

Request for Proposal for supply and installation of Wi-Fi 7 Access Points, PoE Switch, Cabling and Wireless Coverage Validation for ASEF

15 October 2026, Singapore



SECTION A: REQUIREMENT SPECIFICATIONS

1. Introduction

1.1. Overview

ASEF is an intergovernmental not-for-profit organization, which brings together the peoples of Asia and Europe to address common global challenges. As the sole permanent institution under the Asia-Europe Meeting (ASEM) process, ASEF promotes understanding, strengthens relationships, and facilitates cooperation among the people, institutions, and organizations of Asia and Europe. For more information, please visit <https://asef.org/about/what-we-do>.

1.2. About the Digital and Technology Unit

The Digital and Technology Unit is responsible for implementing our digital strategy. We engage stakeholders and employees to understand their needs and provide a positive digital experience. By leveraging data analysis, we create digital experiences while putting data privacy and security first.

Our role involves supporting the executives in making informed decisions about where to invest our time, energy, and resources. We work across departments to build our digital portfolio using the most effective tools and technologies. Our commitment is to advocate for high-quality, holistic digital experiences that enhance the satisfaction of stakeholders and employees alike.

1.3. Wi-Fi Network Infrastructure Upgrade

ASEF is seeking a reliable and qualified vendor/supplier based in Singapore to supply and install Wi-Fi 7 wireless access points, a Power over Ethernet (PoE) network switch, associated structured cabling, and perform post-installation wireless coverage validation. Configuration of the wireless access points and network switch will be carried out separately by ASEF's IT service provider.

2. Scope of work

The selected vendor will be responsible for supply, physical installation, cabling, mounting, installation testing and post-installation wireless coverage validation. Configuration of the wireless access points and network switch is expressly excluded from this scope and will be undertaken by ASEF's IT service provider. The selected vendor must coordinate with ASEF and ASEF's IT service provider where necessary for installation, testing and

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handover. ASEF prefers HPE Aruba, Cisco, or Ruckus enterprise wireless solutions, or equivalent products that meet all functional, security, support, and management requirements.

2.1. Wi-Fi 7 Access Points

- Supply 2 units of mid-range Wi-Fi 7 indoor access points suitable for higher-density environments.
- Each higher-density access point must support 1 / 2.5 / 5 Gbps PoE Ethernet connectivity.
- Supply 20 units of Wi-Fi 7 access points suitable for lower-density environments.
- Each lower-density access point must support 1 / 2.5 Gbps PoE Ethernet connectivity.
- All access points must support a controller-less design. The proposal must identify any cloud subscription, licence, support entitlement or recurring fee required for operation and management.
- Supply all required mounting accessories and physically mount the access points at locations agreed with ASEF.

2.2. PoE Network Switch

- Supply 1 unit of 24-port Gigabit Ethernet switch.
- Must support IEEE Class 4 PoE with a minimum total PoE power budget of 370 W.
- Must include SFP+ support for 10 Gbps uplink connectivity.
- Vendor must confirm that the proposed switch and PoE budget are adequate to power the proposed access points.

2.3. Structured Cabling and Installation

- Supply and install 10 additional CAT6 UTP cable runs, with each run not exceeding 90 metres per access point, terminating at the server room.
- Re-terminate 13 existing CAT6 UTP cable runs to a new patch panel.
- Supply and install the new patch panel and required termination accessories.
- Supply CAT6 patch cables required to connect the access points to the PoE switch.

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- Label, terminate and test all new and re-terminated CAT6 cabling using a cabling qualification tester. Each link must pass wire-map, length and PoE checks and must qualify for the maximum Ethernet speed required by the connected access point: at least 2.5 Gbps for all links and 5 Gbps where applicable. The supplier must provide a PDF or electronic report identifying each cable/port label and its PASS/FAIL result. Any failed link must be rectified and retested at no additional cost before handover.
- Mount and physically connect all access points. Final network configuration will be performed by ASEF's IT service provider.

2.4. Post-installation Wi-Fi Heatmap and Validation

- Perform the final post-installation Wi-Fi heatmap/survey after ASEF's IT service provider has completed configuration, confirmed that all access points are operational, and notified the supplier that the survey may proceed. The survey and final report must be completed before final handover and acceptance.
- Provide a final survey report showing overall wireless coverage across the office and the individual coverage of each installed access point. Unless ASEF approves different targets in writing before the survey, acceptance requires, in all normally occupied work areas: at least -67 dBm received signal strength on the designated production band, signal-to-noise ratio of at least 25 dB, and coverage meeting both thresholds across at least 95% of the surveyed occupied floor area. No agreed critical work area may have received signal strength below -70 dBm. The report must state the survey tool, client adapter, band/channel assumptions, transmit-power assumptions, measurement date, survey path and sampling methodology, and must include floor-plan heatmaps for signal strength and signal-to-noise ratio.
- The report must identify every surveyed area that does not meet the agreed wireless acceptance thresholds and distinguish, where reasonably possible, between configuration-related and physical-installation-related causes. Any network configuration changes will be performed by ASEF's IT service provider. If a failed acceptance criterion is attributable to the supplier's physical installation works, including access point placement or mounting, cabling, termination, physical connectivity or PoE availability, the supplier must, at no additional cost to ASEF, rectify the issue in coordination with ASEF and ASEF's IT service provider and repeat the affected survey and validation until the agreed acceptance criteria are met.

2.5. Installation Testing and Handover

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- Configuration of the access points and PoE switch is not included in the vendor's scope. Configuration will be performed by ASEF's IT service provider.
- Coordinate with ASEF and ASEF's IT service provider during installation, testing and handover as required.
- Verify physical connectivity, cable termination, cabling test results and PoE availability. Network and wireless configuration validation will be performed by ASEF's IT service provider.
- Provide product datasheets for all proposed access points and switches, including manufacturer and exact model numbers.
- Provide an equipment inventory including serial numbers, cabling/port mapping, cable test results and installation handover documentation.

2.6. Warranty and Support Services

- State the manufacturer warranty applicable to each proposed hardware component.
- Describe the vendor's installation/workmanship warranty and support arrangements for the supplied equipment and installation works.
- Provide applicable support coverage and Service Level Agreements (SLAs), including response and escalation arrangements.
- Clearly identify any licences, subscriptions, support contracts or recurring costs associated with the supplied equipment.

2.7. Delivery and Implementation Timeline

- Vendors must specify the expected lead time for equipment delivery and the proposed installation, cabling, testing, heatmap survey and handover schedule from the date of order confirmation. The vendor must coordinate the implementation schedule with ASEF and ASEF's IT service provider where configuration activities or network access are required.

2.8. Commercial Proposal

- Detailed pricing breakdown by equipment, quantity, unit price and total price.
- Separate pricing for installation, cabling, mounting, testing, heatmap survey, licences/subscriptions associated with the supplied equipment, and any other professional services. Configuration services must not be included in the quotation.

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- Applicable taxes, delivery/shipping charges and any other costs.
- Payment terms.
- Quotation validity of at least 3 months after the submission deadline.

3. Submission Guidelines

Interested vendors are requested to submit their proposals electronically to digital@asef.org by **13 November 2026**. The proposal should include technical specifications, product datasheets, supply and installation approach and timeline, warranty/support details, and a complete commercial proposal. Configuration services are outside the scope of this call and must not be included in the quotation. The subject line should be: "Wi-Fi 7 Supply and Installation Proposal - [Your Company Name]".

4. SECTION B: Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Adherence to the technical specifications and scope of work, including Wi-Fi 7, Ethernet, controller-less, PoE and switching requirements.
2. Suitability of the proposed equipment and supply and installation methodology.
3. Competitive and transparent pricing, including hardware, installation, cabling, licences/subscriptions associated with the supplied equipment and recurring costs, if any.
4. Warranty, support services and Service Level Agreements.
5. Delivery and installation timeline.
6. Completeness of installation testing, heatmap coverage validation, documentation and handover.

5. Important Dates:

Milestone	Date
Request for Proposal publication	26 October 2026
Site Survey	30 October 2026, 3:00 PM
Deadline to submit questions	9 November 2026
Publication of FAQ / responses	11 November 2026
Proposal submission deadline	13 November 2026
Vendor selection	18 November 2026
Contract award / purchase order	20 November 2026
Expected completion of delivery and installation	No later than 18 December 2026

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Thank you for considering our invitation. We look forward to receiving your proposal. Should your offer be accepted, the Terms and Conditions set out below shall govern the contract between ASEF and your company.

Terms and Conditions

1. Acceptance and Rejection of Proposals

ASEF reserves the right to accept or reject any or all proposals received. This Request for Proposal does not commit ASEF to award a contract, nor does it imply an obligation to pay for any costs incurred in the preparation and submission of proposals.

2. Late Submissions

Tenders received after the closing time for submission will not be considered.

3. Governing Law

The contract shall be subject to, governed by and interpreted in accordance with the laws of the Republic of Singapore for every purpose.

4. Ownership of Submissions

Vendor proposals and all attached documents, plans, drawings, materials or other items submitted by a vendor in response to this RFP shall become the property of ASEF.

5. Confidentiality

Except with the written consent of ASEF, vendors shall not disclose to any third party this RFP or any information shown or provided to vendors pursuant to this RFP by or on behalf of ASEF.

6. Validity of Tenders

The tender must remain valid for at least 3 months after the submission date.

7. Non-binding Nature of Proposals

ASEF does not bind itself to accept any vendor proposal submitted. ASEF shall be under no obligation to accept the lowest or any vendor proposal and is not under any obligation to inform any vendor of the reasons for non-acceptance of a proposal.

Contact for Clarification

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