

# REQUEST FOR TENDERS

RFT: 2025/065  
File: AP\_9/7/7  
Date: 13 October, 2025  
To: Interested Tenderers/experts/firms  
From: Christian Slaven – IT Manager

**Subject: Request for tenders (RFT): Procurement of Cambium Wi-Fi Solution**

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## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced company/firm to supply, provide training and commissioning of Cambium Wi-Fi solution to be installed at the SPREP campus in Vailima as part of strengthening its security measures, upgrading its network and internet services.
- 2.2. The Terms of Reference on the supply of the Cambium Wi-Fi Solution are set out in Annex 1.
- 2.3. The successful Tenderer must supply the product and required services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable.

## 3. Conditions: information for Tenderers

- 3.1. To be considered for this tender, interested Tenderers must meet the following conditions:



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- i. Provide a company profile including experience, feedback, and review of the product (specific to the TOR (Terms of Reference)) supplied to customers including CV(s) of the lead person for this contract.
  - ii. Provide contacts of three most recent customers to which the company supplied and implemented a similar HCI solution;
  - iii. Provide warranty as per TOR and timeline for the delivery of the product.
  - iv. Bidders must disclose detailed information about replacement strategy of faulty parts, spare parts, stock status and length of repair period during warranty period.
  - v. Complete the tender application form provided (Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer to us in your Company Profile. Failure to do this will mean your application will not be considered). Provide examples of past related work outputs;
  - vi. For the Technical and Financial proposals, you may attach these separately; and
  - vii. Provide a copy of valid business registration/license.
- 3.2 Tenderers must declare any areas that may constitute a conflict of interest related to this tender and sign the **conflict-of-interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested Tenderer satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested Tenderer's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your Company Profile or CV(s). Failure to do this will mean your application will **not** be considered).*  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals, you may attach these separately. ETA for the server is to be noted at the bottom of the financial proposal.*
  - b) **Honour form**

- c) **Company Profile & Curriculum Vitae** of the proposed personnel for this contract to demonstrate that the Company and the proposed personnel have the requisite skills and experience to carry out this contract successfully.
- d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
- e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes, freight etc.
- f) Where relevant provide:
  - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
  - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)

- 4.3. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days (about 3 months) from the date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

## 5. Tender Clarification

- 5.1. a. Any clarification questions from Tenderers must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 29 October 2025. A summary of all questions received, complete with an associated response, posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 31 October, 2025.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.

If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

## 6. Evaluation criteria

- 6.1. SPREP will select a preferred Tenderer on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

### I. Technical Score – 80%

Criteria	Detail	Weighting
<b>Qualifications and Experience</b>	i. Similar services and supply of equipment in the Pacific and other regions	10%
	ii. Track record of such services and supply of similar product over the past 5 years with experienced and qualified personnel	15%
	iii. Detailed CV (Curriculum Vitae) of lead engineers (highlighting formal qualifications, similar projects, and certifications)	5%
<b>Technical Proposal Methodology</b>	iv) All details of product, supply (with all transportation needs), training, installation, and testing responsibilities to be provided. A clear project timeline with the milestones is to be provided as well.	15%
	v. A detailed design, implementation and support of the solution to be provided, including migration support	15%
	vi. The solution must be scalable with provision to add more storage and memory as per requirements.	10%
	vii. The solution must meet all the minimum hardware, software and warranty requirements as stated in the TOR.	10%

### II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

## 7. Variation or Termination of the Request for Tender

- 7.1 SPREP may amend, suspend, or terminate the RFT process at any time.
- 7.2 In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- 7.3 Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response
- 7.4 If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

## 8. Deadline

- 8.1. **The due date for submission of the tender is: 11 November 2025 midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2025/065: Procurement of Cambium WiFi Solution

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,  
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the Tenderer will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any tenders and the lowest or any tender will not be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localized award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.



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**A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.**

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**

## **ANNEX 1**

### **Terms of Reference: Procurement of Cambium Wi-Fi Solution**

#### **1. BACKGROUND**

The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific Island countries and territories to protect and improve their environment and ensure sustainable development.

SPREP's approach to the environmental challenges faced by the Pacific is guided by four simple values:

- We value the Environment
- We value our People
- We value high quality and targeted Service Delivery
- We value Integrity

These values are enhanced and supported by the use of technology systems of which Cyberthreat protection solutions with modern IT infrastructure like Cambium Wi-Fi Solution will be key systems.

#### **2. EXPECTED OUTCOMES**

As part of SPREP's Infrastructure upgrade to support its digital transformation and resiliency of its operations, SPREP is hereby procuring the Cambium Wi-Fi solution. This procurement is required for the following purposes:

- Enhance its network border protection capabilities to counter evolving external threats
- Enhance its internal network security and visibility of its IT landscape, improve monitoring, detection and response
- Enhance its edge security capabilities with reputable brand Cambium and its Wi-Fi solution

#### **3. SCOPE OF WORK**

##### **Supply of Cambium Wifi Upgrade**

The vendor engagement will involve delivering, commissioning, training of the new solution as applicable.

##### **Part A: Specifications**

Feature	Requirements
Wifi APs (60)	Indoor Tri-band WiFi 6e 2.4GHz, 5GHz and 6GHz AP with SDR (Software Defined Radio) 4x4 and 2.5GbE
Management Console	CnMaestro X (include 5 Years License)
Switches (3)	Intelligent Ethernet PoE Switch with Cambium Sync 16x 1gbps Ethernet Ports which support multiple PoE modes, and 4x SFP+ Ports, 2 PSUs for redundancy power
Mounting Brackets (60)	L Mounting Brackets for APs





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Warranty	4 years support and maintenance warranty required on hardware
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### **Deliverables**

The supplier will be required to:

- Supply Products and Solutions following the specifications under the tender document.
- Conduct installation onsite/remotely, configuration, commissioning, and training of the new solution to the SPREP IT (Information Technology) team.
- Assist in the migration of existing firewall configurations
- Provide product documentations and training materials

## **4. SCHEDULE OF PAYMENTS**

Payment for the service will be phased according to the project schedule and submitted in accordance with the tasks described in the previous section.

## **5. ADDITIONAL INFORMATION**

The work is intended to be conducted remotely whenever feasible. All travel costs must be included in the bidders financial submission.