



ROBA INDUSTRIES LTD

Ref: 001/RIL/MD/2026

Date: 11th March, 2026

TENDER NOTICE

Tender No: RIL-FW001/PC-2026

Period: 2026–2027

Introduction

Roba Industries Ltd, a legally registered company in Rwanda (TIN: 120520692), engaged in the production and distribution of **Cooking Oil, Laundry Soap, and Tissue Products** in local market and across East and Central Africa, hereby invites qualified firms to express interest in the **provision of goods, services, and supplies** to support its expanding operations.

This tender process will lead to the establishment of **Agreement/Contract** for the period 2026–2027.

Objective

The objective of this tender is to select **qualified and reliable vendors** capable of delivering high-quality goods and services that meet:

- Technical specifications
- Compliance standards
- Agreed delivery timelines

Categories of Supply

Interested firms may submit bids for one or more of the following categories:

1. Eucalyptus Firewood
2. Pine Firewood
3. Grevillea Firewood

Eligibility Criteria

Applicants must demonstrate:

- Valid business registration and tax compliance in Rwanda
- Proven track record in supplying goods/services in the relevant category
- Adequate financial and operational capacity
- Commitment to sustainability and responsible business practices

Submission Requirements

Interested firms should submit:

- Company profile and registration documents
- Tax clearance certificate
- VAT Certificate

- Trading License
- Account Confirmation letter from the Bank
- Evidence of past contracts or references
- Detailed technical and financial proposal
- Delivery schedule and capacity statement
- Forest Harvest Authorization Permit

Evaluation Criteria

Bids will be evaluated based on:

- Compliance with technical specifications
- Competitive pricing and value for money
- Delivery capacity and reliability
- Sustainability and ethical sourcing practices

Deadline & Submission

- **Deadline:** 30th March, 2026, Time: 5pm
- **Submission Method:** Sealed envelopes at ROBA INDUSTRIES LTD office
- **Opening of envelopes:** 31st March, 2026. Time: 11am
- Late submissions will not be considered.

Terms & Conditions

- Roba Industries Ltd reserves the right to accept or reject any application without obligation to provide reasons.
- Only shortlisted firms will be contacted for further negotiation.
- Successful bidders will be required to sign an agreement/Contract for the agreed period.

Terms of Reference (ToR)

Supply of Firewood

1. Objectives

- Ensure the supply of high-quality materials in line with production/operation needs.
- Guarantee adherence to agreed terms and conditions, including delivery schedules and specifications.

2. Scope of Work

The supplier shall:

- Supply materials as per the technical specifications mention in this ToR.
- Deliver materials to the designated ROBA INDUSTRIES LTD facility.
- Ensure timely and consistent supply in accordance with approved purchase orders.
- The firewood shall be received in staves.

3. Deliverables

- Supply of materials in compliance with the provided specifications.
- Submission of all required documentation with each delivery, including commercial invoices and delivery notes.
- Reporting of any supply challenges, or delays, with proposed mitigation measures.

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- Supply should be only in working hours (8am – 5pm) and working days (Monday – Saturday).

4. Technical Specifications

Detailed technical specifications are as follows and form an integral part of the contract.

No	Item Description	Parameter/Specifications	Responsible Person
1	Firewood 1. Eucalyptus Firewood 2. Pine Firewood 3. Grevillea Firewood	Moisture = Max 45% Length = Min: 0.8mtrs, Max: 1Mtrs, Diameter = Min 100mm, Max: 200mm	End User (Boiler Manager) Quality Control Manager

NB: Any firewood supplied not meeting the above specifications is subject to rejection or deduction once agreed by both parties.

5. Duration & Timeline

- **Contract duration:** One (1) year, renewable subject to satisfactory performance.
- Deliveries shall be made based on approved purchase orders issued by ROBA INDUSTRIES LTD.

6. Roles & Responsibilities

- **Supplier:**
 - Supply materials in strict compliance with specifications.
 - Ensure quality assurance and timely delivery.
- **Client (ROBA INDUSTRIES LTD):**
 - Provide technical specifications and approve samples
 - Issue purchase orders and process payments within the agreed timeframe.

7. Reporting & Communication

- Supplier shall provide regular updates on deliveries and notify the client of any potential challenges.
- Clear communication channels shall be maintained to resolve supply-related issues promptly.

8. Terms of Payment

- Payments will be made within thirty (30) days after delivery and acceptance of materials with all supporting documents.
- No advance payments will be considered.

