



ROBA INDUSTRIES LTD

Ref: 007/RIL/MD/2026

Date: 11th March, 2026

TENDER NOTICE

Tender No: RIL-RM007/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 services and goods that meet:

- Technical specifications
- Compliance standards
- Agreed delivery timelines

Categories of Supply

Interested firms may submit bids for the following category:

- **Repair and Maintenance of machines**
 - Workshop
 - Rewinding of motors
 - Supply of Lubricants
 - Supply of Spare parts & Tools
 - Supply of Electrical materials
 - Servicing of machines
 - Weighbridge servicing

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 Goods and Services (Repair and Maintenance)

1. Objectives

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

3. Deliverables

- Supply of goods and services 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 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:**
 - Supply goods and service in strict compliance with specifications.
 - Ensure quality assurance and timely delivery.
 - Ensure that all documents come with each delivery.
- **Client (ROBA INDUSTRIES LTD):**
 - Provide technical specifications and drawings 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 may be considered subject to negotiation and mutual agreement.



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