REQUEST FOR QUOTES

RFQ: ClimSA 2026_002
File: AP 3/35
Date: 7 October, 2026
To: Interested consultants
From: ClimSA Project Manager

Subject: Request for quotes (RFQ): Samoa Meteorological Service (SMS) Website Development for the European Union Intra-ACP Climate Services and Related Application (ClimSA) Project

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 quotes from qualified and experienced service providers to design, develop, test, and deploy a new website for the Samoa Meteorological Service (SMS) under the European Union Intra-ACP Climate Services and Related Application (ClimSA) Project.

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, 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 submission, including the most recent work completed;
iii. Provide examples of past related work outputs;
iv. Complete the **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 consultant is based.

3.2 Applicant must declare any areas that may constitute conflict of interest related to this activity and sign the **conflict-of-interest form** provided.

3.3 **Application 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 Applicant 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. 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. Documentation should be submitted in English and outline the interested consultant's complete proposal:

a) **SPREP 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** 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 submission, including the most recent work completed.

4.4. Applicants 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 Applicant 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 Applicant 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 naheedh@sprep.org before 04 November 2026. A summary of all questions received complete with an associated response will be shared with all Applicants by 06 November 2026.

b. Applicants should identify in their question what, if any, information in the question the Applicant considers is confidential.

c. If an Applicant 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 Applicant 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 applicant 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
1. Academic qualifications	A minimum of a post graduate degree in website development, computer science, or a related field: up to 10 points. Submissions must include Curriculum Vitae for all proposed personnel, including the designated Project Manager.	10

2. Relevant professional experience	Demonstrated 7–10 years of professional experience in delivering high-level digital solutions for meteorological and early warning. This must include a track record of 3–5 successfully completed projects of a similar type and scale (provide links to websites), specifically involving similar services (integrating web and mobile platforms) within the Pacific region.	10
3. Technical skills and working experience with meteorological services in the Pacific	Evidence of expertise in the recommended technology stack: HTML5, React.js/Vue.js (frontend), Strong UI/UX and web GIS integration skills and Node.js/PHP with Payload CMS (backend). Experience must specifically include web GIS integration (Leaflet.js/Mapbox), scientific programming, and the integration of meteorological or early warning data sources.	10
4. Good understanding of project management, teams and similar projects	Demonstrated ability to manage complex timelines and coordinate with external teams (specifically the mobile app developers). Proven excellence in English verbal and written communication, project reporting, and the ability to work effectively under limited supervision.	15
5. Technical Proposal and methodology	A comprehensive methodology detailing all activities to deliver against the Terms of Reference. This must include a clear timeline with milestones (matching the 24-week schedule), a robust quality assurance plan, and detailed training and maintenance schedules with accompanying manuals	35

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

7.1 a. SPREP may amend, suspend or terminate the RFQ process at any time.

b. In the event that SPREP amends the RFQ or the conditions of the RFQ, it will inform potential Tenderers.

c. If SPREP determines that none of the Application submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFQ process at any time. In such cases SPREP will cancel this process and inform unsuccessful bidders accordingly.

8. Deadline

8.1. **The due date for submission is: 13 November 2026, midnight (Apia, Samoa local time).**

8.2. Late submissions will be returned unopened to the sender.

8.3 Please send all quotes clearly marked '**RFQ ClimSA 2026_002 Samoa Meteorological Service (SMS) Website Development for the European Union Intra-ACP Climate Services and Related Application (ClimSA) Project**

Mail: SPREP
PO Box 240
Apia, SAMOA
Email: naheedh@sprep.org and copy jeanm.ext@sprep.org
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/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 applicant. 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

Website Development – Aligned with Smartphone Application

1. Assignment Title
Development of the Samoa Meteorological Service (SMS) website

2. Contracting Entity
Samoa Meteorological Service (SMS), Ministry of Natural Resources and Environment (MNRE), Government of Samoa

3. Post Level
Company or Contractor (hereafter referred to as “Developer”)

4. Contract Duration
3 months of work spread over 6 Months (24 Weeks)

5. Background and Rationale
Samoa is highly exposed to natural hazards such as tropical cyclones, floods, tsunamis, droughts, earthquakes, and sea-level rise. The Samoa Meteorological Service (SMS) is mandated to provide timely and reliable weather, climate, and hazard information to support national preparedness, risk reduction, and resilience-building.

For many years, SMS has relied on a website built on outdated technologies, which has proven increasingly difficult to manage, maintain, and upgrade. The aging infrastructure has limited the service’s ability to deliver real-time information, integrate new data sources, and ensure accessibility across devices. This has resulted in delays, limited reach, and reduced impact of critical warnings and forecasts, especially during hazardous events when timely communication is essential.

With the development of a new smartphone application already underway, there is now an urgent need to upgrade the website to ensure that both platforms are fully aligned. It is mandatory that the website and mobile app are compatible and interoperable, sharing design, data architecture, and user interface principles, to ensure that the delivery of meteorological and climate services is seamless, real-time, and high-performing. Compatibility between these platforms will maximise efficiency, minimise duplication of effort, and ensure a consistent experience for all users.

This initiative is made possible through the support of the ClimSA (Climate Services and Related Applications) project, which aims to strengthen climate services across the region. Through this support, SMS now has the opportunity to build a modern, integrated, and resilient digital infrastructure that meets the growing needs of stakeholders and end-users across all sectors, from agriculture and water to disaster risk management and public safety.

The redevelopment of the SMS website will play a critical role in enhancing early warning dissemination, increasing public awareness, supporting decision-making, and building longterm climate resilience in Samoa.

6. Objectives

- To design and develop a new national website that aligns with the design, structure, and functionality of the SMS mobile application
- To ensure interoperability and data consistency between the website and mobile app
- To enhance the public's access to:
    - General and location-specific weather forecasts
    - Tropical cyclone tracking
    - Severe weather warnings
    - Earthquake and tsunami alerts
    - Drought and climate outlooks
    - Disaster reporting tools
    - Sectoral climate services

7. Scope of Work

The selected developer will design and implement a modern, responsive, and fully integrated website for the Samoa Meteorological Service. The website must align with the existing 'Va'aitau o Samoa' mobile app in terms of architecture, design, content, and data management to ensure a seamless and unified user experience across platforms.

7.1. Preliminary Review

- Conduct detailed needs assessments with SMS staff and key partners.
- Review the existing SMS web infrastructure, current content, and mobile app architecture to identify integration points and improvement areas.

7.2. Website Design and Frontend Development

Component A: User Interface and User Experience

- Align UI/UX design with the existing SMS mobile app (consistent colour schemes, icons, and layout logic).
- Ensure a mobile-first, responsive design compatible across all devices and browsers.
- Comply with international accessibility standards and web best practices (WCAG 2.2 and GDPR).

Core Pages to Include:

- **Home Page** with dynamic alert dashboard (all active warnings)
- **Forecasts**: Daily and 7-day weather outlooks
- **Cyclone and Tsunami Warnings** •
- **Drought Outlook**
- **Earthquake Reports**
- **Marine and Aviation Forecasts**
- **Climate Outlooks and Summaries**
- **Traditional Knowledge Indicators**

- **Disaster Reporting**: Public-submitted forms with media upload capabilities
- **News and Media Releases**
- **Educational Resources and Public Awareness Materials**
- **Interactive Maps and Visualisation Tools**

7.3. Backend Development and System Integration

Component B: Data Synchronisation and Backend Logic

- Develop a robust backend infrastructure integrated with existing mobile app systems.
- Ensure real-time synchronisation of all data sources used across both platforms.
- Implement shared APIs for weather alerts, forecasts, bulletins, and emergency notifications.
- Utilise a secure, scalable CMS to enable efficient content updates.
- Integrate with internal systems and third-party data providers (e.g., regional climate and hazard monitoring centers).
- Implement secure user authentication mechanisms where necessary.
- Enable data version control and auto-archiving features.

7.4. Unified Administration and Content Management

Component C: Administrative Dashboard

- Create a single, centralised administrative dashboard for SMS staff to manage both website and mobile app content.
- Capabilities include:
    - Publishing and updating forecasts and bulletins
    - Managing alerts and notifications
    - Uploading and archiving media and documents
    - Managing public-submitted disaster reports
    - Configuring and sending push notifications (if supported by mobile app platform)

7.5. Testing, Validation, and Launch

Component D: Quality Assurance and Interoperability

- Perform interoperability testing with the mobile app team to ensure cross-platform consistency.
- Conduct joint User Acceptance Testing (UAT) with SMS staff and selected end-users.
- Address and resolve any discrepancies in content display, navigation, or data accuracy.

7.6. Training, Documentation, and Support

- Deliver comprehensive training sessions for SMS staff on CMS usage, content updating, and basic troubleshooting.
- Provide user and technical documentation to support internal capacity building.
- Offer ongoing technical support and maintenance during the agreed post-launch warranty period.

Summary of Key Deliverables

- Modern, mobile-first website fully aligned with SMS mobile app
- Real-time data integration and alert synchronisation
- Unified content management system and administrative tools
- Full stakeholder engagement, testing, and training
- Cloud hosting of the website and hosting security
- Compliance with security, accessibility, and performance standards

8. Deliverables

1	Inception report with work plan and timeline	Week 2
2	Wireframes and mockups based on mobile app design	Week 6
3	Final approved web UI/UX, aligned with app visuals	Week 10
4	Integrated backend with shared APIs & CMS, cloud hosting and hosting security	Week 14
5	Beta testing and app sync validation report CI/ CD tests on each Pull Request/ Merge Request • Coding standards • No deprecated function calls • Smoke test • No security patches required	Week 18
6	Final public launch of website Production code pushed to SPREP GitLab	Week 20
7	Technical documentation (admin guide, hosting, APIs)	Week 22
8	Staff training and project handover Final report detailing outcomes, challenges, and recommendations Open tickets pushed to SPREP GitLab	Week 24

9. Functional Requirements

All core functions of the mobile app must be mirrored or made accessible on the website, including real-time warnings, interactive maps, location-based forecasts, disaster reporting, and push or pop-up notifications.

- Real-time multi-hazard warnings (color-coded CAP-compliant)
- Interactive cyclone and tsunami tracking maps
- Location-based forecasts
- 7-day and severe weather outlooks
- Climate and seasonal bulletins (text & visual summaries)
- Drought status and projections
- Earthquake event logs
- Disaster reporting feature with geotag and image upload
- Push or pop-up notifications (browser-based alerts where applicable)
- Searchable archives and downloadable PDFs

- User feedback and engagement forms
- Prompt user to install the app
- Integration with the mobile app so that notifications or alerts are pushed out once but available on both platforms

Highly recommended (optional)
- Integration with the SPREP Virtual Library and Data Portal to harvest and display country specific publications, videos, resources and data using JSON:API and Open Project standard (OCOF reports, etc)

Non-functional Requirements
- Mobile-first, responsive design compatible across all devices and browsers.
- Meet Web Accessibility Standards (WCAG 2.2)
- Meet GDPR standards for privacy

10. Technology Recommendations
- Frontend: HTML 5 with React.js or Vue.js (mobile app uses Flutter)
- Backend: Node.js, PHP (mobile app uses Payload CMS)
- CMS: Open-source with API hooks (Drupal or Payload CMS)
- Mapping: Leaflet.js, Mapbox
- Hosting: Cloud-based (AWS, GCP)
- Integration: Shared APIs, notification services, real-time databases

11. Collaboration with Mobile App Team
The Developer must:
- Hold regular coordination meetings with the app development team
- Review app design and data models
- Share backend and API specs
- Align delivery milestones for consistency

12. Qualifications and Experience

Criteria	**Detail**	**Weighting**
1. Qualifications	A minimum of a post graduate degree in website development, computer science, or a related field. Submissions must include Curriculum Vitae for all proposed personnel, including the designated Project Manager.	10%
2. Experience	Demonstrated 7–10 years of professional experience in delivering high-level digital solutions for meteorological and early warning. This must include a track record of 3–5 successfully completed projects of a similar type and scale (provide links to websites), specifically involving similar services (integrating web and mobile platforms) within the Pacific region.	10%

3. Technical Experience	Evidence of expertise in the recommended technology stack: HTML5, React.js/Vue.js (frontend), Strong UI/UX and web GIS integration skills and Node.js/PHP with Payload CMS (backend). Experience must specifically include web GIS integration (Leaflet.js/Mapbox), scientific programming, and the integration of meteorological or early warning data sources.	10%
4. Project Management & Communica-tion	Demonstrated ability to manage complex timelines and coordinate with external teams (specifically the mobile app developers). Proven excellence in English verbal and written communication, project reporting, and the ability to work effectively under limited supervision.	15%
5. Technical Proposal	A comprehensive methodology detailing all activities to deliver against the Terms of Reference. This must include a clear timeline with milestones (matching the 24-week schedule), a robust quality assurance plan, and detailed training and maintenance schedules with accompanying manuals.	35%

13. Budget / Travel

Submit an itemised budget or financial proposal with cost breakdowns by task and resource. Separate the cost for travel associated with the delivery of this work from the consultancy fee and activity/tasks. Clearly indicate any shared development with the mobile app to avoid duplication.

14. Alignment with ClimSA Objectives

This proposal aligns with ClimSA's goals of strengthening access to climate services and improving the capacity of ACP countries to manage climate risks. The website upgrade directly supports improved climate data dissemination, enhances community resilience, and promotes informed decision-making across sectors

15. Submission Requirements

Applicants must provide:

- Company profile and relevant portfolio
- CVs of key personnel
- Methodology and work plan
- Budget/Financial proposal
- Warranty/support plan
- Business registration documents

16. Work Arrangements

The Developer (Company or contractor) will work under the direction of the SPREP Pacific Met Desk and coordinate with the RCC Coordinator, the Samoa National Technical Support Officer and the ClimSA Pacific Project to ensure all deliverables meet requirements. The work can be delivered remotely with scheduled virtual or face-to-face consultations with Samoa Meteorological Services, SPREP and relevant agencies.