



REQUEST FOR TENDERS

RFQ: ClimSA_2025_002
 File: AP_3/35
 Date: 16 April, 2025
 To: Interested consultants/firms
 From: Naheed Hussein, Project Manager – Climate Services and Related Application (ClimSA)

Subject: Request for tenders (RFT): Supply and Install outdoor digital billboard for the Samoa Meteorology Division (SMD)

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 firms/consultants who can offer their services to supply and install outdoor digital billboard for the Samoa Meteorology Division (SMD) as set out in the Terms of Reference
- 2.2. The Terms of Reference is set out in Annex A.
- 2.3. The successful Tenderer must supply the 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 applicants

- 3.1. To be considered for this tender, interested firms/consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae or Company Profile detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this submission, including the most recent work completed;
 - iii. Provide examples of past related work outputs;



SPREP

Secretariat of the Pacific Regional
Environment Programme

- iv. 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 us to your CV. Failure to do this will mean your application will **not** be considered.*
For the Technical and Financial proposals, you may attach these separately.
 - v. Must meet local registration requirements where the firm/consultant is based.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this activity 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 and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant'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 CV. Failure to do this will mean your application will **not** be considered.*
For the Technical and Financial proposals, you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae/Company Profile** to demonstrate that you 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.
 - 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. Provide three referees relevant to this submission, including the most recent work completed.

- 4.4. 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 Evaluation Committee requests further information for the purposes of the evaluation process. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted 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 from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of proposal.

5. Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before **24th April 2025**. A summary of all questions received complete with an associated response will be posted on the SPREP website www.sprep.org/tender by **29th of April 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
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFQ or any other information given or made available by SPREP, the Tenderer should promptly notify the Requesting 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 consultant 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 proposal 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
Qualification	a) Holds a post-graduate degree or relevant degree in Computer Science and/or Information Technology or equivalent with demonstrated relevant technical knowledge and experience in managing digital billboards	15

Experience	a) At least 5 years' work experience and proven professional portfolio and relevance of previous experience in the field of digital billboard operations	20
	b) Experience deploying outdoor digital screens within last 2 years. Provide details and link or screenshots	
	c) List of supply and installation services performed over the past 2 years	
	d) Technical knowledge and proven track record in planning, coordinating, leading the development and delivering digital screens relating to the early warning services, and communicating meteorological hazards	20
	e) Proven track record of effective communication with government, community stakeholders, NGOs, and civil society	10
Technical Proposal / Methodology	f) Costed workplan setting out the activities to be undertaken and timing of activities	15

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 Quotes

- SPREP may amend, suspend or terminate the RFT process at any time.
- 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>)
- 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.
- 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 this process and inform unsuccessful bidders accordingly.

8. Deadline

- The due date for submission is **2 May 2025, midnight (Apia, Samoa local time)**.
- Late submissions will be returned unopened to the sender.
- Please send all quotes clearly marked '**RFT ClimSA_2025_002: Supply and Install outdoor digital billboard for the Samoa Meteorology Division (SMD)**'



SPREP

Secretariat of the Pacific Regional
Environment Programme

Mail: SPREP

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 applicant 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 or all proposals and the lowest or any proposal will not necessarily 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/award and to consider localized award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

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>



SPREP
Secretariat of the Pacific Regional
Environment Programme

Annex A: Terms of Reference

Supply and Install outdoor digital billboard for the Samoa Meteorology Division (SMD)

Project – Climate Services and Related Application (ClimSA)

(April 2025)



Background

Funded by the European Union, the Intra-ACP Climate Services and Related Applications (ClimSA) project aims to support the climate information services value chain with technical and financial assistance, infrastructure, and capacity building. This will ultimately result in improved access and use of climate information and enable and encourage the generation and use of climate services and applications for decision-making at all levels in the Pacific region. For the Pacific, this Action is timely and necessary since climate variability and change are already having and will continue to have severe impacts on national economies and key socio-economic sectors in the absence of this type of large scale, resilience intervention.

One of the initiatives under ClimSA is to support national activities in Samoa through Samoa Meteorology Division. Samoa is exposed to natural hazards including floods, droughts, tropical cyclones, storm surges, earthquakes, and tsunamis. In 2009, it was hit by a devastating tsunami, causing damage valued at 20 percent of their GDP. In December 2012 Samoa was hit by Tropical Cyclone (TC) Evan which reached wind speeds of 185 km/h, causing extensive damages and losses. In more recent times, Samoa has faced health-related natural disasters, notably the measles outbreak in 2019 and the COVID-19 outbreak in 2022. The healthcare systems were severely tested by these incidents, resulting in significant health and socio-economic repercussions and essential support was mandated of Samoa's emergency operation systems.

The Government of Samoa (GoS) is undertaking a series of measures to improve its management of climate and disaster risks, these include taking steps to strengthen its multi-hazard early warning systems. The Samoa Meteorology Division (SMD) plays a vital role in protecting life, property, and economic development in Samoa by providing effective weather, climate, geoscience, and ozone advisory services including to support the sustainable development of natural resources in Samoa.

The SMD also provides round-the-clock weather monitoring and delivers multi-hazard early warnings for Samoa by offering observation, forecasting, and early warning services encompassing meteorology, extreme weather events, tsunamis, storm surges, and coastal flooding. These warning messages are currently disseminated through a number of channels and platforms. Now the SMD is exploring new methods to broaden the reach of warnings and advisories. The GoS is responding to this situation by moving toward digital billboard messaging, which will make the information more widely available and possess clear visual alerts for public areas in real time.

The Secretariat of the Pacific Regional Environment Programme (SPREP) through the ClimSA Project seeks to hire a firm/consultant to support SMD with the supply and installation of an outdoor digital billboard. This digital screen technology plays a crucial role in facilitating effective emergency response, enabling communities to stay informed, proactive, and secure during severe weather events.

The SMD outdoor digital billboard will be located at the Mulinu'u headquarters to ensure broad public exposure. Visual alerts and warning messages, including flashing screens, will capture viewers' attention and display the most recent climate bulletin.

SCOPE OF THE WORK

The Consultant/Project Coordinator will work in collaboration with SMD for the supply and installation of the outdoor digital billboard. The main tasks to be undertaken to achieve this are primarily:

1. In consultation with SMD and SPREP develop workplan for the overall project.
2. Propose and obtain approval on the technology platforms, tools and overall system architecture



3. Participate in scheduled short update sessions with the frequency to be confirmed with SMD focal point and SPREP focal point.
4. Work with SMD/SPREP focal points in the procurement (and shipment if necessary) and installation of the digital billboard

Functionality

The digital billboard needs to provide the following information:

Features	Details
Display & Content Management	<ul style="list-style-type: none"> • High-Resolution LED/LCD Display • Remote Content Management • Scheduling & Automation • Multi-Format Support • Split-Screen Display
Connectivity & Integration	<ul style="list-style-type: none"> • Wi-Fi, Ethernet, & 4G/5G Support • Live Data Integration • Sensor & IoT Connectivity
Security & Reliability	<ul style="list-style-type: none"> • Tamper-Proof Hardware & Software • Failover & Backup System • Monitoring & Diagnostics
Energy Efficiency & Environmental Adaptability	<ul style="list-style-type: none"> • Automatic Brightness Adjustment • Weatherproofing • Power-Efficient LED Technology
Interactivity & Advanced Features	<ul style="list-style-type: none"> • Touchscreen or Gesture Recognition • AI & Targeted Advertising • Augmented Reality (AR) & QR Code Integration

NATURE OF ASSIGNMENT

- The consulting engagement will be contingent upon the accomplishment of the projected outputs. The time anticipated will be estimated and agreed with SMD/SPREP at the commencement of the sprint.
- The assignment will be undertaken either by: (1) an individual independent consultant or (2) a team of experts (firm) in project management and coordination, as well as the technical and engineering expertise of digital screens. They will be subject to verification and technical screening by SPREP/SMD team.
- The Focal Points are Dr. Luteru Tauvale, Director Samoa Meteorological Service (SMD), and Mr. Silipa Art Mulitalo, National Technical Support Officer (NTSO – SMD/SPREP). The Focal Points will provide day-to-day oversight of this activity.
- The consultant will seek input from the SMD and SPREP through their focal points.
- The work conducted by the consultant will be supported by SMD and SPREP in the consultation and review of the deliverables and facilitate the final product approval.

DELIVERABLES AND PAYMENT

The payments will be structured according to the table 1 below;

Table 1: Outputs/Deliverables and Payment Terms

Deliverables	Payment Terms
Developed project plan and timeline	20% of the fee paid upon SMD and SPREP approval of first deliverable.
Site survey report and billboard technical specifications	
Procurement of billboard hardware system (digital screen, control system, power supply, etc.)	
Installation (site preparations and foundation work, electrical and network setup, billboard assembly and mounting, software and content management system setup, system integration and testing)	50% of fee paid at this deliverable
Carry out installation and Conduct Training for administrators at SMD (User Training & Operations Manual)	
Commissioning and Handover report	
Digital billboard sustainability plan (warranty and maintenance agreement)	30% of fee paid at this deliverable

Duration of Assignment

The duration of this Assignment shall be three (3) months, commencing from the date of contract signing.