

# MINISTRY OF FINANCE



## INSTRUCTION TO BIDDERS AND BID SPECIFICATION SHEET

**Request for Bid:**  
**SUPPLY AND DELIVERY OF VEHICLES**

*Issue Date: October 10, 2025*

*Closing Date: October 24, 2025*

*Time: 10:00 am*

# SUPPLY AND DELIVERY OF VEHICLES

## INSTRUCTION TO BIDDERS:

### 1. Scope of Bid:

Companies are invited to submit a bid for the Supply and Delivery of Vehicles as specified in *Section 3: Specifications of Bid*, in accordance with this Request for Bid.

### 2. Bidder Eligibility:

#### A. Eligibility Criteria:

To participate in this bidding process, bidders must meet the following eligibility criteria:

1. Company must provide **current letters of good standing** from each of the following agencies:
  - Belize Tax Service
  - Belize Companies Registry
  - Belize Social Security Board

### 3. Specifications of Bid:

Bid Submissions must include:

1. Letter of Bid and Bidder Qualification Information Form, **both duly signed**.
2. Bid Specifications Sheet (specification being offered)
3. Price Schedule #1 and Price Schedule #2
4. Availability of Stock of Spare Parts
5. Technical Assistance and Maintenance
6. Bid Validity Declaration Form signed

### 4. Bid Preparation and Submission:

#### A. Bid Validity Period:

Bids should remain valid for a period of 90 days starting from the bid submission deadline. During this period bidders cannot modify or withdraw their offer.

#### B. Bid Currency:

Bid price must be in Belize dollars and include all applicable taxes.

#### C. Bid Submission Requirements:

1. Bids must be presented in the English language.

2. One (1) Original and two (2) copies of bids must be provided.
3. Bids should be deposited in person, **in the Tender Box at the Ministry of Finance, Third Floor, Edney Cain Building, Belmopan**, in a sealed envelope clearly marked **SUPPLY AND DELIVERY OF VEHICLES.**
4. The **deadline for the submission** of bids is **October 24, 2025, at 10:00 am.**
5. Bids will be opened at 10:15 am on the same day (October 24, 2025) at the Ministry of Finance's conference room, Sir Edney Cain Building, Belmopan, Belize in the presence of the bidders (or their representative(s)) who choose to attend.
6. Late bids will not be accepted and will be returned unopened.

## **5. Terms and Conditions:**

1. Bidders shall submit bids comprising the whole lot (all the items in one contract). Bids submitted for partial supply of goods will be disqualified.
2. The Government of Belize, through its Ministry of Finance, reserves the right to cancel the entire proceedings related to this procurement, at any time, without providing any reason or incurring any cost.

**For Queries related to this document or this bidding process, please contact:**

**Karon Hamilton**  
**Procurement Specialist**  
**Email: [procurement@ceu.mof.gov.bz](mailto:procurement@ceu.mof.gov.bz)**

## 6. BID SPECIFICATIONS SHEET

ITEM #	DESCRIPTION	SPECIFICATION REQUIRED BY PURCHASER	Specifications of Vehicle being offered <b>(to be filled by bidder)</b>
1	Three (3)- Upgraded Pickup Truck	<ul style="list-style-type: none"> <li>• <b>Model and Type</b> - 4WD Double Cab Pickup</li> <li>• <b>Year</b> – 2025 or Newer</li> <li>• <b>Engine</b> –               <ul style="list-style-type: none"> <li>i. Minimum 2.8 -liter, maximum 3.0 -liter turbo diesel (single or dual-turbo)</li> <li>ii. Minimum Power Output: 110 kW (150 hp) @ 3,400 rpm</li> </ul> </li> <li>• <b>Transmission</b> - Automatic</li> <li>• <b>Dimensions</b> – Minimum Length ~210 in, Width ~77 in, Height ~75 in</li> <li>• <b>Drive Type</b> <ul style="list-style-type: none"> <li>i. 4WD (Selectable High/Low Range)</li> <li>ii. Push Button Start</li> </ul> </li> <li>• <b>Steering</b> - Power-Assisted Rack and Pinion Steering</li> <li>• <b>Brakes</b> <ul style="list-style-type: none"> <li>i. Front: Ventilated Disc</li> <li>ii. Rear: Drum</li> </ul> </li> <li>• <b>Suspension</b> <ul style="list-style-type: none"> <li>i. Front: Double Wishbone with Coil Spring</li> <li>ii. Rear: Leaf Spring with Rigid Axle</li> </ul> </li> <li>• <b>Fuel System</b> – Diesel</li> <li>• <b>Fuel Tank Capacity</b> - Minimum 80 Liters</li> <li>• <b>Towing Capacity</b> – Minimum of 7,700 lbs (3,500 kg)</li> <li>• <b>Ground Clearance</b> - Minimum 215 mm</li> <li>• <b>Seating Capacity</b> - 5 Persons (Double Cab)</li> <li>• <b>Body &amp; Exterior</b> <ul style="list-style-type: none"> <li>i. Steel body with anti-corrosion protection</li> </ul> </li> </ul>	•

		<ul style="list-style-type: none"> <li>ii. Front and rear mudguards</li> <li>iii. Front grille with chrome finish</li> <li>iv. Halogen or LED headlamps</li> <li>v. Front fog lamps</li> <li>vi. Rear step bumper</li> <li>vii. Side steps</li> <li>• <b>Interior Features</b> <ul style="list-style-type: none"> <li>i. Fabric seats</li> <li>ii. Power Windows</li> </ul> </li> <li>• <b>Safety Features</b> <ul style="list-style-type: none"> <li>i. Dual front airbags (Driver and Passenger)</li> <li>ii. ABS with EBD and Brake Assist</li> <li>iii. Vehicle Stability Control (VSC)</li> <li>iv. Hill Start Assist Control (HAC)</li> <li>v. Seatbelts for all occupants</li> <li>vi. Pre-Collision System</li> </ul> </li> <li>• <b>Wheels &amp; Tires</b> <ul style="list-style-type: none"> <li>i. 18” Alloy or Steel Rims</li> <li>ii. All-terrain tires suitable for off-road and on-road use (with full-size spare)</li> </ul> </li> <li>• <b>Color - White/Grey</b></li> <li>• <b>Standard Accessories</b> <ul style="list-style-type: none"> <li>i. Jack, tool kit, and warning triangle</li> <li>ii. Heavy Duty Floor mats</li> <li>iii. Owner’s manual</li> <li>iv. First aid kit</li> </ul> </li> <li>• <b>Infotainment System</b> <ul style="list-style-type: none"> <li>i. Minimum 10-inch Touchscreen</li> <li>ii. Bluetooth</li> <li>iii. Navigation</li> <li>iv. Reverse Camera</li> </ul> </li> <li>• <b>Warranty – Minimum 5 years or 100,000 km bumper to bumper warranty</b></li> </ul>	
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		<ul style="list-style-type: none"> <li>• <b>After-Sales Service</b> - Bidder must have authorized service and spare parts facilities in Belize</li> <li>• <b>Delivery Location</b> – Ministry of Finance, Belmopan</li> <li>• <b>Delivery Period</b> - Within 4 weeks from contract signing</li> </ul>	
2	<b>Nine (9) Pickup Truck</b>	<ul style="list-style-type: none"> <li>• <b>Model and Type</b> - 4WD Double Cab Pickup</li> <li>• <b>Year</b> – 2025 or Newer</li> <li>• <b>Engine</b> – <ul style="list-style-type: none"> <li>i. Minimum 2.4 -liter, maximum 2.6 liter – 4 cylinder turbo diesel (single or dual-turbo)</li> <li>ii. Part-Time with Differential Lock</li> </ul> </li> <li>• <b>Transmission</b> - 6-Speed Manual</li> <li>• <b>Drive Type</b> <ul style="list-style-type: none"> <li>i. 4WD (Part-Time with Differential Lock)</li> <li>ii. Push Button Start</li> </ul> </li> <li>• <b>Steering</b> - Power-Assisted Rack and Pinion Steering</li> <li>• <b>Brakes</b> <ul style="list-style-type: none"> <li>i. Front: Ventilated Disc</li> <li>ii. Rear: Drum</li> </ul> </li> <li>• <b>Suspension</b> <ul style="list-style-type: none"> <li>i. Front: Double Wishbone with Coil Spring</li> <li>ii. Rear: Leaf Spring with Rigid Axle</li> </ul> </li> <li>• <b>Fuel System</b> – Diesel</li> <li>• <b>Fuel Tank Capacity</b> - Minimum 80 Liters</li> <li>• <b>Seating Capacity</b> - 5 Persons (Double Cab)</li> <li>• <b>Body &amp; Exterior</b> <ul style="list-style-type: none"> <li>i. Steel body with anti-corrosion protection</li> <li>ii. Front and rear mudguards</li> <li>iii. Front grille with chrome finish</li> <li>iv. Halogen or LED headlamps</li> <li>v. High Mount Stop Lamp</li> </ul> </li> </ul>	•

		<ul style="list-style-type: none"> <li>vi. Front fog lamps</li> <li>vii. Rear step bumper</li> <li>viii. Side steps</li> <li>• <b>Interior Features</b> <ul style="list-style-type: none"> <li>i. Fabric seats</li> <li>ii. Power Windows &amp; Doors</li> </ul> </li> <li>• <b>Safety Features</b> <ul style="list-style-type: none"> <li>i. Dual front airbags (Driver and Passenger)</li> <li>ii. ABS with EBD and Brake Assist</li> <li>iii. Vehicle Stability Control (VSC)</li> <li>iv. Hill Start Assist Control (HAC)</li> <li>v. Seatbelts for all occupants</li> <li>vi. Pre-Collision System</li> </ul> </li> <li>• <b>Wheels &amp; Tires</b> <ul style="list-style-type: none"> <li>i. 17" Alloy or Steel Rims</li> <li>ii. 225/70R17</li> <li>iii. All-terrain tires suitable for off-road and on-road use (with full-size spare)</li> </ul> </li> <li>• <b>Color - White/Grey</b></li> <li>• <b>Standard Accessories</b> <ul style="list-style-type: none"> <li>i. Jack, tool kit, and warning triangle</li> <li>ii. Heavy Duty Floor mats</li> <li>iii. Owner's manual</li> <li>iv. First aid kit</li> </ul> </li> <li>• <b>Infotainment System</b> <ul style="list-style-type: none"> <li>i. Minimum 10-inch Touchscreen</li> <li>ii. Bluetooth</li> <li>iii. Navigation</li> <li>iv. Reverse Camera</li> </ul> </li> <li>• <b>Warranty</b> – Minimum 5 years or 100,000 km bumper to bumper warranty</li> <li>• <b>After-Sales Service</b> - Bidder must have authorized service and spare parts facilities in Belize</li> <li>• <b>Delivery Location</b> – Ministry of Finance, Belmopan</li> </ul>	
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		<ul style="list-style-type: none"> <li>• <b>Delivery Period</b> - Within 4 weeks from contract signing</li> </ul>	
	<p><b>Two (2) Heavy Duty Pickup Truck</b></p>	<ul style="list-style-type: none"> <li>• <b>Model and Type</b> - Double Cab Pickup</li> <li>• <b>Year</b> – 2025 or Newer</li> <li>• <b>Engine</b> – <ul style="list-style-type: none"> <li>i. Minimum 2.8 -liter, maximum 3.0 -liter turbo diesel (single or dual-turbo)</li> <li>ii. Minimum Power Output: 110 kW (150 hp) @ 3,400 rpm</li> <li>iii. Full-Time 4WD with Locking Differential</li> </ul> </li> <li>• <b>Transmission</b> - 6-Speed Manual</li> <li>• <b>Dimensions</b> – Minimum Length ~210 in, Width ~77 in, Height ~75 in</li> <li>• <b>Drive Type</b> <ul style="list-style-type: none"> <li>i. 4WD (Selectable High/Low Range)</li> <li>ii. Push Button Start</li> </ul> </li> <li>• <b>Steering</b> - Power-Assisted Rack and Pinion Steering</li> <li>• <b>Brakes</b> <ul style="list-style-type: none"> <li>i. Front: Ventilated Disc</li> <li>ii. Rear: Drum</li> </ul> </li> <li>• <b>Suspension</b> <ul style="list-style-type: none"> <li>i. Front: Double Wishbone with Coil Spring</li> <li>ii. Rear: Leaf Spring with Rigid Axle</li> </ul> </li> <li>• <b>Fuel System</b> – Diesel</li> <li>• <b>Fuel Tank Capacity</b> - Minimum 80 Liters</li> <li>• <b>Towing Capacity</b> – Minimum of 7,700 lbs (3,500 kg)</li> <li>• <b>Seating Capacity</b> - 5 Persons (Double Cab)</li> <li>• <b>Body &amp; Exterior</b> <ul style="list-style-type: none"> <li>i. Steel body with anti-corrosion protection</li> <li>ii. Front and rear mudguards</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

		<ul style="list-style-type: none"> <li>iii. Front grille with chrome finish</li> <li>iv. Halogen or LED headlamps</li> <li>v. Front fog lamps</li> <li>vi. Rear step bumper</li> <li>vii. Side steps</li> <li>viii. Integrated roof rack</li> <li>• <b>Interior Features</b> <ul style="list-style-type: none"> <li>i. Fabric seats</li> <li>ii. Power Windows</li> <li>iii. Grab handles</li> </ul> </li> <li>• <b>Safety Features</b> <ul style="list-style-type: none"> <li>i. Dual front airbags (Driver and Passenger)</li> <li>ii. ABS with EBD and Brake Assist</li> <li>iii. Seatbelts for all occupants</li> </ul> </li> <li>• <b>Wheels &amp; Tires</b> <ul style="list-style-type: none"> <li>i. 17" Alloy or Steel Rims</li> <li>ii. All-terrain tires suitable for off-road and on-road use (with full-size spare)</li> </ul> </li> <li>• <b>Color - White/Grey</b></li> <li>• <b>Off-Road Systems/ Protection</b> <ul style="list-style-type: none"> <li>i. Crawl Control</li> <li>ii. Multi-Terrain Select</li> <li>iii. Hill Descent Control</li> <li>iv. Locking Differential</li> <li>v. Skid Plates</li> <li>vi. Tow Hooks</li> </ul> </li> <li>• <b>Standard Accessories</b> <ul style="list-style-type: none"> <li>i. Jack, tool kit, and warning triangle</li> <li>ii. Heavy Duty Floor mats</li> <li>iii. Owner's manual</li> <li>iv. First aid kit</li> </ul> </li> <li>• <b>Infotainment System</b> <ul style="list-style-type: none"> <li>i. Minimum 10-inch Touchscreen</li> <li>ii. Bluetooth</li> <li>iii. Navigation</li> <li>iv. Reverse Camera</li> <li>v. Offline Map Storage</li> </ul> </li> </ul>	
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		<ul style="list-style-type: none"> <li>• <b>Warranty</b> – Minimum 5 years or 100,000 km bumper to bumper warranty</li> <li>• <b>After-Sales Service</b> - Bidder must have authorized service and spare parts facilities in Belize</li> <li>• <b>Delivery Location</b> – Ministry of Finance, Belmopan</li> <li>• <b>Delivery Period</b> - Within 4 weeks from contract signing</li> </ul>	
	Two (2) SUV	<ul style="list-style-type: none"> <li>• <b>Model and Type</b> - Light Utility SUV</li> <li>• <b>Year</b> – 2025 or Newer</li> <li>• <b>Engine</b> – <ul style="list-style-type: none"> <li>i. Minimum 2.5 -liter, maximum 2.8 -liter gasoline</li> </ul> </li> <li>• <b>Transmission</b> - Automatic</li> <li>• <b>Drive Type</b> – 4x4</li> <li>• <b>Doors</b> <ul style="list-style-type: none"> <li>i. Five (5)</li> <li>ii. Automatic locks</li> </ul> </li> <li>• <b>Fuel System</b> – Gasoline</li> <li>• <b>Seating Capacity</b> - 5 Persons</li> <li>• <b>Steering Wheel</b> – Audio controls</li> <li>• <b>Body &amp; Exterior</b> <ul style="list-style-type: none"> <li>i. Front and rear mudguards</li> <li>ii. Halogen or LED headlamps</li> <li>iii. Front fog lamps</li> <li>iv. Tonneau Cover</li> </ul> </li> <li>• <b>Interior Features</b> <ul style="list-style-type: none"> <li>i. Fabric seats</li> <li>ii. Power Windows</li> </ul> </li> <li>• <b>Safety Features</b> <ul style="list-style-type: none"> <li>i. Dual front airbags (Driver and Passenger)</li> <li>ii. ABS with EBD</li> <li>iii. Seatbelts for all occupants</li> <li>iv. Vehicle stability control</li> <li>v. Traction control</li> <li>vi. Anti-theft System (immobilizer)</li> </ul> </li> <li>• <b>Wheels &amp; Tires</b> <ul style="list-style-type: none"> <li>i. 17” Alloy or Steel Rims</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

		<ul style="list-style-type: none"> <li>ii. All-terrain tires suitable for off-road and on-road use (with full-size spare)</li> <li>• <b>Color</b> - White/Grey</li> <li>• <b>Standard Accessories</b> <ul style="list-style-type: none"> <li>i. Jack, tool kit, and warning triangle</li> <li>ii. Heavy Duty Floor mats</li> <li>iii. Owner’s manual</li> <li>iv. First aid kit</li> </ul> </li> <li>• <b>Infotainment System</b> <ul style="list-style-type: none"> <li>i. Minimum 10-inch Touchscreen</li> <li>ii. Bluetooth</li> <li>iii. Navigation</li> <li>iv. Reverse Camera</li> </ul> </li> <li>• <b>Warranty</b> – Minimum 5 years or 100,000 km bumper to bumper warranty</li> <li>• <b>After-Sales Service</b> - Bidder must have authorized service and spare parts facilities in Belize</li> <li>• <b>Delivery Location</b> – Ministry of Finance, Belmopan</li> <li>• <b>Delivery Period</b> - Within 4 weeks from contract signing</li> </ul>	
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## 7. LETTER OF BID

Date: \_\_\_\_\_

### *Tender for Supply and Delivery of Vehicles*

To: *Ministry of Finance – Government of Belize*

Having examined the Instruction to Bidders, we offer to execute the *Tender for Supply and Delivery of Vehicles* in accordance with the stated specifications for the amount as follows:

**Our TOTAL Bid Price (inclusive of all taxes) is \_\_\_\_\_ Belize Dollars.**

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity Period of 90 days.

We have no conflict of interest. We do not have any outstanding sanctions from the GOB.

Our firm, its affiliates or subsidiaries has not been declared ineligible by Government of Belize (GOB).

We hereby agree that in competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in Belize.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

## 8. BIDDER QUALIFICATION INFORMATION FORM

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid submission]*

1. Bidder's Name <i>[insert Company legal name]</i>
2. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
3. Bidder's Address in country of registration: <i>[insert Bidder's legal address in country of registration]</i>
4. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Email Address: <i>[insert Authorized Representative's email address]</i> Phone Number: <i>[insert Authorized Representative's contact number]</i>

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

## 9. PRICE SCHEDULE #1

#	Description	Quantity	Unit Price (excluding taxes BZD)	Total price (excluding taxes BZD)	Total Taxes (BZD)	Total price (including taxes BZD)
1						
2						
3						
<b>Total Price BZD</b>						

Name of Bidder: *[insert complete name of Bidder]*

Signature of Bidder: *[signature of person signing the Bid]*

Date: *[insert date]*

## 10. PRICE SCHEDULE #2

<b>VEHICLES ALREADY IMPORTED/ TO BE IMPORTED</b>							
#	Description of Goods	Country of Origin	Already Imported or To be Imported	Delivery Date	Quantity	Unit price	Total Price
1							
2							
3							
						Taxes and Duties	
						Total Price (including all taxes and duties)	

## 11. BID VALIDITY DECLARATION

Date: *[insert date]*  
Name of contract: *[insert name]*

To: **Ministry of Finance – Government of Belize**

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a bid validity declaration.
2. We accept that we shall be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of **six (6) months** starting on **October 24, 2025**, if we are in breach of our obligation(s) under the bid conditions, because we:
  - (a) have withdrawn our Bid during the period of bid validity specified by us in the Letter of Bids; or
  - (b) do not accept the correction of errors in accordance with the Instructions to Bidders; or
  - (c) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract Form
3. We understand this bid validity shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification informing us that we are not the successful bidder; or (ii) twenty-eight days after the expiration of our bid.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

## 12. AVAILABILITY OF STOCK OF SPARE PARTS

Date and place: \_\_\_\_\_

To: **Ministry of Finance – Government of Belize**

This is to guarantee that, if we are awarded the contract, we will ensure the availability of a stock of spare for **at least five (5) years** after the warranty period of the equipment supplied has expired.

\_\_\_\_\_  
[Name of signatory]

[Title]

### 13. TECHNICAL ASSISTANCE AND MAINTENANCE

Date and place: \_\_\_\_\_

To: [Name of the client]

This is to guarantee that, if we are awarded the contract, we will provide technical assistance and maintenance of the goods for **at least five (5) years** after the warranty period of the goods supplied has expired.

*[Choose one of the following options]*

*[option one]*

The service will be provided in our workshops located in Belize

*[option two]*

The service will be provided through the workshops of the company *[insert the name]*, an agreement note is attached.

\_\_\_\_\_  
[Name of signatory]

[Title]

## **14. EVALUATION CRITERIA**

The submitted bids will be evaluated based on the following criteria: the Purchaser shall determine the Most Advantageous Bid. This is the Bid of the Bidder that meets the technical qualification criteria and whose Bid has been determined to be:

- (a) substantially responsive to the bidding document; and
- (b) the lowest evaluated cost