



ROBA INDUSTRIES LTD

Ref: 003/RIL/MD/2026

Date: 11th March, 2026

TENDER NOTICE

Tender No: RIL/PM003C/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. Bar soap empty cartons
2. Edible cooking oil empty cartons
3. Facial Tissue empty cartons
4. Facial Tissue boxes

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:** 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 Packaging Materials (Empty Cartons)

1. **Objectives**
 - Ensure the supply of high-quality packaging materials in line with production needs.
 - Guarantee adherence to agreed terms and conditions, including delivery schedules and specifications.
2. **Scope of Work**

The supplier shall:

- Provide packaging materials as per the technical specifications annexed to this ToR.
 - Deliver materials to the designated ROBA INDUSTRIES LTD facility.
 - Ensure timely and consistent supply in accordance with approved purchase orders.
3. **Deliverables**
 - Supply of empty cartons in compliance with the provided specifications.

Handwritten mark or signature.

- Supply of empty cartons in compliance with the approved artworks.
- 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 are annexed to this ToR and form an integral part of the contract.

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:**
 - Manufacture and supply packaging materials in strict compliance with specifications, any delivery that doesn't meet our specifications is subject to rejection.
 - 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.
- Advance payments will not be considered.

Annex:

1. BAR SOAP - CARTONS

No	Item Description	Length x Width x Height (mm)	GSM	PLY	Carton Color	Est.Qty/month
1	Roba Star Laundry Bar Soap White 1Kgx10	435x200x120	Min: 450	3 ply	Khaki	10,000
2	Prince Laundry Bar Soap White 1Kgx10	435x200x120	Min: 450	3 ply	Khaki	50,000
3	King Laundry Bar Soap White 1Kgx10	435x200x120	Min: 450	3 ply	Khaki	10,000
4	Prince Laundry Bar Soap Blue 10x1kg	435x200x120	Min: 450	3 ply	White	10,000
5	King Laundry Bar Soap White 600gm*12	420x155x111	Min: 450	3 ply	White	5000
6	King Laundry Bar Soap White 500gm*12	420x150x100	Min: 450	3 ply	White	15,000
7	Prince Laundry Bar Soap Blue 25x800gm	420x310x150	Min: 450	3 ply	White	15,000
8	Prince Laundry Bar Soap Blue 12x600gm	420x160x115	Min: 450	3 ply	White	40,000
9	Prince Laundry Bar Soap Blue 12x500gm	420x155x100	Min: 450	3 ply	White	10,000

2. EDIBLE OIL - CARTONS

No	Item Description	Length x Width x Height (mm)	GSM	PLY	Color	Quantity/Month
1	Carton Yacu/A1 Cooking oil 12*1L	343x283x228	Min: 450	3 ply	White	5,000
2	Carton Yacu/A1 Cooking oil 4*5L	408x247x308	Min: 450	3 ply	White	5,000
3	Carton Yacu/A1 Cooking oil 12*500ML	285x270x165	Min: 450	3 ply	White	5,000
4	Carton Yacu/A1 Cooking oil 6*3L	323x300x300	Min: 450	3 ply	White	5,000
5	Carton Yacu/A1 Cooking oil 24*500ML	285x270x310	Min: 450	3 ply	White	2,000

3. FACIAL TISSUE - CARTONS

No	Item Description	Length x Width x Height (mm)	GSM	PLY	Color	Quantity/month
1	Carton Facial tissue 12x140	495x375x180	Min: 450	3 ply	White	50
2	Carton Facial tissue 12x200	495x375x180	Min: 450	3 ply	White	150
3	Carton Facial tissue 24x100	495x347x230	Min: 450	3 ply	White	50
4	Carton Facial tissue 24x80	495x347x230	Min: 450	3 ply	White	50

4. FACIAL TISSUE – INNER BOXES

No	Item Description	Length x Width x Height (mm)	GSM
1	Box Facial tissue 140	240x120x85	Min: 360
2	Box Facial tissue 200	240x120x85	Min: 360
3	Box Facial tissue 100	240x114x53	Min: 360
4	Box Facial tissue 80	240x108x48	Min: 360

