Navijin

BUYER TOOLKIT

Enterprise Network RFP and Evaluation Checklist

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



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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. Weights follow the *Navijin Market Guide 2026* evaluation framework.

Score	Meaning
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)

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?	

B. Total cost of ownership (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?	

C. Local availability and lead time (15%)

#	Question	Score
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?	

D. Warranty and RMA (15%)

#	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?	

E. Technical support and skills (10%)

#	Question	Score
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?	

F. Security and compliance (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?	

G. Management and scalability (10%)

#	Question	Score
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?	

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?	

Scoring sheet

Section	Weight	Average score (0–5)	Weighted score	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.

Need answers for Navijin? Our team completes this checklist for your project, with certificates and datasheets attached.
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