INVITATION TO TENDER

Date: 01/03/2023

REF: T004 – Heavy Goods Vehicles

1. CONTEXT
The HALO Trust is a humanitarian NGO which protects lives and restores livelihoods of people affected by conflict. HALO works to clear landmines and other explosive devices left behind by conflict, as well as to promote stability and prosperity. With over 10,000 staff worldwide, HALO has operations in 28 countries.

HALO primarily use Heavy Goods Vehicles (HGVs) to transport personnel and equipment to our remote areas of operation. HGVs are also used to recover vehicles and to assist with the movement of heavy apparatus, as well as other general logistics functions.

2. EQUIPMENT
HALO invites you to submit proposals to provide the following equipment / services for 24 months:

Heavy Goods Vehicles capable of performing one, or all, of the following functions:
- Operating in off-road conditions (essential)
- Transporting of both personnel and equipment
- Recovery of light and heavy vehicles
- Lifting and moving of heavy apparatus

It is not a requirement to include proposals for vehicle models that can perform all functions referenced above. For example, submissions for one vehicle type (i.e., capable of transporting of both personnel and equipment only) will be accepted. Please provide details for as many suitable vehicle models as possible.

All vehicles must comply with the following specifications:
- Engine: Euro 3 or lower (no AdBlue)
- Wheelbase: 4x4, 6x6 or 8x8
- Cargo: Flatbed, side panels and/or canvas
- Gears: Manual or automatic
- Differential: Differential lock either individual axle or all axles*
- Ancillaries: Crane, recovery, rear seats, winches (desired, but not essential)

*Not required for all HALO programmes.
3. SUBMISSIONS

Bidders must return a full quotation including the following information as part of their submission:

- Specification – Full specifications for vehicles and ancillaries
- Pricing – Unit costs for each vehicle quoted and breakdown of any quantity-related discounts
- Lead Times – Standard production lead times for a) 1 unit and b) 15 units
- Freight – Confirmation that vehicles can be delivered to HALO programmes globally*
- After-sales – Details of after sales support and access to spare parts globally
- Payment Terms

*To find out where HALO work, visit www.halotrust.org/where-we-work/. Provide confirmation of the areas that vehicles quoted for can be delivered to.

All proposals must be submitted to HALO either as a hard copy via sealed envelope to our postal address (see header) or as an electronic copy sent via email to logistics@halotrust.org.

The **deadline** for submission of complete offer is: **21/03/2023 (17:00 GMT)**.

HALO will consider all submissions and make an award based on an assessment of the quality, technical requirements, lead times and value for money of the goods/services offered. Following the evaluation of the bids, the award will be made no later than 31/03/2023.

Any questions relating to the tender must be submitted to HALO by 14/03/2023 (17:00 GMT) via email to logistics@halotrust.org. HALO will share answers to all questions with all bidders.

All agreements entered into as a result of this call will be subject to the Terms and Conditions of HALO’s Preferred Supplier Agreement, unless expressly agreed otherwise in writing.

All bidders will be contacted with the outcome of the award.

HALO reserves the right to reject any proposal. HALO shall not be liable for any costs incurred in the submission of any proposal.

Yours sincerely,

**Name of HALO personnel administering tender:** Curtiss Wilson

**Job Title:** Procurement and Logistics Manager

**Signed/Stamped:**