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# Engineering & Design Services — Ready Technical and Financial Proposal Template (with BIM, 30/60/90% milestones, and Local Content)

Government Tenders — Engineering & Design Services Sector Engineering & Design Services

465 views

## Technical Proposal Summary

This is a guidance template showing the complete structure of a technical proposal for engineering & design services tenders — each item has a brief explanation of what to write and why bid evaluators care. Built on the unified Saudi RFP for engineering services, following the methodology of the Expenditure & Projects Authority (EPMA), with design review milestones (30%/60%/90%), BIM requirements, and Local Content.

### 1. Technical Proposal Cover Page

| Item                           | Guidance                                                                                                                               |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Tender Name                    | Write the full name (e.g. architectural and engineering design services for building ..., or engineering supervision for project ...). |
| Tender Number                  | The number on the RFP cover.                                                                                                           |
| Government Entity + Department | Official name + projects/engineering department.                                                                                       |



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Commercial name + registration number + activity (must include engineering consulting services).

Submission Date

Hijri + Gregorian.

Bid Validity

90 days.

## 2. Executive Summary

*Guidance:* 4–6 lines summarizing: **project nature** (design/supervision/studies), engineering disciplines included, BIM methodology adopted, foreign/local expert ratio, your commitment to review milestones (30/60/90%), targeted local content and localization rates.

## 3. Company Overview

| Field                                                            | Guidance                                                                                      |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Commercial name + registration + activity                        | Must include: engineering consulting office / design.                                         |
| Year of establishment + capital                                  | ≥ 10 years in engineering consulting strengthens technical ranking.                           |
| Ministry of Municipal & Rural Affairs and Housing classification | Grade + disciplines (architectural, structural, electrical, mechanical).                      |
| Saudi Council of Engineers membership                            | <b>Mandatory:</b> valid affiliation certificate for the office and key engineers.             |
| Certifications                                                   | ISO 9001 (Quality), ISO 14001 (Environment), ISO 45001 (Safety), BIM Level 2/3 accreditation. |
| Number of engineers and designers                                | State the total classified by specialization + localization rate.                             |



## 4. Past Experience in Similar Engineering Projects

*Guidance:* 3–5 projects **similar in size and discipline** (design/supervision). Attach official completion certificates and photos of executed projects.

| Project Name                                              | Owning Entity             | Work Nature                            | Building Type           | Area (m <sup>2</sup> ) | Contract Value  | Completion Year |
|-----------------------------------------------------------|---------------------------|----------------------------------------|-------------------------|------------------------|-----------------|-----------------|
| <i>Example: Maternity &amp; pediatric hospital design</i> | <i>Ministry of Health</i> | <i>Integrated design + supervision</i> | <i>200-bed hospital</i> | <i>22,000</i>          | <i>8.5M SAR</i> | <i>2024</i>     |
| <i>Add a row for each project</i>                         | —                         | —                                      | —                       | —                      | —               | —               |

## 5. Scope of Work Understanding

*Guidance:* Explain in detail the scope items in the RFP. Engineering services typically span multiple disciplines — clarify which ones are included.

### 5.1 Engineering Disciplines Included

| Discipline    | Scope of Work                                                  |
|---------------|----------------------------------------------------------------|
| Architectural | Facade design, interior layout, finishes, doors and windows.   |
| Civil         | Site plan, internal roads, excavation and backfill, sidewalks. |
| Structural    | Foundations, concrete/steel structures, seismic analysis.      |



## Geotec Ataa AI

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Boreholes, soil testing, foundation recommendations.

Electrical

Transformers, cables, grounding, distribution panels, lighting.

Mechanical

HVAC, plumbing, drainage, fire fighting.

Extra-low voltage (ELV)

BMS, IT, security systems, fire detection (FDAS).

Environmental  
disciplines

Environmental studies, sustainability, LEED accreditation if  
requested.

## 6. Design Services Execution Methodology

### 6.1 Design Phases and Reviews

**Mandatory guidance:** Per the Expenditure & Projects Authority methodology, design deliverables undergo formal review at 3 main milestones. Committees disqualify bids that don't clearly state these phases.

| Phase                              | Deliverables                                                                           | Required Approval                             |
|------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>30% Schematic Design</b>        | Overall concept, mass planning, initial cost estimates, basis of design.               | Government entity                             |
| <b>60% Design Development</b>      | Detailed system design, BIM model, preliminary engineering calculations.               | Entity + relevant authorities (SEC, NWC, MOT) |
| <b>90% Final Design</b>            | Complete construction drawings (IFC), standard specifications, BOQ, deliverables list. | Entity + relevant authorities                 |
| 100% IFC (Issued For Construction) | Final approval of all drawings + key engineer signatures.                              | —                                             |

### 6.2 Architectural & Engineering Design Services



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Research, data collection and verification (site data, prior studies).

Design concept and master planning support.

Preliminary and detailed cost estimates for various phases and options.

Basis of Design reports, design criteria, specifications.

3D modeling (BIM) + tender document preparation for procurement/installation.

Calculations, reports, and detailed construction drawings for all disciplines.

Value Engineering on request.

Implementation of an engineering deliverables management system on Earned Value Methodology (EVM).

### 6.3 Site Investigation Services

Site visit and inspection: entrances, boundaries, interferences.

Topographic survey.

Underground and above-ground utility mapping.

Geotechnical data review (boreholes) and request for additional tests if needed.

### 6.4 Specialized Studies

| Study                                 | Purpose                                          |
|---------------------------------------|--------------------------------------------------|
| Feasibility studies                   | Economic and technical assessment before design. |
| Master planning and space programming | Identify functional space needs.                 |
| Traffic analysis                      | For high-traffic-density sites.                  |
| Seismic analysis                      | Per Saudi Building Code SBC 301.                 |
| Environmental studies                 | Environmental Impact Assessment (EIA).           |



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For mosques, theaters, conference halls.

Fire safety reports

Per Saudi Building Code SBC 801.

Energy consumption estimates

Energy study + LEED accreditation potential.

### 6.5 Support During Construction Tendering & Execution

Respond to bidder technical inquiries during construction tendering.

Issue addenda for technical specification documents.

Review and approve contractor/supplier submissions (Material Approval Requests, Shop Drawings).

Respond to RFIs from the site.

Attend Factory Acceptance Tests (FAT).

Review design change requests (FCDs) during construction.

### 6.6 Building Information Modeling (BIM)

| Level                    | Requirements                                                                          |
|--------------------------|---------------------------------------------------------------------------------------|
| BIM Level 2              | 3D models for each discipline + Clash Detection coordination via Navisworks.          |
| BIM Execution Plan (BEP) | Separate document delivered at project start.                                         |
| Model deliverables       | Original Revit/Civil 3D files + Federated Models.                                     |
| Ownership transfer       | All BIM/CAD files transfer ownership to the entity at IFC delivery per the RFP terms. |

## 7. Work Split Between Foreign Experts and Local Resources

**Mandatory guidance:** Per the RFP, design work is split in a specific ratio:



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Share

Work

Foreign experts (E1)

20%

Engineering management, standards development, calculation review, approval of key construction deliverables (IFC).

Local  
architects/engineers  
(E2/E3)

80%

Site inspection, CAD work, calculation preparation, inter-discipline coordination, coordination with authorities.

### 7.1 Personnel Classification by Country of Education and Experience

| Classification | Country                                                                        |
|----------------|--------------------------------------------------------------------------------|
| E1             | USA, Australia, Canada, Europe (excluding Eastern), New Zealand, South Africa. |
| E2             | Kingdom of Saudi Arabia (citizens only).                                       |
| E3             | Other countries.                                                               |

## 8. Hiring Saudi Fresh Graduates

**Mandatory:** The contractor must annually hire **5 fresh graduates + 5 entry-level (2-5 years experience)**. Wage payment proof may be requested at any time.

| Group                              | Annual Minimum | Suggested Roles                                                 |
|------------------------------------|----------------|-----------------------------------------------------------------|
| Fresh graduates                    | 5              | Assistant engineer, CAD assistant, BIM assistant, TQ assistant. |
| Entry-level (2–5 years experience) | 5              | CAD engineer, BIM engineer, cost analyst.                       |



## 9. Schedule (Gantt Chart)

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| Phase                           | Month<br>1 | Month<br>2 | Month<br>3 | Month<br>4 | Month<br>5 | Month<br>6 |
|---------------------------------|------------|------------|------------|------------|------------|------------|
| Mobilization + site receipt     | ■          |            |            |            |            |            |
| Field investigation and studies | ■          | ■          |            |            |            |            |
| 30% design (Schematic)          |            | ■          | ■          |            |            |            |
| Review + 60% design (DD)        |            |            |            | ■          |            |            |
| Review + 90% design             |            |            |            |            | ■          |            |
| IFC delivery + project closeout |            |            |            |            |            | ■          |

*Guidance:* Within 30 days of site receipt, must submit a detailed schedule in Primavera or MS Project format showing all activities per the RFP service program.

## 10. Project Organizational Structure — Mandatory Specifications

The RFP requires minimum experience for each key position:

| Position                   | Mandatory Experience                                                                                    | Minimum Qualification  |
|----------------------------|---------------------------------------------------------------------------------------------------------|------------------------|
| Project Manager (engineer) | <b>15 years construction work + 10 years supervision + 3 years locally</b> with leadership personality. | BSc Engineering + PMP. |



Deputy **Ataa AI**

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8 years consulting + 5 years

BSc Civil Engineering.

|                                 |                                           |                                                      |
|---------------------------------|-------------------------------------------|------------------------------------------------------|
| Lead Architect                  | 10 years + BIM experience.                | BSc Architecture.                                    |
| Lead Structural Engineer        | 10 years + seismic analysis experience.   | BSc Civil/Structural Engineering.                    |
| Lead Electrical Engineer        | 10 years + SEC accreditation.             | BSc Electrical Engineering.                          |
| Lead Mechanical Engineer (HVAC) | 10 years HVAC design.                     | BSc Mechanical Engineering.                          |
| Geotechnical Engineer           | 8 years soil investigation.               | BSc Civil Engineering + geotechnical specialization. |
| BIM Manager                     | 5 years + Revit/Navisworks accreditation. | BSc + BIM certificate.                               |
| QA/QC Manager                   | 7 years + ISO 9001 Lead Auditor.          | BSc Engineering + Lead Auditor.                      |
| HSE Engineer                    | 5 years + NEBOSH/OSHA.                    | BSc + safety certification.                          |

*Additional guidance:* The PM and department managers must have worked for the contractor for **at least 5 years**. Senior managers and professionals: **at least 3 years**.

## 11. Key Personnel CVs

*Guidance:* Attach a CV for each lead engineer (10+ positions), including: qualifications + professional certifications + key projects executed + valid Saudi Council of Engineers affiliation certificate.



## 12. Coordination with Government Entities

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| Entity                            | Required Approvals                                             |
|-----------------------------------|----------------------------------------------------------------|
| Saudi Electricity Company (SEC)   | Approval of electrical drawings + connections + transformers.  |
| National Water Company (NWC)      | Approval of water and sewage connections.                      |
| Ministry of Transport (MOT)       | Approval of traffic entrances and exits.                       |
| Ministry of Environment (MEWA)    | Environmental Impact Assessment (EIA) + environmental permits. |
| Ministry of Communications (MCIT) | Approval of communications infrastructure.                     |
| Civil Defense                     | Safety license approval + firefighting systems.                |
| Saudi Standards Authority (SASO)  | Specifications conformity verification.                        |
| Municipality / Amana              | Building license.                                              |

## 13. Design Software Used

| Category                   | Suggested Software                      |
|----------------------------|-----------------------------------------|
| Architectural design + BIM | Autodesk Revit / ArchiCAD.              |
| Structural analysis        | SAP2000 / ETABS / Tekla Structures.     |
| Civil and roads            | Civil 3D / InfraWorks.                  |
| Electrical systems         | AutoCAD Electrical / Dialux (lighting). |



HVAC and Mechanical

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Revit MEP / HAP (Hourly Analysis Program).

Coordination and clash detection

Navisworks Manage.

Scheduling and project management

Primavera P6 / MS Project.

Document management (ECMS)

Aconex / SharePoint / Procore.

## 14. Quality Assurance Plan (QA/QC)

Apply ISO 9001 + ISO 19650 (BIM information management).

Mandatory checklists for each design phase.

Mandatory internal review before any deliverable submission.

Monthly clash detection coordination via Navisworks.

Monthly QA reports to entity.

## 15. Health & Safety Plan (HSE)

| Hazard                              | Measure                                   |
|-------------------------------------|-------------------------------------------|
| Unsafe site visits                  | PPE + comprehensive insurance.            |
| Office strain                       | Ergonomics rules + regular breaks.        |
| Risks of work in existing buildings | Coordinate with site security management. |
| Engineering information security    | File encryption + NDA for all engineers.  |

## 16. Risk Management Plan

| Risk                               | Mitigation                                         |
|------------------------------------|----------------------------------------------------|
| Entity deliverable approval delays | Weekly meetings + reminder memos before due dates. |



SE/ENV/SC/SEC/INVT/AL delays

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Submit drawings early + periodic follow-up.

Scope changes

Log every change via approved Change Order.

Discovery of unforeseen site conditions

Reassessment + design update.

Loss of key engineer

Detailed documentation + backup engineer nominee.

## 17. Training & Knowledge Transfer Plan

| Program                                 | Target Group                    |
|-----------------------------------------|---------------------------------|
| On-Job Training (OJT)                   | Government entity team          |
| Workshops on adopted design methodology | Entity engineers                |
| Training on using delivered BIM models  | Operations phase operators      |
| Operations & Maintenance manuals (O&M)  | Deliver paper + electronic copy |

## 18. Performance Indicators (KPIs)

| KPI                                   | Target                   |
|---------------------------------------|--------------------------|
| 30%/60%/90% delivery date compliance  | 100%                     |
| Number of clashes in final model      | 0 critical               |
| Number of redesign requests after IFC | ≤ 5%                     |
| RFI response time                     | ≤ 3 working days         |
| Project budget compliance             | ± 5% of initial estimate |



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Government e-procurement system

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≥ 90%

## 19. Local Content Compliance (Mandatory)

| Item                            | Value                                                                                                                                    |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Establishment-level baseline    | ... %                                                                                                                                    |
| Minimum required in the RFP     | ... %                                                                                                                                    |
| Targeted percentage in contract | ... %                                                                                                                                    |
| How you'll achieve it           | <i>Localize design teams 80% (E2), use national branch offices, contract with national service providers for boreholes and lab tests</i> |

### Severe penalties:

Failure to give preference to national products = **30% penalty of the procurement value of the violation.**

Failure to achieve targeted percentage = **penalty up to 10% of contract value.**

## 20. Deliverables Ownership

*Guidance:* All BIM/CAD files and databases transfer full ownership to the entity at IFC delivery. Confirm this commitment in your bid.

## 21. Attached Documents

Commercial registration + Ministry of Municipal & Rural Affairs and Housing classification.



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Saudi Council of Engineers affiliation certificate (mandatory for engineering work)

ISO 9001 / 14001 / 45001 certificates + BIM accreditation.

Local Content Authority certificate + baseline.

Past similar engineering project completion certificates + photos.

Full CVs for key personnel + their professional certifications.

Approved design software list + their licenses.

Bid submission letter.

Local content commitment template.

## Financial Proposal Summary

**Guidance financial proposal template for engineering & design services tenders —**  
explaining each item with realistic Saudi market price ranges. Reference prices that must be based on a real study for your company, considering project nature and complexity.

**Important notice:** The RFP states that bids priced **25% or more** below the estimated cost may be excluded after verification. Do not submit a suspiciously low price.

### 1. Financial Proposal Cover Page

| Item                | Guidance                       |
|---------------------|--------------------------------|
| Total before tax    | Numbers and words.             |
| VAT 15%             | —                              |
| Total including tax | The figure used in evaluation. |



Man-Day **Ataa AI**

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Bid validity period 90 days.

If pricing on effort basis.

## 2. Financial Summary by Items

| Item                                  | Value (SAR) | %                          |
|---------------------------------------|-------------|----------------------------|
| Engineering staff costs               | ...         | Typically 60–75% (largest) |
| Specialized studies (Sub-consultants) | ...         | 5–15%                      |
| Design software and licenses          | ...         | 3–6%                       |
| Lab and borehole tests                | ...         | 3–8%                       |
| Indirect expenses                     | ...         | 8–12%                      |
| Profit margin                         | ...         | 10–18%                     |
| <b>Total before tax</b>               | ...         | <b>100%</b>                |

## 3. Detailed Engineering Staff Costs

*Guidance:* Man-Day rates for engineering consulting in Saudi Arabia vary by experience and nationality (E1/E2/E3 classification):

| Position             | Class | Count | Day rate (SAR) | Days | Total |
|----------------------|-------|-------|----------------|------|-------|
| Project Manager (PM) | E1/E2 | 1     | 4,500–7,000    | ...  | ...   |
| Deputy PM            | E2/E3 | 1     | 3,500–5,000    | ...  | ...   |
| Lead Architect       | E1/E2 | 1     | 3,500–5,500    | ...  | ...   |



Lead Structural Engineer

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Lead Electrical Engineer

E1/E2

1

3,500–5,500

...

...

E2/E3

1

2,800–4,500

...

...

Mechanical Engineer (HVAC)

E2/E3

1

2,800–4,500

...

...

ELV / FDAS Engineer

E2/E3

1

2,500–4,000

...

...

Geotechnical Engineer

E2

1

2,500–4,000

...

...

BIM Manager

E2/E3

1

2,500–4,000

...

...

CAD/BIM engineers

E2/E3

3–6

1,200–2,200

...

...

Quantity Surveyor (QS)

E2/E3

1–2

1,800–3,000

...

...

QA/QC Manager

E2/E3

1

2,800–4,500

...

...

HSE Engineer

E2

1

2,200–3,500

...

...

Saudi fresh graduate engineers  
(mandatory 5)

E2

5

700–1,200

...

...

Entry-level engineers (mandatory 5)

E2

5

1,000–1,800

...

...

**Engineering Staff Total**

...

#### 4. Specialized Studies Costs (Sub-consultants)

| Study                      | Expected Cost (SAR)           |
|----------------------------|-------------------------------|
| Geotechnical Investigation | 30,000–250,000 site-dependent |
| Topographic Survey         | 15,000–80,000                 |
| Seismic Analysis           | 20,000–80,000                 |



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Environmental Impact Assessment (EIA) 50,000–250,000  
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Energy studies + LEED (if applicable) 40,000–180,000

Acoustic Studies

30,000–120,000

Fire Safety Reports

25,000–100,000

Traffic Study

40,000–150,000

## 5. Design Software & Licenses

| License                                                           | Expected Annual Cost (SAR) |
|-------------------------------------------------------------------|----------------------------|
| Autodesk AEC Collection (Revit + AutoCAD + Civil 3D + Navisworks) | 10,000–14,000 / user       |
| SAP2000 / ETABS                                                   | 20,000–40,000 / license    |
| Tekla Structures                                                  | 30,000–60,000 / license    |
| Primavera P6                                                      | 15,000–25,000 / license    |
| Aconex / document management                                      | 8,000–20,000 / user        |
| Dialux + lighting software                                        | Free (basic edition)       |

## 6. Lab & Field Tests

| Test                      | Expected Cost        |
|---------------------------|----------------------|
| Soil tests (per borehole) | 3,000–8,000 SAR      |
| Concrete quality test     | 500–1,500 per sample |



Asphalt

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800–2,000 per sample

Water and drainage testing

1,500–4,000

## 7. Indirect Expenses

| Item                                                     | Value (SAR)                     |
|----------------------------------------------------------|---------------------------------|
| Office and studio rent                                   | ...                             |
| Utilities + business internet + cloud storage for models | ...                             |
| Staff insurance + Professional Indemnity                 | ... (mandatory for consultants) |
| Third-party liability insurance                          | ...                             |
| Travel and site visits                                   | ...                             |
| Drawing printing + photography + copying                 | ...                             |
| Government licenses + authority affiliations             | ...                             |
| Training + staff certifications                          | ...                             |
| Bank guarantees                                          | ...                             |
| General administrative expenses                          | ...                             |

## 8. Profit Margin + Total + Tax

| Statement                      | Value (SAR) |
|--------------------------------|-------------|
| Costs + profit margin (10–18%) | ...         |
| <b>Total before tax</b>        | ...         |



VAT 15%  
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**Total including tax**

## 9. Proposed Payment Schedule (Tied to Design Phases)

*Guidance:* Design contract payments are typically tied to deliverable approval milestones.

| Payment               | Timing                                        | %                       |
|-----------------------|-----------------------------------------------|-------------------------|
| Advance payment       | On signing                                    | 10% (against guarantee) |
| 30% Schematic payment | On 30% design approval                        | 20%                     |
| 60% DD payment        | On 60% design approval                        | 25%                     |
| 90% Final payment     | On 90% design approval                        | 20%                     |
| IFC payment           | On final drawings delivery                    | 15%                     |
| Final payment         | After project closeout + construction support | 10%                     |

## 10. Guarantees

| Guarantee         | %    | Duration            |
|-------------------|------|---------------------|
| Initial guarantee | 1–2% | Until award         |
| Final guarantee   | 5%   | Throughout contract |



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Typically 10–25% of  
contract value

Throughout contract + 2 years  
post-delivery

## 11. Local Content Calculations

| Item                                             | Value        |
|--------------------------------------------------|--------------|
| Total bid value                                  | ...          |
| Citizen staff value + local services             | ...          |
| Foreign expert value (E1) + external consultants | ...          |
| <b>Computed local content %</b>                  | <b>... %</b> |

*60/40 evaluation formula per the RFP evaluation criteria:*

Evaluation = (lowest bid price ÷ bid price) × 60% + (targeted local content × 50% + baseline × 50% + 5% for listed company) × 40%

*Important:* For engineering consulting services that need high technical capability, the RFP gives higher weight to technical criteria — price isn't the only consideration; staff and methodology quality outweigh.

## 12. Penalties for Non-Compliance

| Violation                                       | Penalty                                                      |
|-------------------------------------------------|--------------------------------------------------------------|
| Failure to give preference to national products | <b>30% penalty of the procurement value of the violation</b> |
| Failure to achieve targeted local content       | Penalty up to <b>10% of contract value</b>                   |



Latide **Ataa AI**

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Total penalties

Delay penalties per the RFP terms

Capped at **20% of contract value**

### 13. Notes & Financial Conditions

Prices include all costs (design, modeling, testing, coordination, approvals).

Prices fixed throughout the contract.

Any scope change priced via approved Change Order.

Additional site visits beyond agreed scope are billed separately.

We commit to transferring ownership of all BIM/CAD files to the entity at IFC delivery per the RFP terms, at no additional cost.

### How to use this template?

Read the full RFP — especially the scope of services, team specifications, and local content sections.

Review the National Project Management Body (MPWB) from the Expenditure & Projects Authority — it contains the engineering deliverables checklists.

Comply with the formal review milestones 30%/60%/90% in your schedule — bypassing them = exclusion.

Attach the Saudi Council of Engineers affiliation certificate (mandatory for engineering work).

Comply with the 20% foreign / 80% local resource split.

Allocate budget to hire 5 fresh graduates + 5 entry-level Saudis annually (mandatory).

### Top reasons engineering bids get disqualified

Missing Saudi Council of Engineers affiliation certificate.



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No project manager with 15 years experience + 3 in Saudi Arabia.

Ignoring formal review milestones (30%/60%/90%).

Lack of foreign experts (E1) for leadership work.

Failure to comply with hiring 5 graduates + 5 Saudi entry-level engineers.

Bid priced 25% or more below estimated cost.

Missing approved design software list.

## Why use Ataa AI?

This template is reference material — but **Ataa AI** generates a **complete, content-filled technical & financial proposal for engineering services tenders** with staff specializations identified, design phases detailed, and local content & price preference calculations — all in 5 minutes.

**Notice:** Engineering services determine the quality of facilities for long contract durations. Any design error can cause exorbitant costs at construction. Comply with the highest quality standards and attach a detailed CV for every key engineer.

## Build your own — automated by AI

Upload your tender PDF and Ataa AI generates a tailored technical & financial proposal in 5 minutes — based on the structure you see here.

✦ **Start Now**



## Ataa AI

AI platform for preparing  
technical & financial proposals for government tenders



Ataa AI — the specialized platform for  
preparing professional technical and financial  
proposals for government tenders using  
artificial intelligence.

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