



# ROBA INDUSTRIES LTD

Ref: 004/RIL/MD/2026

Date: 11<sup>th</sup> March, 2026

## TENDER NOTICE

Tender No: RIL-OFM004/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:

- **Office Supplies**
  - Office stationaries
  - Laptops and other gadgets
  - Furniture
  - Cameras (Supply, Maintenance & Repair)
  - Other IT Equipment

### 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

## Deadline & Submission

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

## Terms & Conditions

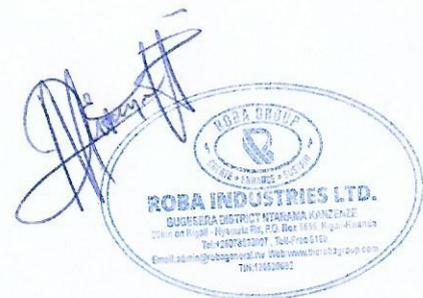
- Roba Industries Ltd reserves the right to accept or reject any application without obligation to provide reasons.
- Only shortlisted firms will be contacted for further negotiation.
- Successful bidders will be required to sign an agreement/Contract for the agreed period.

## Terms of Reference (ToR)

### Supply of Office Supplies

1. **Objectives**
  - Ensure the supply of high-quality office materials 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 office materials as per the technical specifications provide 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 office 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.
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 office materials in strict compliance with specifications.
    - Ensure quality assurance and timely delivery.
  - **Client (ROBA INDUSTRIES LTD):**
    - Provide technical specifications.
    - 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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