Navijin

BUYER TOOLKIT

NAVIJIN RESEARCH

Enterprise Network RFP and Evaluation Checklist

40 questions and a scoring sheet to compare networking suppliers objectively.

40 questions | 8 weighted sections | Scoring sheet | Free to use

Applies to
Tender committees, consultants and IT teams

Document
NJ-WP-RFP-2026 · Rev. 2.0

Published
November 2026

ABOUT THIS GUIDE

How to use this checklist

Send these 40 questions to every shortlisted networking supplier, or use them to write the technical and commercial sections of your tender. Score each answer from 0 to 5 and enter the totals in the scoring sheet at the end. The weights follow the Navijin Market Guide 2026 evaluation framework.

Conventions: menu paths are shown in **bold** (for example **Network** → **VLAN**); commands and values in `monospace`. Screenshots may differ slightly by firmware version.

Scoring scale

- **0**: no answer or not supported
- **1–2**: partly meets the requirement, or only with workarounds
- **3**: meets the requirement
- **4–5**: exceeds the requirement, with evidence (datasheet, certificate, reference)

Sections and weights

- A. Product fit 20% · B. TCO 15%
- C. Availability 15% · D. Warranty & RMA 15%
- E. Support 10% · F. Security & compliance 10%
- G. Management 10% · H. Ecosystem 5%

Contents

01 A. Product fit and performance (20%)

02 B. Total cost of ownership (15%) · C. Availability (15%)

03 D. Warranty and RMA (15%) · E. Support (10%)

04 F. Security and compliance (10%) · G. Management (10%)

05 H. Partner ecosystem and references (5%)

06 Scoring sheet

SECTION 01

A. Product fit and performance (20%)

#	Question	Score
1	Do the proposed switches provide the required number of ports, PoE standard (802.3af/at/bt) and total PoE budget, with at least 20% headroom?	
2	What uplink speeds are available (1G SFP, 10G SFP+, 25G) and how many uplinks per switch?	
3	Which Wi-Fi standard do the access points support (Wi-Fi 6, 6E, 7)? What is the maximum client count per AP?	
4	Do access points require 2.5G ports and which PoE class?	
5	For CCTV: which resolutions, codecs (H.265) and NVR storage capacities are offered?	
6	For voice: which SIP features, number of lines and PBX capacity are supported?	
7	Are industrial or wide-temperature models available for outdoor or plant areas?	
8	Can the supplier provide a full bill of materials, including optics, power supplies and accessories?	

SECTION 02

B. Total cost of ownership (15%) · C. Availability (15%)

#	Question	Score
9	What is the five-year cost including hardware, licences, support and spares?	
10	Are any features (management, controller, PoE, warranty extension) licensed separately?	
11	What is the typical power consumption of each switch and AP?	
12	Is project or volume pricing available, and for how long is the price valid?	
13	What does a spare-part kit for this project cost?	
14	Where is stock held, and what quantity of the proposed models is available now?	
15	What is the guaranteed delivery time to site?	
16	Can stock be reserved for phased projects?	
17	Who is the local importer of record and the responsible party in the country?	

SECTION 03

D. Warranty and RMA (15%) · E. Support (10%)

#	Question	Score
18	What is the warranty period for each product family, in writing?	
19	Where are faulty units returned and how long does replacement take?	
20	Is advance replacement available for critical sites?	
21	How long will spare parts and firmware updates be available after purchase?	
22	Will the supplier review the network design (PoE, Wi-Fi coverage, VLANs) before order?	
23	Are configuration manuals and video guides publicly available?	
24	Which support channels exist (phone, email, remote session) and in which languages?	
25	What are the response times for critical, major and minor issues?	
26	Is installation or commissioning support available through local partners?	

SECTION 04

F. Security and compliance (10%) · G. Management (10%)

#	Question	Score
27	Can the supplier provide CE, FCC and RoHS certificates for each proposed model?	
28	Is production carried out under ISO 9001 quality management?	
29	Is the brand a registered trademark, and who owns it?	
30	Can every unit's serial number be verified as genuine?	
31	Do managed switches support 802.1X, port security, ACLs, SSH/HTTPS and SNMPv3?	
32	How are firmware updates signed, published and announced?	
33	Can all switches and APs be managed from one interface or controller?	
34	Which standard protocols are supported for integration (802.1Q, LACP, STP/RSTP, LLDP, SNMP, Syslog)?	
35	What is the upgrade path to higher speeds or more ports without replacing the design?	

36	Is there a Layer 3 or chassis option if the site grows?	

SECTION 05

H. Partner ecosystem and references (5%)

#	Question	Score
37	How many distributors and certified resellers operate in your country?	
38	Can the supplier share references in your sector (anonymised if needed)?	
39	Are case studies or site visits available?	
40	Will the supplier sign an authorisation letter for this tender?	

SECTION 06

Scoring sheet

Section	Weight	Avg score (0–5)	Weighted	Supplier A	Supplier B	Supplier C
A. Product fit	20%					
B. Total cost of ownership	15%					
C. Availability	15%					
D. Warranty and RMA	15%					
E. Support	10%					
F. Security and compliance	10%					
G. Management	10%					
H. Ecosystem	5%					
Total	100%		/ 5.0			

Weighted score = average section score × weight. A total of **3.5 or more** usually indicates a supplier that is ready for award.

> **TIP**
> Need answers for Navijin? Our team completes this checklist for your project, with certificates and datasheets attached: sales@navijin.com · navijin.com/en/quotation

Navijin

Need help?
We are here for you.

TECHNICAL SUPPORT
navijin.com/en/contact/technical

DOCUMENTATION & FIRMWARE
navijin.com/en/documentation

COMMUNITY TUTORIALS
navijin.com/en/tutorials

VERIFY YOUR PRODUCT
navijin.com/en/verification

NJ-WP-RFP-2026 · Rev. 2.0 · November 2026. Published by Navijin. You may copy and use this checklist freely for your own procurement. Navijin® is a registered trademark in the United Arab Emirates. © 2026 Navijin. All rights reserved.