



ROBA INDUSTRIES LTD

Ref: 005/RIL/MD/2026

Date: 11th March, 2026

TENDER NOTICE

Tender No: RIL-MKT005/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 empty cartons that meet:

- Technical specifications
- Compliance standards
- Agreed delivery timelines

Categories of Supply

Interested firms may submit bids for the following category:

1. Marketing & Promotion Services
 - Marketing promotion materials
 - Designing and Branding
 - Advertisements (Main stream & Social Media)
 - Website Maintenance
 - Photography, Videography and Animations

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

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
- Recommendation from previous clients

Deadline & Submission

- **Deadline:** 30th March, 2026
- **Submission Method:** Sealed Envelops 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 Marketing and Promotional Materials and Services

1. Objectives

- Ensure the supply of high-quality Marketing service in line with company needs.
- Guarantee adherence to agreed terms and conditions, including delivery schedules and specifications.

2. Scope of Work

- **The supplier shall:**

- Provide marketing services as per the technical specifications provided by ROBA INDUSTRIES LTD.
- Deliver materials to the designated ROBA INDUSTRIES LTD facility.
- Ensure timely and consistent supply in accordance with approved purchase orders.

3. Deliverables

- Supply of marketing services in compliance with the provided specifications.

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- 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.
- 4. Technical Specifications**
- Detailed technical specifications will be provided by ROBA INDUSTRIES LTD on each consignment.
- 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 marketing service in strict compliance with specifications.
 - Ensure quality assurance and timely delivery.
 - **Client (ROBA INDUSTRIES LTD):**
 - Provide technical specifications.
 - Approve samples where required.
 - Issue purchase orders.
 - 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.
 - Advance payments will not be considered.



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