



INVITATION TO TENDER - PPE

SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS

[The HALO Trust - Our Mission:](#)

The HALO Trust assists countries to recover after the conflicts of war, clearing landmines to save lives is our core function and at the heart of what we do. We collaborate closely with communities that are too often forgotten once the hostilities have ceased.

Clearing landmines and other explosives, such as IEDs (improvised explosive devices), so that families torn apart by conflict can return home and rebuild their lives in safety is The HALO Trust's main objective.

Once the mines are cleared, confidence is restored. Minefields become fields of crops. Battlefields become playgrounds. Fear turns to hope and belief that normal life can resume.

The HALO Trust – Personal Protection Equipment (PPE) Requirements:

The HALO Trust is active in Thirty countries and territories across the globe including; Afghanistan, Angola, Cambodia, Colombia, Iraq, Laos, Libya, Sri Lanka, Ukraine, Zimbabwe to name but a few.

Due to the nature of the operations that HALO programs conduct, staff are required to wear personal protection equipment (PPE) which perform to high standards to enhance their safety whilst conducting landmine and unexploded ordnance clearance these include but are not limited to Polycarbonate Fragmentation Visors, Visor Headbands, Ballistics Helmets, Armoured Ceramic Plates, Soft Body Armour with NIJ Level protection. HALO uses its own specific models to fulfil those requirements.

The HALO Trust spends between Half a million & One Million GBP per year on PPE- this is set to increase based on forecasts and exponential growth of the Trust.

Administrative Information

1. It is the intention of the Request for Proposal (*thereafter referenced as RFP*) to secure competitive and complete proposals to select either one or multiple providers of PPE who can facilitate all of The HALO Trust's requirements and thereafter enter a binding two-year contract which will cover the provision of PPE across all of The HALO Trust's programmes worldwide.
2. This RFP comprises of the following documents:
 - a) The Request for Proposal (RFP)
 - b) The Bidder Response Document (BRD)
3. Interested bidders are invited to submit bids in softcopy to tenders@halotrust.org with the following reference in the subject: 'T006'.
4. Bids must be received by **06/05/2024**. Bids submitted after the deadline will **NOT** be accepted.
5. Enquiries, if any, should be sent by email to tenders@halotrust.org up to **02/05/2024**, with the following email reference in the subject: '**T006**'.
6. The HALO Trust shall notify the winning bidder(s) in writing. The HALO Trust is under no obligation to release the identity or contract terms of the successful supplier.



7. The submitted proposal shall include the following information. Failure to supply all requested information in the time frame stipulated or non-compliance with the specified formats will disqualify the bidder from consideration.
 - a. Signature to confirm compliance with The HALO Trusts Policies & completed **Supplier Questionnaire**.
 - b. Copy of business registration documents (proof of legal operation in country of incorporation).
 - c. Acceptance of the payment terms stipulated in accordance with our **Purchasing Terms and Conditions** (Supplied)
8. The HALO Trust reserves the right to accept or reject any or all bids and to accept the bid deemed to be in the best interest of The HALO Trust and is not legally bound to accept the lowest priced bid submitted. The criteria will take into consideration, Capacity, Capability, Reputation and Financial Standing.
9. The HALO Trust reserves the right to award contracts to multiple suppliers if deemed to be in the best interests of the Trust.
10. The award shall be based on the proposal and overall response while taking into consideration donor and internal requirements and regulations. The award will be determined by a committee of The HALO Trust employees.
11. The successful provider shall receive a contract for a period up to two years.
12. The language for communications and required supporting documentation is English.

Payment Terms

13. The HALO Trust will make consolidated monthly payments 30 days from date of invoice & after presentation of the following documents outlining any deductions late delivery:
 - a. Commercial invoice(s)
 - b. Associated invoice(s) / receipt(s) for direct charges to The HALO Trust
 - c. Proof of service delivery
14. Bidders should state if the payment conditions listed in Clause 13 above are acceptable. Otherwise, bidders may state their payment terms considering that The HALO Trust's preference is to receive a monthly invoice or payment after delivery of goods within 30 days on credit terms.
15. All payments shall be made in GBP, USD or EUR by bank transfer within 30 days of receipt of valid documentation.



RFP Evaluation Criteria

16. For the proposal to be considered technically compliant, the proposer must achieve a minimum score of 70%. Proposals which do not meet the minimum score will be given no further consideration. In addition, clarity and completeness of presentation will be considered during the evaluation.

Pre-selection criteria (nonadherence disqualifies a bid from further consideration)	
<ul style="list-style-type: none"> Signature to confirm compliance with The HALO Trusts Policies (on the BRD) 	Y/N
<ul style="list-style-type: none"> Copy of business registration documents (proof of legal operation in country of incorporation) (<i>see Supplier Questionnaire</i>) 	Y/N
<ul style="list-style-type: none"> Evidence of approval from relevant authority to provide the required goods e.g. NIJ Standard 	Y/N
Technical Criteria	
Technical proposal <ul style="list-style-type: none"> Ability to offer all the required goods, with any proposed value-added services. Ability to provide environmentally friendly options. Team capacity and proposed additional support (customer service, prompt support and response time). Data protection regulations including GDPR and data security compliance, an assurance statement, and description of user access model. Ability to offer service during business hours in different time zones, and during after business hours. Ability to provide help lines / offer support over telephone to facilitate business needs. The ability to manufacture/supply goods to meet the high specifications and safety critical needs of The HALO Trust programs. 	40%
Company Experience <ul style="list-style-type: none"> At least two relevant client references for similar contracts. Relevant internal good practice policies (e.g., data protection, cyber security, safeguarding, environmental policy, quality management, complaints handling, etc.). Relevant insurances (e.g., professional indemnity, public and products liability, employer’s liability, crisis containment, etc.). (<i>See Supplier Questionnaire for details</i>) 	40%
Financial Competitiveness <ul style="list-style-type: none"> Acceptance of The HALO Trust’s proposed payment terms. Opportunity for 3-5% Rebate based on incremental spend criteria. Discount structure & opportunities for Bulk Spend. 	20%