at Rutongo Mines.

Six (6) Office locations were initially identified as potential Trinity offices in Kigali:

- Office Option 1: Nyarutarama – Near World Vision Offices.
- Office Option 2: Nyarutarama – Near UNHCR Offices.
- Office Option 3: Kagugu – Near President Residence.
- Office Option 4: M&M Plaza - Near Former RDB Offices.
- Office Option 5: Innovation City – 2nd Phase Freezone – Near ALU.
- Office Option 6: Marvel Kigali Consultancy – Brilliant Towers – Near University of Kigali Roundabout.

Out the 6 option office locations, only 4 office location options were recommended for physical committee visit:

- Office Option 1: Nyarutarama – Near World Vision Offices.
- Office Option 2: Kagugu – Near President Residence.
- Office Option 3: M&M Plaza - Near Former RDB Offices.
- Office Option 4: Marvel Kigali Consultancy – Brilliant Towers – Near University of Kigali Roundabout.

The physical location visit committee was composed of:

SN	NAME	POSITION
1	Jeome Sande	Group Supply Chain Manager
2	Lydia Uwera	Group Communications & Brand Specialist
3	Tristan Rugomezwa Minyati	Chief Legal Officer
4	David de Lange	Chief Financial Officer
5	Peter Geleta	Chief Executive Officer

Handwritten initials: W.P. Y.

2. Enquiry

An enquiry was issued requesting financial proposal from the representatives of the four (4) locations selected:

- Office Option 1: Nyarutarama – Near World Vision Offices.
- Office Option 2: Kagugu – Near President Residence.
- Office Option 3: M&M Plaza - Near Former RDB Offices.
- Office Option 4: Marvel Kigali Consultancy – Brilliant Towers – Near University of Kigali Roundabout.

3. Committee Physical Visit Assessment of Office Space

Sn	Item Description	M&M Plaza - Gishushu	Zein Building - Near World Vision	Brilliant Towers - Kimihurura	Francis Ngarambe - Kagugu
1	Location & Accessibility	9	11	9	5
2	Building Specifications	8	10	11	5
3	Infrastructure & Utilities	7	10	10	5
4	Safety & Security	7	9	7	7
5	Branding & Fit-Out Potential	7	8	5	4
6	Operational Considerations	6	7	5	6
7	Sustainability & Environment	6	7	7	5
	Overall Assessment	7	9	8	5
	Recommendation	Recommended if no other options	Recommended, but check pricing	Not Recommended, still under construction	Not Recommended

Notes:

1. Detailed physical visit assessment in annexure 1.
2. Brilliant Towers – Kimihurura: not recommended as the building is still under construction and could be completed beyond Dec 2026.

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3. Francis Ngarambe – Kagugu: not recommended as the house is standalone and not suitable for work environment that needs to be created and house has limited parking space.

4. Cost Summary and Comparative Analysis:

Sn	Item Description	M&M Plaza - Gishushu	Zein Building - Near World Vision	Brilliant Towers - Kimihurura	Francis Ngarambe - Kagugu
1	Square Meter	654	654	654	2,068
2	Unit Price per Square Meter	27,000	29,661	32,010	Full house
3	Monthly Rental	17,658,000	19,398,307	20,934,540	8,790,000
4	Monthly Service Charge – includes security, external lighting, cleaning in the common spaces	2,289,000	Included	2,856,528	Not applicable
	Sub Total VAT Exclusive	19,947,000	19,398,307	23,791,068	8,790,000
	VAT 18%	3,590,460	3,491,695	4,282,392	1,582,200
	Total VAT Inclusive	23,537,460	22,890,002	28,073,460	10,372,200
	Approx. USD monthly rental VAT Inclusive	16,233	15,786	19,361	7,153
5	Payment Terms	Preferably Quarterly	3 months upfront (Semester) + security deposit	3 months	Quarterly payments in advance
6	Lease term	5 years lease renewable	3 years	2 years	2 Years
7	Fit Contribution by Landlord	One month rent free	Grace period of one month	Not specified	One (1) month grace period
8	Annual Rent Increase Percentage (%)	5% per annum	5% every 2 years	4% every 2 years	5% per annum
9	Termination notice	90 days	90 days	60 days	90 days
10	Initial Commitment Fee	6 months' rent (incl. 2 months security deposit)	One month (part of initial payment)	21,964 USD	One month
11	Security Deposit	2 months	2 months	2 months	Not specified

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Notes: On 17th April 2026, a joint team visited the Zein Building 1st floor to determine whether Trinity to take half floor or full floor. After the visit, the team recommended taking of the full floor to allow adequate space for offices, boardrooms, and potential expansion spaces.

5. Recommendation:

We Procurement recommend **Zein Building - Near World Vision** to be selected the contract for the Trinity Office Space Rental in Kigali as per rates and condition in point 4. The motivation for recommendation includes:







- Location
- Cost
- Facilities
- Assessment of the physical visit committee

Exclusions:

- Floor/Layout plans, presentation of 3D design and project submission by Spaces & Scapes Ltd: 3,000,000Rwf. Spaces & Scapes Ltd recommended to undertake the design and implementation of the office partitioning, office furniture, and branding.
- Office Partitioning
- Office Furniture
- Branding
- Water and electricity consumption
- Office cleaning inside.
- An additional of 40,000Rwf VAT exclusive per month per vehicle will be charged on Trinity Staff that will use the parking

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6. Authorisation

SN	NAME	POSITION	SIGNATURE	DATE
1	Jeome Sande	Group Supply Chain Manager		8/05/2026
2	Lukas Bekker	Group Head of Supply Chain		8-5-2026
3	Lydia Uwera	Group Communications & Brand Specialist		8-5/2026
4	Sarah Isimbi	Group Head of HR		8/5/2026
5	Tristan Rugomezwa Mnyati	Chief Legal Officer	<i>Tristan Mnyati</i>	08 May 2026
6	David de Lange	Chief Financial Officer		<i>PO De Lange</i>
7	Peter Geleta	Chief Executive Officer		13/05/2026

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