



ASEAN SECRETARIAT

Terms of Reference

(as of February 2022)

Provision of Dedicated Managed Wi-Fi Access Point

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Term of Reference for the Provision Managed Wifi Access Point

1 Background

The ASEAN Secretariat (ASEC) was established in February 1976 by the Foreign Ministers of ASEAN. Currently staffed with approximately 400+ people, the mission of ASEC is to initiate, facilitate and coordinate ASEAN stakeholder collaboration in realizing the purposes and principles of ASEAN as reflected in the ASEAN Charter. In order to effectively fulfil its function in providing greater efficiency in the coordination of ASEAN organs and implementation of ASEAN Programs and Projects, ASEC needs to be equipped with sufficient tools and up-to-date technology to support all staff as well as visitors/ delegation of meeting. With the expansion of building, the need of Wifi access in all public places as well as staffs' office work is higher to smooth the mission of ASEC

2 Objectives

ASEC intends to enhance and provide additional dedicated-managed WIFI AP to cover all public places as well as Staffs' office work and meeting rooms. ASEC is seeking a vendor who is able to facilitate the required services by providing the equipment with the required specification. The selected vendor will work with Information Technology System Division (ITSD) staff(s) who will be assisting the vendor on the procedure and facilitation.

The selected vendor shall be tasked to achieve the following objectives:

- 1) Provide the service with the required or better specification WIFI AP, as stated in the Scope of Service and Hardware Configuration and Criteria
- 2) Deliver the Service as specified in the indicative work schedule.

3 Expected Deliverables

The expected deliverables include:

- 1) The complete set of equipment (Access Point) with the required or better specifications as stated in the Scope of Service.
- 2) Hardware warranty and support of the equipment for a period not less than 12 months from the date of acquisition to ASEC.

4 Scope of Services

The vendor shall work closely with ITSD staffs to achieve the above objectives as well as undertake the following indicative tasks:

1. Deliver the necessary equipment in timely manner.
2. Implementation over existing current configuration without any downtime effect during office Hour/Meeting Session.
3. Provide Documentation, User Acceptance Test, Hand Over Training Session.
4. Provide maintenance support
 - 4.1 For Indoor Access Point the maintenance supports up to 1 years including Warranty including direct replacement (RMA)
 - 4.2 For Switch 2930F 48G PoE+4SFP the maintenance support limited lifetime warranty-RMA
 - 4.3 For LR10G-100 LINKRUNNER 10G Advance Ethernet Tester and AIR CEHCK-G2 Wireless Checker the warranty ALLYCARE support up to 1 year.

5 Indicative Work Schedule

Vendor is requested to provide clear methodology and approach in carrying out this assignment. Vendor is required to provide indicative activities and estimated timelines for the delivery of the equipment. The expected delivery is as follow

No	<u>Descriptions</u>	<u>Quantity</u>	<u>Expected Delivery Deadline</u>
1	Indoor Access Point		October 2022
	<i>'Ruckus R320</i>	26 Units	
	<i>'RUCKUS R650</i>	1 Units	
	<i>AP management</i>	27 Units	
	<i>Associate Partner Support, Per SZ/vSZ AP, 1 Yrs.</i>	26 Units	
2	Manageable Switch		September 2022
	Aruba 2930F 48G PoE+ 4SFP+ Switch	1 Unit	
3	SFP		
	Aruba 10G SFP+ LC LR 10km SMF Transceiver	3	
4	Network Tester Tool		
	LR10G-100 LINKRUNNER 10G ADVANCED ETHERNET TESTER	1	September 2022
	<i>AIRCHECK G2 WIRELESS TESTER</i>	1	
5	<i>Implementation including required material and Maintenance support up to 1 years.</i>	1 lot	October 2022

6 Vendor Qualifications and Experiences

The to-be-selected Vendor shall meet the following criterion:

- 1) An experienced and established company/company registration with proven records in provision of IT Services for a multi national-companies or governmental agencies or international organizations similar to ASEC (Appendix 2)
- 2) Provide customer references and including good testimonials for each customer, who have acquired the vendor for the provision of IT Services such as Networking, Servers, etc (please fill out the Appendix 1a as well as the testimonials);
- 3) Proven track records and experiences in handling the Wifi Managed Service / same services as ASEC's request (please provide at least 3 UAT);
- 4) Authorized partner and including certified technical expert of proposed brand (Please provide supporting letter / SURDUK).

7 Hardware and Configuration Criteria

The Access Point Equipment shall meet the following criterion:

I. Technicle Requirement and Specification for equipment:

No	Descriptions	Quantity
1	Indoor Access Point	
	'Ruckus R320, dual band 802.11ac Indoor Access Point, 1-Port, PoE, does not include power adapter or PoE Injector. Limited Lifetime Warranty	26 Units
	'RUCKUS R650 Indoor Wi-Fi 6 (802.11ax) 4x4:4 Wi-Fi Access Point with 2.5Gbps backhaul and 6 spatial streams	1 Units
	AP management license for SZ-100/vSZ 3.X/SCG200/SZ300, 1 Ruckus AP Access point Including AP Bracket	27 Units
	Associate Partner Support, Per SZ/vSZ AP, 1 Yrs.	27 Units
2	Manageable Switch	
	Aruba 2930F 48G PoE+ 4SFP+ Switch INCLUDED: Power Cord - Europe localization	1 Unit
3	SFP	
	Aruba 10G SFP+ LC LR 10km SMF Transceiver	3 Unit
4	Network Tester Tool	
	LR10G-100 LINKRUNNER 10G ADVANCED ETHERNET TESTER including 1 YEAR ALLYCARE SUPPORT FOR LR-10G	1 Unit
	AIRCHECK-G2 AIRCHECK-G2 AIRCHECK G2 WIRELESS TESTER Including 1 YEAR ALLYCARE SUPPORT FOR	1 Units
5	Implementation including required material and Maintenance support up to 1 years.	1 lot

**** The equipment must genuine parts and components and not refurbished.**