



Ministry of Home Affairs and Enterprise

Supply, Delivery and Maintenance of Vehicles

Tender No. 01/26

Date of Issue: February 19, 2026

Latest Date for Submission: March 5, 2026

INVITATION TO BID

1. The Ministry of Home Affairs is pleased to invite your firm to submit a bid for the supply, delivery, and maintenance of the following items listed in Table 1, below.

Table 1

Item No.	Description	Quantity Required	Delivery Required by
1	Pickup Trucks	12	Ninety (90) days after signing of contract
2	Logistics and Support	3 years	As requested for the life of the warranty period

2. Bids, in the format annexed hereto, should be addressed and submitted to:

**Chief Executive Officer
Ministry of Home Affairs and Enterprise
Ground Floor
1902 Constitution Drive
Belmopan**

3. Your bid should be in the English language.
4. The **deadline** for receipt of your bid by the Purchaser at the address indicated in Paragraph 2 is: **9:00 a.m., local time, on March 5, 2026**. Bids will be opened immediately thereafter at **9:15 a.m. on Thursday March 5, 2026** at the **Conference Room of the Ministry of Home Affairs and Enterprise** located at **1902 Constitution Drive, City of Belmopan**.
5. Sealed bids should be submitted in triplicate (1 Original and 2 Copies) at the address indicated in Paragraph 2 above, clearly labeled ***"Bid for the Supply, Delivery and Maintenance of Vehicles"***.
6. Your bid should be submitted as per the following instructions and in accordance with the Terms and Conditions of supply in the attached Bid Submission Sheet.
 - (i) VALIDITY OF THE OFFERS: Your bid should be valid for a period of 60 days from the date of offer.
 - (ii) SUBMISSION OF OFFERS: Bids should be submitted on the Bid Submission Sheet and Specifications Offered, and Price Schedule for Goods and Related Services annexed hereto. Both documents must be completed without any alterations in format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. Bidders should ensure to include a clause by clause commentary on the Purchaser's technical specifications demonstrating substantial responsiveness of the goods to those specifications or a statement of deviations and exception to the provisions of the Technical Specifications. Bidders should also provide a detailed description of the maintenance package to be offered.
 - (iii) DELIVERY prices should be quoted for delivery CIP Belize (Belmopan City) – duty free according to INCOTERMS, 2000.
 - (iv) FINAL DESTINATION (PROJECT SITE): ***Police Training Academy Compound, Belmopan City*** for distribution to various Police Departments, countrywide.
8. Requests for clarifications may be done via email and should be addressed to:
Finance Officer

Email: ceo.secretary@homeaffairs.gov.bz

9. The Ministry of Home Affairs shall award the Contract to the Bidder whose offer has been determined to be the most suitable for the operations of the Police Department and is substantially responsive to the Bidding Documents.
10. At the time the Contract is awarded, the Ministry of Home Affairs reserves the right to increase or decrease the quantity of Goods and Related Services originally specified without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

SECTION ONE

SPECIFICATIONS

ITEM NO.	ITEM	SPECIFICATION
1	<i>Pickup Truck</i>	<p>Characteristics:</p> <ul style="list-style-type: none">a. Body Design : A pick up work truck with double cab whereby the body style must be able to carry officers for deployment missions across urban and rural areas where the vehicles will be employed. The carrying capacity must be able to safely accommodate five personnel within a double cab design. An open bed length of not less than four feet and not more than 6 feet is required.b. Engine: Vehicles must be powered by four or five cylinder diesel engine not less than 2.0 litres in capacity, capable of producing not less than 140 horsepower; 140-160 horsepower is acceptable, 160-180 is desired and above 180 horsepower exceeds expectations. Fuel tank capacity must be not less than 20 gallons.c. Transmission and Drivetrain: Only automatic transmission vehicles will be considered. Four wheel drive is mandatory. Four wheel shifting can be either by manual engagement or on the fly.d. Safety & Accessories: Vehicles must be equipped with cabin air conditioning, power steering, passenger and driver airbags, power supply (AC or DC is acceptable). Consideration for roof mounted strobe lights is a plus. Spare wheel, jack and spanner are essential. Reverse camera is required, and safety sensors is a plus.e. Cabin: basic interior instruments and panels are required for monitoring engine performance. Standard FM radio is required. Basic cabin lights, seat belt warning.

2	<i>Logistics and Support</i>	<p>f. Warranty: Vehicles must have at least three years bumper to bumper warranty or 50,000 miles.</p> <p>g. Taxes and Duties: bids must be submitted duty and tax free</p> <p>h. Delivery: Maximum delivery time is three months for the entire fleet. Consideration may be granted upon request for up five months.</p> <p>i. Servicing: servicing for vehicles must be available in country in accordance with warranty period. Long term logistics support for parts, repairs and servicing beyond warranty period will be considered favorable. Regular maintenance is to include:</p> <ul style="list-style-type: none">(1) Oil change and filter changes, degreasing, break pad changes etc.(2) Minimum of two sets of full tire changes. Highway tires are acceptable

(Supplier to reproduce on supplier's letterhead or official stationery)

Bid Submission Sheet and Specifications Offered

Date: _____

To: Chief Executive Officer
Ministry of Home Affairs and Enterprise
1902 Constitution Drive
City of Belmopan

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Invitation to Bid, including the Specifications and the Schedule of Delivery, and the Draft Format of Contract and its proposed payment plan;
- (b) We offer to supply in conformity with the Invitation to Bid and in accordance with the Price and Delivery Schedule for Goods and Related Services, annexed hereto.

(c) The total price of our Bid is _____

(amount in words and figures):

- (d) Our bid shall be valid for a period of 60 days from the date fixed for the bid submission deadline in accordance with the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We are not participating, as Bidders, in more than one bid in this bidding process.
- (f) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name _____ In the capacity of _____

Signed _____

Duly authorized to sign the bid for and on behalf of _____

Dated on _____ day of _____

Specifications Offered

Item No.	Description	Specifications Offered by Bidder
1		
2		
3		
4		

FORM OF CONTRACT

FOR

Supply, Delivery, and Maintenance of Vehicles

CONTENTS

1. Form of Contract
2. Schedule of Quantities (including description of goods)
3. Payment Terms, Delivery Period
4. Maintenance Plan Details
5. Copy of Bid

Contract No: _____

Contract Date: _____

CONTRACT

THIS AGREEMENT made the ____ day of _____ between **Ministry of Home Affairs and Enterprise, acting on behalf of the Government of Belize** (hereinafter "the Purchaser") of the one part and _____ (hereinafter "the Supplier") of the other part:

WHEREAS the Purchaser is desirous that certain Goods and ancillary Services should be provided by the Supplier, viz _____ and has accepted a bid by the Supplier for the supply of those Goods and Services in the sum of _____ (hereinafter "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) Form of Contract;
 - (b) the Schedule of Quantities (including description of goods);
 - (c) the Payment Terms, Delivery Period;
 - (d) the Warranty Details;
 - (e) the details of the Maintenance Package; and
 - (f) the copy of Bid submitted by Supplier.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby Covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. The Purchaser or its representative shall have the right to inspect and/or to test the Goods and related services to confirm their conformity to the Contract specifications at no extra cost to the Purchaser, to be conducted at the Goods' final destination. Should any inspected or tested Goods and/or related services fail to conform to the Specifications, the Purchaser may reject the Goods and/or services, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

6. The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier.
7. The Contract shall be interpreted in accordance with the laws of Belize.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by:

For and on behalf of the Government of Belize

Signed by _____

In the capacity of: _____

In the presence of _____

For and on behalf of the Supplier

Signed by _____

In the capacity of: _____

In the presence of _____

2.0 SCHEDULE OF QUANTITIES

Item No.	Description of Goods	Quantity	Delivery Site	Technical Details

3.0 PAYMENT TERMS

Payment for the Goods and Services supplied shall be made in **Belize Dollars**, via a payment plan of two tranches inclusive of an initial down payment of 50% within thirty days of signing contract and the remaining balance after delivery of all vehicles.

DELIVERY SCHEDULE

Item	Description	Delivery Schedule
Award of Contract	Signing of Contract	Fifty percent (50%) downpayment within 30 days of signing contract
Delivery of Goods	Delivery of twelve (12) Pickup Trucks	Remaining fifty percent (50%) after delivery of all vehicles.
Maintenance Service	Provision of maintenance services (labor and materials)	To commence after the delivery of goods

4.0 WARRANTY DETAILS

4.1 The supply warrants that all goods supplied to the Purchaser:

- (a) are new;
- (b) are of merchantable quality;
- (c) are free from defects;
- (d) are fit for their intended purpose; and
- (e) are of good and materials workmanship.

4.2 The Supplier will provide to the Purchaser a full three (3) years or 150,000k warranty on the vehicles supplied.

5.0 MAINTENANCE PLAN

5.1 The equipment to be maintained are the twelve (12) pickup trucks being supplied by the Supplier.

5.2 The period for which maintenance services are required is for the duration of the warranty period noted in 4.2, above, commencing after the delivery of the goods.

All the equipment shall be inspected and maintained as suggested by manufacturer's guidelines and best practices. Maintenance refers to keeping the equipment fully functional as per intended purpose given fair usage and wear-and-tear.

5.3 This agreement covers routine maintenance with its associated expenses (travel, per diem, hotel, etc.) and the labor and materials and spare parts required for maintenance as required by manufacturer's guidelines.

Supplier will provide, at a cost to the Purchaser, any materials or spare parts that need to be replaced apart from the list of materials and spare parts required for routine maintenance as stipulated by manufacturer's guidelines and best practices. This does not apply to the materials or spare parts governed under the warranty. Supplier and Purchaser are to agree, in writing, on the cost of these materials and spare parts.

5.4 The Supplier should provide a written, detailed service report should they discover any possible problem areas with the vehicles during regular maintenance.

5.5 The Supplier shall make sure that all services that are provided under the terms of this agreement are to be performed by properly trained technicians.

5.6 Should one of the vehicles become damaged requiring repair, and repair cannot be effectuated within a 24-hour period, the Supplier shall supply, at no cost to the Purchaser, a loaner vehicle until the damaged vehicle is repaired.

4.0 COPY OF SUPPLIER'S BID