



REQUEST FOR TENDERS

RFT: 2025/025
File: AP_9/7/1
Date: 28 April, 2025
To: Interested supplier
From: Billy Chan Ting, Web Applications Developer Specialist

Subject: Request for tenders (RFT): Audio and Video Conferencing Equipment

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 suppliers who can offer their services to supply, install and deliver professional-grade audio and video conferencing equipment.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant 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 consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. 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).*

Provide examples of past related work outputs

For the Technical and Financial proposals you may attach these separately.

- iv. Must meet local registration requirements where the company is based.
- 3.2 Tenderers must declare any areas that may constitute 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 consultant 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).*
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they 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 tender 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 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 from 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 applicants must be submitted by email to procurement@sprep.org before 14th May 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 16th May 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 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 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 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
Technical specifications	i. Detailed specifications (refer Annex A) and model numbers of the proposed equipment. Any alternative product recommendations (if applicable)	30
	ii. Warranty and support terms.	15
	iii. After sales support	
	iv. Availability and lead time Delivery timeline	15
	v. Performance history of the supplier	20
Financial Proposal	vi. Costs – direct and indirect benefits/costs over the whole procurement cycle including taxes, freight and handling fees (where applicable) from point of procurement to SPREP, Apia Samoa	20%

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 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. 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>).
- c. 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.
- d. 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: 27 May 2025, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.



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8.3 Please send all tenders clearly marked 'RFT 2025/025: **Audio and Video Conferencing Equipment**'

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 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 tenders and the lowest or any tender 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/awards and to consider localised 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>

Annex A: Terms of Reference

Audio and Video Conferencing Equipment – Tender Specifications

1. Introduction

This document outlines the technical specifications and requirements for the supply, installation, and delivery of professional-grade audio and video conferencing equipment. The purpose of this procurement is to support the 32nd SPREP Meeting of Officials (SM32) meeting requiring high-quality AV performance, seamless communication, and live presentation capabilities.

Suppliers are invited to submit quotes for the full scope of equipment listed below. All items must be new, commercial/enterprise grade, and include necessary accessories for full operation. Equivalent brands may be proposed where specified, provided they meet or exceed the stated specifications.

2. Equipment Specifications

Category	Item	Specification
Wireless Audio System	Table-top Mics	35 wireless units; rechargeable; mute button; noise cancelling; docking charger;
	Handheld Mics	6 wireless dynamic mics; rechargeable; charging dock; windscreen optional
	Charging Station	Multi-port charger(s) to support all mics
	Wireless Base Station	Rack-mountable; commercial grade; multi-channel support; carry case
Audio Equipment	Digital Audio Mixer	Professional digital audio mixer with at least 12 input channels, multiple outputs, built-in DSP, USB or network audio interface, and remote control via app or software.
	Conference Speakers	High-powered PA speakers suitable for indoor conference of up to 200 attendees; minimum 1000W peak power; includes stands and necessary cables; active (self-powered) or passive with compatible amp.
PTZ Camera System	PTZ Optics Cameras	2 PTZ Optics cameras; 4K/60fps; HDMI/IP output; remote control capable
	PTZ Controller	Supports up to 4 cameras; joystick control; preset support



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	Hive Software	PTZOptics Hive Software license for control & streaming
	Mounts	4 wall mounts + 4 ceiling mounts compatible with PTZ cameras
Cabling	Floor Wire Cover	200m total; adhesive reusable; 10cm wide; 3m lengths accepted
Networking	Starlink Mount	Gen 3 clamp type and/or magnetic; no drilling required
	Enterprise WiFi Router	Supports 200 devices; gigabit speed; dual-band; VLAN & QoS features
AV Switching	AV Switcher – Option A	4 HDMI in/out; matrix capable; with built-in digital display
	AV Switcher – Option B	4 HDMI in/out; matrix capable; without display
	YoloBox Extreme	1 unit; all-in-one streaming, switching, overlays, multistream
HDMI Cabling	30m Fibre HDMI	6 x directional fibre optic HDMI cables or similar
	15m Fibre HDMI	6 x directional fibre optic HDMI cables or similar
Splitters & Wireless Video	4-Way HDMI Splitter	2 units; 4K compatible; powered
	8-Way HDMI Splitter	2 units; 4K compatible; powered
	HDMI Wireless TX/RX	2 pairs; min. 1080p; low-latency; 30m range
Projectors	Short Throw Projectors	3 units; min. 1080p; ≥4000 lumens; HDMI/VGA; short-throw or ultra-short-throw
Projector Screens	Portable Screens	3 x 120” diagonal; 16:9 format; collapsible frame; include throw cloths; AT-legs; carry bags
Presentation Control	DSAN CUE Powerpoint clicker	2 x units; wireless clickers. USB connection with transmitter. Integrated laser
TV / Monitor Stands	Down Stage Monitor Stands	6 x units; Foldable preferred. Fits 55inch TV’s. Lightweight and must cover the back of TV’s including wiring.
Power Backup	Portable UPS	3 x 1.5 KVA; lithium-ion preferred; 2+ AC + USB; optional carry case
Camera & Audio Accessories	DSLR Camera	Interchangeable lens; 1080p+; clean HDMI output. 35-45mm lens
	DSLR Camera Lens	Additional 50-100mm lens
	Shotgun Mic	Directional condenser; 3.5mm mini-jack; cold shoe mount



	Wireless Audio Transceiver	Wireless Audio from mixer to camera; 3.5mm DSLR input; low-latency; 30m range
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3. Additional Requirements

- Warranty: All equipment must come with at least 12 months manufacturer warranty.
- Delivery Timeline: Equipment must be delivered and ready for deployment at least six weeks before the event date in early September.
- Installation (if applicable): Vendors offering installation must detail the scope, timeline, and support offered.
- Training (optional): Please specify if user training or handover is included.

4. Submission Instructions

Vendors must submit a formal quote along with the following:

- Detailed specifications and model numbers of the proposed equipment
- Availability and lead time
- Warranty and support terms
- Pricing including applicable taxes and shipping
- Any alternative product recommendations (if applicable)