

10 December 2025

Invitation to Tender – Liberia MFGAP 2 Vehicle Fleet Provision

Project:	Liberia-UK Multi-stakeholder Forest Governance and Accountability Project 2
Tender for:	Vehicle fleet provision
Activity Number	N/A
The Company:	<i>Palladium Group Liberia Limited</i> 19 th Street and Cheeseman Avenue, Sinkor, Monrovia, Liberia
Closing Date and Time:	31/12/2025, 20:00 GMT
Contact Person:	Sydney Chenevix-Trench
Details for submission:	Sydney.chenevix-trench@thepalladiumgroup.com
Tender Validity Period:	90 days
Number of Hard Copies of Tender:	N/A
Delivery Address:	Monrovia, Liberia
Jurisdiction	Liberia

Thank you for your interest in the above procurement. As the managing contractor for the Project, the Company invites you to tender for this activity. This pack includes:

- 🔗 Part 1: Terms of Reference (TOR)
- 🔗 Part 2: Conditions of tender
- 🔗 Part 3: Assessment selection criteria
- 🔗 Part 4: Client Terms and Conditions
- 🔗 Part 5: Standard contract template which the successful tenderer is required to sign once the agreed commercial terms have been included.
- 🔗 Part 6: Declaration by Tenderers

Please forward your Tender in accordance with the Details for Submission above by the Closing Date and Time to Sydney Chenevix-Trench.

I look forward to your response. If you have any queries, please do not hesitate to contact me by e-mail sydney.chenevix-trench@thepalladiumgroup.com.

Yours sincerely,

Sydney Chenevix-Trench

Senior Associate, Palladium

Part 1 – Terms of reference

1. Background

As part of the United Kingdom's project in Liberia for tackling deforestation, the Liberia-UK MFGAP 2 team is procuring vehicles for use by the project team.

2. Specifications

This invitation to tender is for suppliers who can complete all the below order. This order is for delivery in Monrovia, Liberia by 13 March 2026.

Order overview

Item Code	Item	Summary	Quantity Required
A	NEW Land Cruiser 76 Hardtop	4.2L, Standard 5-MT	1
B	NEW Hilux Double Cabin	3L Diesel, 5-seater, LHD (J-DECK), Standard	2

Full specifications are provided below. Only those suppliers who can supply the '1. Principal Features Sought' below will be considered. Significant preference is given to the models detailed; however suppliers who can complete the order with models of similar specifications are welcome to apply.

[Click here to enter text.](#)

Item A: Land Cruiser 76 Hardtop Manual/Standard

1. PRINCIPAL FEATURES SOUGHT

- Left Hand Steering Control
- 10-seater, 5 doors, Front: 1+2 Bench, Rear: 3 (6:4fold) +2xx2 parallel Bench. Material: Vinyl
- Drive type 4x4
- Tyre type-radial Front: 225/95/r16 6J tubeless Rear: 225/95R16 6j Tubeless, Steel
- Front: Coil, Rear: Leaf
- Differential-Front 4.300 2p
- Engine under body protection
- Outside rear-view mirror-door
- Root rack
- Side step
- Accessories: power outlet: USB: FR
- Air conditioning
- Bottle holder (Front)
- Airbags/Driver & Front passenger
- Radio CD, AM/FM, MP3 player, Bluetooth,AUX Jack
- Anti-lock braking system (ABS+Act Dry)
- Child lock (rear doors)

2. EXTERIOR

- Double Cabin
- Rear and sidestep
- Roof rack
- Front and rear towing hook
- Snorkel
- Front and rear mudguards
- Black front grill

- Steel wheels
- Black front and rear bumpers
- Black door mirrors
- Maker standard colour finish or nearest equivalent
- Colour to be determined by vendor stock
- Winch with synthetic rope
- Heavy duty bull bar

3. ENGINE

- Diesel 6-cylinder cylinder in line
- Engine Displacement 4164L
- Power output 96 kW @ 3800 rpm
- Torque 285 Nm @ 2200 rpm
- Fuel tank capacity: 130L

4. TRANSMISSION

- Part time manual 4x4
- Manual gearbox
- Front and Rear Differential: Manual locking

5. SUSPENSION

- Standard suspension
- Coil type front suspension
- Leaf rear suspension

6. DIMENSIONS

- Dimensions in mm (l x w x h): 4860 x 1800 x 1955
- Wheelbase (mm) 2730
- Ground clearance (mm) 230

7. STEERING, TYRES AND WHEELS

- Tyre dimension: 225/95 R16
- Urethane steering wheel
- One spare wheel
- Tubeless tyre

8. BRAKES AND SAFETY

- Front brake: ventilated discs
- Rear brake: Drums
- Parking break: Manual
- Locking glove box
- Driver and passenger airbags
- Seatbelts – Front: 2 X 3 points + 1 X 2 points
- Seatbelts – 2nd Row: 2 X 3 points + 1 X 2 points
- Fire extinguisher
- Door unlock alert

9. ELECTRICALS

- Hazard warning lights
- Clearance sonar
- Daytime running light system
- Exterior lights and indicators to conform with Liberian regulations
- All electrical components fully tropicalised
- Head and taillights, cabin lights, and backup lights, as well as indicator lights
- Halogen headlamps
- High position brake lamp

10. INTERIOR

- Radio and CD
- Connectivity USB
- Loud speakers
- Manual air conditioning
- Front cup holders
- Power windows-Front-Rear
- Central door locking
- Adjustable steering wheel
- Plug 12V
- Three front seats
- Driver seat reach adjustable
- Upholstery vinyl
- Driver footrest
- Room Lamps
- Power Steering
- Car mat
- Rear window demister
- Gear Shift & Brake lever

Item B: TOYOTA HILUX Manual/Standard

1. PRINCIPAL FEATURES SOUGHT

- Left Hand Steering Control
- Adjustable steering
- Four Wheel Drive
- Automatic Disconnecting Differential (ADD)
- AM/FM Radio with CD Player with speakers
- Power Window
- Inside Driving mirror
- 3-way intermittent wiper, Windscreen washer spray, Heat defroster
- Central Lock
- Air Bag: Driver, Passenger, and Driver's knee
- Anti-Lock Braking System (ABS)
- One (1) Tonne Payload
- Load Sensing Pressure Valve (Load Balancing)
- High Stop Lamp On Bucket
- LED fog lamps
- Rear deck with inner hooks
- Deck guard frame with stopper
- Chrome outside door handle
- Chrome bucket opened handle

2. EXTERIOR

- Double Cabin
- Rear and side step
- Mud splash guards, front and rear fenders
- High Stop Lamp On Bucket
- Chrome radiator grille
- Front bumper- 'Polypropylene paint colour wide
- Maker standard colour finish or nearest equivalent
- Colour to be determined by vendor stock
- Winch with synthetic rope
- Heavy duty bull bar

3. ENGINE

- Engine Displacement 2755 L (1GD engine)
- Diesel 4-stroke 4-cylinder inline
- Power output 130 kW @ 3400 rpm
- Torque 450 Nm @ 1600-2400 rpm
- Bore & Stroke (mm): 92.0 x 103.6
- Compression Ratio: 15.6:1
- Turbo aspiration
- Exhaust emission system- EURO2 w/o OBD
- Fuel tank 80 litres capacity with strainer, sediment drain, and water elements
- Fuel pump type – Distributor type

4. TRANSMISSION

- Mechanical floor-mounted shift gear
- Automatic Transmission: 6-speed forward and one reverse 'High' and 'Low' transfer box
- Heavy-duty single dry plate, Diaphragm - clutch type
- Four Wheel Drive

5. SUSPENSION

- Double wishbone with stabilizer bar - front suspension
- Leaf Spring - rear suspension
- Load Sensing Pressure Valve (Load Balancing)

6. DIMENSIONS

- Length x Width x Height (mm) - 5330 x 1855 x 1815
- Wheelbase: 3085 mm
- Bucket Size: 1525 x 1540 x 480 mm; Volume – 1.1m³
- GVW: 2910 kg
- One (1) Tonne Payload
- Angle of Approach - 310; Angle of Departure - 210
- Turning Radius – 6.7 m
- Ground clearance: 310 mm

7. STEERING, TYRES AND WHEELS

- Left-hand side control
- Power-assisted
- Steering Gear type – Rack and Pinion
- Tyre size: 265/65 R17
- Rim type – Alloyed Steel
- Rim size: 17"
- Spare tyre of the same size and mounted under the carriage
- Best quality radial ply on/off highway
- Tubeless tyres

8. BRAKES AND SAFETY

- Hydraulically Power-assisted
- Ventilated Disk type - front
- Drum type - rear
- Mechanical parking brake
- Anti-Lock Braking System (ABS)
- VSC+HAC+TSC
- 3-point ELR seatbelts for all seats
- Airbag (Driver, passenger, and knee airbag)
- 4-bulb halogen multi-headlamps
- LED-type rear combination lamps
- Emergency stop lamp

- Reverse sensors

9. ELECTRICALS

- Heavy-duty battery 12 volts (64Ah rating)
- Heavy-duty starter and alternator
- Hazard warning lights
- Clearance sonar
- Daytime running light system
- Exterior lights and indicators to conform with Liberian regulations
- All electrical components fully tropicalised
- Head and tail lights, cabin lights, and backup lights, as well as indicator lights

10. INTERIOR

- Air conditioning
- AM/FM Electronic Tuning Radio with CD Player, USB/AUX Terminal and Speakers
- Audio control switches on the steering wheel with emerging countries display audio system
- Power Window
- Central Lock
- Keyless Entry with Alarm
- Odometer/Speedometer/Trip meter reading to 1 km (Trip meter to 0.1km)
- Digital clock
- Cup Holders
- Horn
- Engine temperature gauge
- Low engine oil pressure warning lights and gauge
- Battery charge gauge
- Fuel level gauge
- Cruise control
- Bucket-type front seats
- Seating Capacity – 5 persons
- Seat material – Heavy-duty fabric
- Separated headrests for rear seats

3. Timeline

Stage	Timeline
ITT launched	17 December 2025
ITT closed	31 December 2025
Tender evaluation meeting	6 January 2026
Suppliers notified	7 January 2026
Due diligence	8-9 January 2026
Purchase Order executed	January 2026
Delivery of goods	Before 13 March 2026

4. Submission Instructions

Interested suppliers should complete the excel template provided alongside this tender pack – see Annex I – Supplier submission template. The financial proposal must be compiled in USD. All prices are to be inclusive of relevant taxes and importation costs.

The Supplier Submission must be complemented with the following mandatory documents:

- The signed declaration contained in Part 6
- Company profile.
- Company registration.

- Contact details (e-mail, phone, website) of at least 2 clients whom the Tenderer supplied similar goods for the last 3 years.
- Authorization Letter issued by manufacturer or official dealer in favour of the bidder allowing selling their product in Liberia (if Supplier is not the manufacturer).

Failure to provide any of the above specified documents will serve as a ground for disqualifying the Tenderer from the tender by declaring it as technically non-compliant.

Part 2 – Conditions of tender

1. Tender content

- 1.1. The tender must contain the following:
 - 1.1.1 a cover letter (no longer than 1 page) to the tender for the activity (specify the Activity number), including the signed declaration contained in Part 7;
 - 1.1.2 a technical submission (in the form detailed in Part 3);
 - 1.1.3 a financial submission (in the form detailed in Part 4).
- 1.2. Every Tender needs to state in the submission:
 - 1.2.1 in the case of an individual, full or given names, surname and address;
 - 1.2.2 in the case of a trust, the full names and addresses of each trustee of the trust;
 - 1.2.3 in the case of a company, NGO or other registered entity, the full name of the entity, the address of the registered office of the entity, the relevant registration number and a copy of the certificate of registration; and
 - 1.2.4 If relevant, a list (including CVs if requested) of all the nominated personnel expected to contribute to the performance of the TOR, including their names, surnames, title of their position and their proposed level of effort.
- 1.3. Tenders are to be written in English, Arial font 12
- 1.4. 'The Tenderer' (where capitalised) means the person or organisation to whom this invitation has been sent, the person or organisation responding to this invitation (as applicable). Depending on the context, an uncapitalised version of 'tenderer' may also refer to the Tenderer.

2. Tender Assessment Process

- 2.1. Tenders must comply with the requirements of the TOR. Failure to submit a Tender including the information required by the TOR (or this Tender generally) will factor into The Company's assessment of the level of compliance of the Tender and may result in rejection of the Tender.
- 2.2. The Company will evaluate Tenders on the following basis:
 - 2.2.1 a technical assessment;
 - 2.2.2 a financial assessment;
 - 2.2.3 any other factors which may impact on the Tenderer's potential performance.
- 2.3. The Company reserves the right:
 - 2.3.1 to accept or reject any tender, and to annul the tendering process thereby rejecting all tenders, at any time prior to the award of contract at its sole discretion;
 - 2.3.2 to cancel or vary the Invitation to Tender process at any time whether before or after the closing date;
 - 2.3.3 to reject any tender that does not adhere to the structure and content requirements as outlined in these Terms and Conditions;
 - 2.3.4 to recall tenders from any source including those tenderers who have already submitted tenders, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for this action;
 - 2.3.5 to accept Tenders for the whole or any part of the requirement;
 - 2.3.6 to require that tenderers submit to the Company's Due Diligence process prior to or after the submission of Tenders; and
 - 2.3.7 to negotiate with the most favourable tenderer should it be deemed that the offered prices are unreasonable or greater than the targets set in the planning process.
- 2.4. The Company shall not be bound by any advice given or information furnished by it.
- 2.5. The conduct of this Invitation to Tender is not intended to give rise to any legal or equitable relationship.
- 2.6. Any inducements and rewards intended to influence the outcome of the Tendering process will result in Tenderer's immediate suspension from the process.
- 2.7. Your Tender will be valid for the Tender Validity Period specified on p.1.

3. Technical Assessment

- 3.1. The Technical Assessment will be undertaken by an internal procurement committee.
- 3.2. The Company may specify weighting for assessment criteria in Part 3.

4. Financial Assessment

- 4.1. Following consideration of the technical merit of Tenders, a like-for-like price assessment may be undertaken by The Company of the Tenders assessed as technically suitable.
- 4.2. Tenderers should note that financial submissions for those Tenders assessed by the Procurement Committee as not technically acceptable will not be subject to financial assessment.
- 4.3. Unless otherwise specifically stated, prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

- 4.4. The contract price, which must include any and all other charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.
- 4.5. Additionally, if requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.
- 4.6. If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

5. Acceptance of Tenders

- 5.1. The Company is not bound or required to accept the lowest priced Tender or any Tender.
- 5.2. A Tender will not be deemed to be accepted unless and until a Contract in the form listed in Part 7 is signed by the Company and the Tenderer (with the agreed commercial terms included).
- 5.3. The Company reserves the right to enter into negotiation with any other tenderer if contract negotiations cannot be concluded with the preferred Tenderer.

6. Alternative Tenders

- 6.1. The Company reserves the right to accept and consider alternative Tenders providing they:
 - 6.1.1 are submitted with a compliant Tender;
 - 6.1.2 clearly identify the differences and improvements offered.

7. Non-Compliant Tenders

- 7.1. Tenders will be regarded as non-compliant if they do not comply with any part of the requirements of this Invitation to Tender.
- 7.2. The Company may, however, in its absolute discretion evaluate any non-compliant Tender.

8. Lodgement of Tenders

- 8.1. It is the responsibility of the Tenderer to ensure that the Tender is received by the Company by the closing date and time prescribed in this Invitation to Tender. A Tender lodged after the closing date is a late Tender.
- 8.2. A late Tender will normally not be considered unless it can be demonstrated by the Tenderer that the Tender would have arrived at the tender point by the required date and time as prescribed in this Invitation to Tender but, for reasons proven by the Tenderer, it did not. The Company may allow a late Tender to be assessed at its absolute discretion.
- 8.3. The Company will not consider or entertain any queries about a decision to assess or reject a late Tender.

9. Tenderer Costs

- 9.1. Tenderers are responsible at their own cost to:
 - 9.1.1 make all arrangements and obtain and consider all information relating to the TOR;
 - 9.1.2 prepare, deliver and lodge their tender;
 - 9.1.3 deal with any issues, including disputes, that may arise out of the tendering process.

10. Confidentiality

- 10.1. The Tenderer acknowledges that in the course of this Tender, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this Tender and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person.
- 10.2. The Tenderer will not disclose or use any Confidential Information except to the extent that such disclosure or use:
 - 10.2.1 is strictly necessary for submitting the Tender;
 - 10.2.2 is required by relevant laws;
 - 10.2.3 is authorised by prior written approval from the Company; or
 - 10.2.4 occurs after the Confidential Information already is or comes into the Tenderer's possession (or in the public domain) otherwise than pursuant to this Tender, pursuant to a separate confidentiality undertaking by the Tenderer or a third parties' (or that parties') unauthorised disclosure.
 - 10.2.5 If the Tenderer is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company.
 - 10.2.6 The parties agree that this obligation applies during the Tender and after the completion of the process.

11. Request for Information

- 11.1. Any prospective tenderer may within a reasonable time before the closing date request information on any point of clarification in this Tender. The information requested shall be given in writing by the Company as soon as practicable. Where in the opinion of the Company the information could have an effect on other tenderers, that information may at the Company's sole discretion be given in writing to all known prospective tenderers.

12. Business Partner Code of Conduct

- 12.1. Tenderers shall comply with the Company's Business Partner Code of Conduct in the submission of any tenders. The Code is currently available at thepalladiumgroup.com/policies.

13. Unsuccessful Tenders

- 13.1. Unsuccessful Tenders will be notified in writing and shall be entitled to feedback regarding their tender.

14. Tenderer Acceptance of Conditions

- 14.1. A Tender lodged in response to this Invitation to Tender does so with agreement to these Conditions of Tender unless any departures from these Conditions are detailed in the cover letter of the submission. The Company reserves the right to reject any departure from these Conditions of Tender, and thereby determine that the tender submission is non-conforming for that reason.

15. Conflict of Interest

- 15.1. Tenderers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

16. Inconsistencies

- 16.1. If there is inconsistency within this ITT, the following order of precedence shall apply:

- 16.1.1 these Terms and Conditions;
- 16.1.2 the Cover Page of this ITT; and
- 16.1.3 Part 5 – Client Terms
- 16.1.4 Part 6 – Standard Contract
- 16.1.5 Part 1 – Terms of Reference
- 16.1.6 Part 4 – Financial Assessment Selection Criteria
- 16.1.7 Part 3 – Technical Assessment Selection Criteria
- 16.1.8 the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

17. Jurisdiction

- 17.1. This Tender process shall be subject to the laws of the Jurisdiction.
- 17.2. The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.
- 17.3. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.
- 17.4. The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.
- 17.5. Should the claim involve a State, a State-controlled entity, or an intergovernmental organization, the case shall be administered by the International Bureau of the Permanent Court of Arbitration.

Part 3 – Assessment selection criteria

Palladium will assess each submission based on Selection Panel Report, and will be based on compliance with this Invitation to Tender (ITT), ability to meet the requirement as specified and overall value for money.

The following selection criteria will be used in the assessment process:

1. Price – Total cost inclusive of relevant taxes and importation costs (if any).
2. Quality - Offeror meet the specifications for the goods.
3. Time - The goods are expected to be delivered in Monrovia by 13 March 2026.
4. Warranty – After sales service
5. Payment terms

Part 4 – Client Specific Provisions

FCDO

Subcontractors will be required to comply with the terms of the Head Contract for the Project, including the FCDO Standard Terms and Conditions and any additional terms advised by the Company.

Subcontractor will be required to undergo Ethical and Financial Due Diligence.

Part 5 – Standard Contract Template – Purchase Order

Purchase Order

Part 6 – Declaration by Tenderers

Tenderers shall submit their tender with the following declaration:

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

Where requested by the Company, I/We will promptly provide the certificates or other documents referenced in this ITT.

I/We understand that any information given by us will be relied on and used by the Company to assess my/our suitability to participate further in this potential procurement.

I understand that the Company may reject my/our Tender if it is non-compliant, or false/misleading in any way.

Where this statement is being provided by an individual on behalf of the Company, that individual has the necessary corporate authorisation to provide the declaration on behalf of the Company.

I / We have not communicated to any person other than the Company the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not I / we or that other person should tender, or otherwise colluded with any other person in any manner whatsoever, and undertake that at any time thereafter in the tendering process for the above.

I/We have not engaged in any behaviour which has or could contravene Bribery Act 2010 (UK), the Foreign Corrupt Practices Act (US) or any similar legislation.

I/We have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this tender) which could give rise to a perception of bribery or corruption in relation to the Tender or any other dealings between the parties.