

REQUEST FOR TENDERS

RFT: 2025/067
File: AP_9/7/7
Date: 9 October, 2025
To: Interested Tenderers/experts/firms
From: Christian Slaven – IT Manager

Subject: Request for tenders (RFT): Procurement of Hyper-Converged Infrastructure (HCI) Solution

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.

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 an All-Flash Hyper-Converged Infrastructure (HCI) solution (server) to be installed at the SPREP Datacenter to upgrade its datacenter infrastructure to support its virtual environment and resilience of its operations.
- 2.2. The Terms of Reference on the supply of an All-Flash Hyper-Converged Infrastructure (HCI) solution (server) 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:
- 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**



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- 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 before 22 October 2025. A summary of all questions received, complete with an associated response, posted on the SPREP website www.sprep.org/tender by 24 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 |
|---------------------------------------|--|-----------|
| Qualifications and Experience | 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% |
| Technical Proposal Methodology | 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 of the solution to be provided. | 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: 07 Novmeber 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 2025/067: Procurement of HCI Solution

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

Email: 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 HCI 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.

It is the lead agency for implementing the Pacific component of the “Intra-ACP Climate Services and Related Application Programme” (also called “ClimSA”) financed under the 11th European Development Fund to support the climate information services value chain with technical and financial assistance, infrastructure and capacity building.

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 the Hyperconverged Infrastructure will be a key system.

2. EXPECTED OUTCOMES

As part of SPREP’s Infrastructure upgrade to support its digital transformation and resiliency of its operations, as well as part of Activity 2.3.1 and Activity 2.4.3 (ClimSA Project), SPREP is hereby inviting qualified suppliers to participate in a tender process for the procurement of a HCI. The Server is required for the following purposes:

- Upgrade the Datacenter server infrastructure and VMware virtual environment to latest version, migration of VM’s to HCI
- Adaptation and installation of two Climate Stations at SPREP for the Samoa Meteorology Division and Pacific Regional Climate Center (RCC) Network.
- Hosting of Secretariat information and data resources

Interested suppliers are encouraged to submit their bids in accordance with the tender specifications and requirements outlined in this document. Further details regarding the tender submission process, deadlines, and evaluation criteria can be found in the accompanying tender documentation.

3. SCOPE OF WORK

Supply of a Hyper Converged Infrastructure Solution (Server)

The Request for Tender (RFT) is for an All-Flash Hyper-Converged Infrastructure (HCI) solution. The vendor engagement will involve delivering, commissioning, training of the new solution, and support for VM migrations as well as providing incident and product support.

Part A: Server Specifications

HCI Solution should be scalable, solution should be able to scale-up and/or scale-out. Bidder to provide an HCI solution with 3 nodes and with the following specifications for each node. The financial proposal should provide 4 options for the 3 nodes – with combinations of memory and usable storage.

| Features | Requirements |
|-------------------------|--|
| Processor | 2 x Intel Xeon Gold 5317 processor, 12C/24T or more |
| Memory | <u>Option 1:</u> 1 TB RAM usable <u>Option 2:</u> 2 TB RAM usable Minimum of 32 GB RDIMM per slot and expandable up to 768 GB or higher |
| Storage - cache tier | 1 x 960GB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug Drive |
| Storage - capacity tier | <u>Option 1:</u> N+1: 100 TB Usable with one less node (Read-Intensive SSD) <u>Option 2:</u> N+1: 200 TB Usable with one less node (Read-Intensive SSD) |
| Chassis Drive Bays | Minimum capacity to provision up to 24 x 2.5-inch SAS/SATA/NVMe (HDD/SSD) |
| Boot Device | Controller card + with 2 M.2 480GB (RAID 1) |
| Network Adapter | Minimum Dual Port 10GbE BASE-T Adapter. Bidder to provide separate breakdown cost for upgrade to quad port 10GbE BASE-T Adaptor in the proposal. |
| Power Supplies | Dual, Hot-Plug, Power Supply Redundant (1+1), 1400W |
| Power Cords | 2 x Power Cord - C13, 2.4M, 250V, 10A (ANZ, Fiji, Papua New Guinea) |
| Rack Mounting Kit | 1. Ready Rails Sliding Rails 2. 2U Cable Management Arm |
| Network cables | 40 x Cat 6a 10GBASE-T traceable patch leads (1m) |
| Warranty | 4 years support and maintenance warranty required on hardware. |

Part B Switch Specifications (Quantity – 2)

| Feature | Requirements |
|--------------------------|---|
| Layer | Layer 3 Data Center switch |
| Ports | At least 28 x 10GBaseT ports |
| Power Supplies | 2 x Hot Swap Power Supply Units |
| Operating System/License | Operating System and License should be included |



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| | |
|-------------------|---|
| Rack Mounting Kit | Rack Rails should be included |
| Warranty | 4 years support and maintenance warranty required on hardware |

Part C Enterprise Storage Specifications

| Feature | Requirements |
|--------------------------|---|
| Capacity | 100 TB or more |
| Ports | At least 4 x 10GBaseT ports |
| Power Supplies | 2 x Hot Swap Power Supply Units |
| Operating System/License | Operating System and License should be included |
| Rack Mounting Kit | Rack Rails should be included |
| Warranty | 4 years support and maintenance warranty required on hardware |

Part D Software Specifications

| Feature | Requirements |
|--------------------------|--|
| Virtualization Software | VMware HCI Kit Essentials for Nodes (Max 2 processors per node) [HCI Kit Standard] <ul style="list-style-type: none">- Must include all the required software licenses which includes six processors' worth of compute (vSphere) virtualization, storage (vSAN) virtualization, and management (vCenter) software. |
| Backup/Replication | 30 instance |
| Support and Subscription | 5 years |

Deliverables

The successful applicant /supplier will be required to:

- Supply a Hyper Converged Infrastructure Solution (Server) following the specifications under the tender document.
- Conduct installation onsite, commissioning, and training of the new solution to the SPREP IT (Information Technology) team.
- Tender should also include all necessary cables to connect the HCI and Storage to the Switch provided in proposal
- Assist in the migration of existing virtual machines across to the HCI platform initially onsite for critical servers and then support IT team remotely for remaining servers.
- Setup Backup of selected servers to Enterprise Storage.

4. SCHEDULE OF PAYMENTS



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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.