# REQUEST FOR TENDERS

RFT: WRP_2026-018
File: AP_3/39
Date: 30 October, 2026
To: Interested service providers
From: WRP Procurement Officer

**Subject**: **Request for tenders (RFT): Asset Information and Maintenance System (AIMS) Procurement, Configuration, Implementation, and Support for the Weather Ready Pacific Programme**

## 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 providers who can offer their services to procure, configure, implement, and support an Asset Information and Maintenance System (AIMS) for the Weather Ready Pacific Programme.

2.2. The Terms of Reference for 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 service providers 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 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 service provider 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.** *(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*

b) **Conflict of Interest Form**

c) **Declaration of Honour form**

d) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.

e) **Technical & Financial Proposal** – please complete the **attached as Annex B** and where relevant, attach documents to support your responses.

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 wrp.procurement@sprep.org before 23 November 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 25 November 2026.

***A pre-bid tender meeting will be hosted by the project team on Wednesday 25 November, 1:00pm local Samoa time – Zoom link and other meeting details will be posted closer to this date.***

b. The only point of contact for all matters relating to the RFT and the RFT process is the Weather Ready Pacific 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 service provider 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 |
|---|---|---|
| Organisation | **Experience** - demonstrate proven experience implementing asset management and computerised maintenance management systems in developing countries. | 10% |
| System | Design, software, setup, monitoring, data, standards, backup, configuration, multi organisation access and control, hosting, inventory and maintenance work management, asset records, offline capability, data export, backup and disaster recovery | 30% |
| Implementation | Documentation and SOPs, system demonstration, pilot deployment, implementation setup, configuration and timelines, interoperability, data migration, testing, warranty, and system go-live period. | 25% |
| Operations | Technical support, capacity development, ongoing service support | 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 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: 07 December 2026, 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 WRP-2026-018: **Asset Information and Maintenance System (AIMS) Procurement, Configuration, Implementation, and Support for the Weather Ready Pacific Programme'**

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

# PROCUREMENT, COFIGURATION, IMPLEMENTATION AND SUPPORT OF AN ASSET INFORMATION AND MAINTENANCE SYSTEM (AIMS)

## 1. BACKGROUND

National Meteorological and Hydrological Services (NMHSs) manage a significant portfolio of hydrometeorological assets, including observation stations, radar systems, sensors, communications equipment, ICT infrastructure, vehicles, facilities and supporting equipment. Effective management of these assets is critical to ensuring reliable multi hazard early warning services throughout the Pacific region.

As part of the development and implementation of a regional and national assessment management framework, there is a need to establish modern Asset information and maintenance systems (AIMS) that supports standardised asset registration, lifecycle management, maintenance planning, performance monitoring, reporting and decision making.

It is anticipated that assets from at least 15 Pacific organisations will be tracked with AIMS, with at least another 5 technical organisations providing routine asset management and maintenance support services that will require access to AIMS. A list of asset classes can be found here in the draft regional asset policy.

It is anticipated in the first year during go-live there will be approximately 50 users and 1000 assets introduced. This is anticipated to increase over the subsequent 5 years, as more asset classes are migrated and more users adopt the system as their day-to-day operational tool and decision-making tool.

The AIMS will provide a shared platform to strengthen asset governance, improve operational efficiency, enhance data quality, support evidence-based investment decisions and build long term asset management capability across participating Pacific organisations.

## 2. OBJECTIVE

The objective of this procurement is to acquire, configure, implement and support an asset information and maintenance system (AIMS) that supports the lifecycle management of hydrometeorological and related infrastructure assets across participating organisations.

The system is expected to:

- Establish a centralised digital asset register
- Support asset lifecycle management
- Improve maintenance and planning and delivery
- Enable asset condition and performance monitoring
- Support reporting and decision making
- Improve planning, budgeting and investment prioritisation
- Support regional collaboration and future scalability across Pacific Island Countries and Territories
- Align with recognised asset management good practice, including ISO 55000 principles

*Detailed functional, technical, security, implementation and operational requirements are provided within the Request for Tender – Annex B*

## 3. SCOPE OF WORK

The successful supplier shall provide all software, services and professional expertise necessary to implement and operationalise AIMS.

Full scope of work for System Implementation and Operations is detailed in the Request for Tender Proposal (spreadsheet). In summary, they are as follows:

### 3.1 System Demonstration

The system provider may be asked to provide a live (online) demonstration of their system during the tender process.

### 3.2 Pilot Deployment

A pilot must be conducted on at least one asset class to assess:

- User interface intuitiveness
- System latency
- Accessibility from remote Pacific locations

Bidder must specify whether additional costs apply and any assumptions.
There is no commitment to ongoing use of the system following the pilot.

*More than one system provider may be selected to undertake the pilot.*

### 3.3 Full System Implementation

Configure and deploy an Asset Management Information System out of the box features to meet the business, operational and asset management requirements of participating organisations. The system shall support implementation of standardised asset management practices and be capable of supporting future expansion across multiple countries and organisations, including:

- System set up & configuration
- Data migration support
- Testing & QA
- User Acceptance Testing
- Documentation & SOPs

Note, the selected system provider will work closely with meteorological asset management specialist(s) separately reporting to SPREP. The specialist(s) will lead the data migration from existing databases/spreadsheets across at least 15 organisations and establishment of policies, procedures, governance, database structures, asset classes, asset hierarchies, metadata fields. The system provider will support the specialist(s) in set up, configuration, data migration and testing, to ensure the system and data is functional and operating as intended.

### 3.4 System integration, Customisation & API Development

The supplier shall support integration and information exchange between the AIMS and other relevant business systems where required.
The implementation should promote interoperability and minimise duplication of information.

Exact system integration and customisation required for each organisation will be determined during system setup and configuration phase. Vendors should provide:

- Custom development services
- API integration services
- Describe the fee structure

### 3.5 Warranty & Defect Liability

A 12-month defect liability period applies from system acceptance into operations.
Vendors must describe ongoing service guarantees.

### 3.6 Training and Capacity development

The supplier shall deliver training and knowledge transfer activities to support sustainable operation and management of the AIMS

Training activities may include support for system administrators, asset managers, technical personnel, ICT staff and executive users. The implementation should promote organisational capability development and long-term ownership of asset management practice

### 3.7 System Go-Live, technical support and ongoing service

The supplier shall provide support during production deployment and initial operational use of the system and ongoing technical support and services.

Services will include:

- Go-live hyper care support period 6-9 months
- Issue management and resolution
- Knowledge transfer
- Software updates and maintenance
- Warranty and technical support services
- Ongoing service

## 4. SYSTEM REQUIREMENTS

Full system requirements are detailed in the Request for Tender Proposal (Annex B). In summary, they are as follows, with requirements differentiated by either ***Essential***, ***Important*** or ***Optional***.

| Requirements | Category |
|---|---|
| Asset Configuration | Essential |
| Multi-Organisation Access | Essential |
| Access Control | Essential |
| Open-Source Software | Important |
| Cloud Hosting | Essential |
| On-premise | Optional |
| Inventory Management | Essential |
| Cost Tracking & Forecasting | Important |

| | |
|---|---|
| Maintenance Work Management | Essential |
| Condition & Performance Monitoring | Important |
| Asset Performance KPIs | Optional |
| Asset Records & Documentation | Essential |
| Offline Capability | Essential |
| Sensor / SCADA / IoT Integration | Important |
| Data Export & APIs | Essential |
| Interoperability Standards | Important |
| Reporting & Dashboards | Important |
| GIS & Spatial Integration | Important |
| Mobile Application | Important |
| Sub-Contractor Management | Optional |
| Health & Safety Management | Optional |
| Staff Competency Tracking | Optional |
| Backup & Disaster Recovery | Essential |
| Service Reliability | Essential |
| Software Standards & Security | Essential |
| Integration with Secondary Database | Essential |
| Data Quality Tools | Important |
| Additional System Capabilities | Optional |

## 5. VENDOR REQUIREMENTS

Vendors should demonstrate:

- Relevant experience in the implementation of and support of Asset management information systems and/or computerised maintenance management systems
- Experience with lifecycle asset management solutions
- Demonstrated expertise in cloud-based software development

Detailed evaluation criteria and response requirements are provided within the RFT documentation.

## DURATION

The services are expected to commence as soon as practical following contract award and be completed within 24 weeks, unless otherwise agreed by the parties.

## REMUNERATION

The proposal shall provide a clear breakdown of implementation costs, support costs and any optional services.
Payment milestones will be agreed as part of contract negotiations and linked to delivery of agreed project outputs and deliverables.