



# REQUEST FOR TENDERS

RFT: 2025\_ClimSA\_001  
File: AP\_3/35  
Date: 11 April 2025  
To: Interested Companies  
From: Naheed Hussein, Project Manager - Climate Services and Related Application (ClimSA)

**Subject:** Request for Tender (RFT) Data Digitisation Solution – Fiji & Nauru

## 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 vendors who can offer solutions to Fiji Meteorological Service & Nauru Meteorological Service on a digital journey to safeguard Historical Weather and Climate observation logs and improve its business process to go green and adopt global best practices.
- 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. Must be of good repute and should be in position to provide quality transactional service, company profiles with proven sales record with this solution should be reflected in the proposal;
  - ii. Solution should be fully functional and not locked with Support Subscription;
  - 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 Proposal. 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 firm/consultant 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 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 vendors'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) **Honor form**
  - c) **Company Profile** of the vendor to demonstrate that they have the required skills and experience to carry out this solution 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 the tasks set out in the ToRs 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](mailto:procurement@sprep.org) before **25 April, 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 **2nd of 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%

<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>Must be a qualified and experienced vendor with a demonstrated track record in providing Document Management Software (DMS) solutions. The company should have a proven history of delivering similar projects, with expertise in data digitization, document indexing, and secure digital archiving. A company profile showcasing relevant experience, technical capacity, and previous project references must be included in the proposal.</li> </ul>	20%
<b>DMS Application</b>	<ul style="list-style-type: none"> <li>Users 15</li> <li>5 year Support License</li> <li>Web based Services</li> <li>Indexing</li> </ul>	10%
	Exceptional OCR capabilities	5%
	Data Migration and Import Options	5%
<b>Scanner</b>	<ul style="list-style-type: none"> <li>Overhead Book Scanner</li> <li>Scan up A3 pages</li> <li>5 years warranty</li> <li>Auto Book Correction</li> </ul>	10%
<b>Implementation</b>	Configure setup as per organisations requirements	5%
	Implement and commission proposed solution at FMS and Nauru Met Service	5%
	Workload Migration	5%
<b>SLA</b>	SLA for 5 years	10%
<b>Training</b>	Onsite training for FMS online for regional participants	5%

## II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals

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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: 9<sup>th</sup> of May, midnight (Apia, Sa-moa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked '**RFT 2025\_ClimSA\_001: Data Digitisation Solution – Fiji & Nauru**'

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 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.

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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>**



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Environment Programme

## **Annex A: Terms of Reference**

### **Data Digitisation Solution – Fiji & Nauru**

#### **Project – Climate Services and Related Application**

**(ClimSA)**

**(March 2025)**



## 1. 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.

Pacific National Meteorological and Hydrological Services (NMHSs) as custodians of weather climate, hydrological (or water) and other related environmental information, play a pivotal role in the monitoring of weather, climate and hydrological hazards however many of the NMHSs operate with infrastructure and staffing constraints that limit their capability. Furthermore, national budgets are at times limited to funding salaries, basic operation and office requisites, with very few resources left for training or upgrading of infrastructure (UNDP, 2019). Many staff are weather observers and although a few NMHSs have established climate services, tailoring support for sectors continues to be an ongoing challenge.

Meteorological data plays a critical role in the Pacific region due to its vulnerability to extreme weather events, climate change, and its reliance on climate-sensitive sectors such as agriculture, fisheries, and tourism. Despite the importance of historical meteorological data, many NMHSs in Pacific Island Countries face challenges in digitising and preserving these records.

To support its digitisation efforts, ClimSA is seeking a Document Management Software (DMS) solution to digitise existing hardcopy and softcopy documents, starting with two pilot countries: Fiji and Nauru.

The chosen DMS must convert paper-based documents and manual business processes into electronic records and digital workflows, leading to enhanced productivity by enabling employees to focus on strategic, high-value tasks that contribute to a more efficient and future-ready workforce.

Additionally, the DMS must be globally recognised, locally supported, and scalable at minimal cost, ensuring long-term sustainability and adaptability across different operational environments.

## 2. OBJECTIVE

Digitisation of historical data for Nauru Meteorological Services and Fiji Meteorology Services through Document Management Software (DMS) solution. The solution must have the following key features for a complete digital transformation:

### A. Easily Capture Information

Both paper and electronic documents can easily be saved in the system using various methods. Paper documents can easily be scanned into the system, either using an application or using a third party scanning solution. Documents can be indexed using barcodes, including 2D barcodes, or using zonal OCR. Electronic documents can also be easily brought into the system, either using drag and drop from Windows Explorer, or directly from a supported third-party application or cloud storage.

### B. Optimise Processes

By automating routine work Workflow, mistakes can be avoided, and managers can gain an overview of how processes run within the company. Processes can continue even when employees are out of the office. Documents such as reports or mail can be viewed and actions can be taken by employees even from outside of the office to ensure a continuous flow of business processes, including via an internet browser or mobile device.



**C. Technology Platform**

While no specific platforms are nominated, free open-source technologies will receive preference. Proprietary technology platforms and tools will be evaluated based on their ability to deliver significant long-term cost savings and benefits.

The use of prototypes to verify requirements, to test certain processes in operation and to aid review by users, is encouraged.

**3. SCOPE OF WORK**

The scope of work includes the following:

- i. Document Management Solution (DMS) which supports multi-country (multi-tenant solution)
- ii. DMS should have at least 5 years support, have web-based services, Allow indexing, exceptional OCR capabilities and for data migration/import options.
- iii. Should allow up to 15 users.
- iv. The solution should also consist of 3 x overhead scanners which scans up to A3 paper size with 5 years warranty and have auto book correction capabilities.
- v. DMS web-based solutions should allow for remote import/export of images and remote management of images as per customer needs.
- vi. Vendor will have to setup the solutions as per FMS and Nauru Met Service requirements.
- vii. Vendor should Work with FMS and set up bulk upload already scanned images (migration to new system with auto-indexing).
- viii. Vendor should setup workflow documents processing.
- ix. Server and Hosting Infrastructure will be provided by FMS. FMS will provide the required server resources to setup the solution in FMS’s server infrastructure
- x. DMS should still run if the licenses lapse
- xi. FMS will provide sample workflows documents to assist vendors in providing the best solution.
- xii. On-Premises training preferred for FMS while Online for NMS.
- xiii. Solution should have good security features to ensure system is not compromised by cyber security attacks this could be multi-factor authentication to login as an example.
- xiv. Vendor should provide any recurring cost to host solutions

**Functionality**

The solution needs to provide the following features:

Features	Details
Web Based	<ul style="list-style-type: none"> <li>• Web Based user portal for easy access via internet</li> </ul>
Cyber Security Feature	<ul style="list-style-type: none"> <li>• HTTPS</li> <li>• Multifactor Authentication</li> </ul>
User Level	<ul style="list-style-type: none"> <li>• Different User aces levels, depending on user types.</li> </ul>
Accessibility	<ul style="list-style-type: none"> <li>• Should be able t work on multiple device types from laptops, desktops and mobile devices</li> </ul>
Data Usage	<ul style="list-style-type: none"> <li>• Suppress data usage</li> </ul>
Backup and Recovery	<ul style="list-style-type: none"> <li>• Should have options for Back and Recovery</li> </ul>
Language	<ul style="list-style-type: none"> <li>• Available in English language</li> </ul>
Agile	<ul style="list-style-type: none"> <li>• Should allow for solution to be expanded according to user requirements</li> </ul>
User Guide	<ul style="list-style-type: none"> <li>• Have user guide</li> </ul>
User management	<ul style="list-style-type: none"> <li>• Admin portal to manage access and user management</li> </ul>
Dashboard	<ul style="list-style-type: none"> <li>• Have Dashboard (Home status page) which give brief status (Health Status) of the Solution</li> </ul>



User Friendly	<ul style="list-style-type: none"> <li>User Friendly interface</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>Allowed users should be able to generate customised reports as per their needs</li> </ul>
Indexing and Searching	<ul style="list-style-type: none"> <li>Solution should allow indexing searching of records. Requirements gathering, including metadata fields for indexing historical weather pages.</li> </ul>
Notifications / Alerts	<ul style="list-style-type: none"> <li>Should be integrated with alerting system (SMTP) for alerting functionalities</li> </ul>
Image Capturing	<ul style="list-style-type: none"> <li>Image Capturing from the Scanners and Initial discussion on metadata structure and indexing strategy</li> </ul>
Workflow	<ul style="list-style-type: none"> <li>Submission of system architecture and workflow for document imaging and retrieval.</li> </ul>
Migration	<ul style="list-style-type: none"> <li>Migration of an agreed-upon set of historical weather pages already scanned</li> </ul>
Audit Trail & Access Logs	<ul style="list-style-type: none"> <li>Track user activity for security.</li> </ul>

**Cost Responsibility**

Cost	Responsible
SLA (5 years)	Vendor to provide in proposal
Hosting	FMS
Application Licensing	Vendor (5 years)
Any other charges	Vendor (5 years) FMS afterwards

**4. NATURE OF ASSIGNMENT**

- Vendor engagement will be dependent upon the accomplishment of the projected outputs. The time anticipated for each sprint will be estimated and agreed with FMS and Nauru Met at the commencement of the project.
- The Focal Points are Mr Naheed Hussein, Project Manager (SPREP), Mr Graymea Ika Director Nauru Met Service, Mr. Atish Kumar, Climate Data Digitisation Focal Point (Fiji Met Service), Mr. Adil Ali, IT and Infrastructure focal for FMS. The Focal Points will provide day-to-day oversight and facilitate engagement with relevant stakeholders.
- The vendor will seek input from the FMS and SPREP through their focal points.
- The work conducted by the vendor will be supported by FMS/NMS and SPREP in the consultation and review of the deliverables and facilitate the final product approval.
- All international travel will be managed by SPREP.
- All training workshop and consultations will be managed by Vendor (Should be included in Proposal).

**5. QUALIFICATIONS AND REQUIREMENTS**

- Previous experience on similar project would be an advantage and reference of project to be included in the proposal.
- A company profile demonstrating expertise in DMS solutions

**6. DELIVERABLES AND PAYMENT**

The payments will be structured according to table 1 below;

Table 1: Outputs/Deliverables and Payment Terms.

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<b>Deliverables</b>	<b>Payment Terms</b>
Meeting and Methodology	20% of the fee paid upon approval of first delivery
Inception Report including Agreed Workplan & Finalised Methodology	30% of the fee paid upon approval of this deliverable.
Submission and approval of Assessment and Review report	
Solutions Installation and Initial Setup	
Workflow Creation and Sample workflow tests done	30% of fee paid at this deliverable
Setup Indexing and other requirements in the work plans	
Final Report with User/Administrator Training Provided	10% fee paid at this deliverable
SLA for 5 years developed and signed. Project Signoff	10% fee paid at this deliverable

## 7. DURATION OF THE ASSIGNMENT

This assignment will commence as soon as practicable, with all deliverables successfully completed by November 30<sup>th</sup> 2025.