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General Supply — Ready Technical and Financial Proposal Template (with Local Content & Price Preference)

Government Tenders — General Supply Sector General Supply 390 views

Technical Proposal Summary

This is a guidance template showing the complete structure of a technical proposal for general supply tenders — each item has a brief explanation of what to write and why bid evaluators care. Built on the unified Saudi RFP for general supply, with a focus on the mandatory list, national products share, and local content certificates.

1. Technical Proposal Cover Page

Item	Guidance
Tender Name	Write the full name (e.g. agricultural materials supply / office furniture supply / spare parts supply).
Tender Number	The number on the RFP cover.
Government Entity + Department	Owning entity + procurement department.
Bidding Company	Commercial name + registration number + activity (must include general trading or the product type).



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Bid Validity

Hijri + Gregorian.

90 days.

2. Executive Summary

Guidance: 4–6 lines summarizing: **nature of items supplied**, number of BOQ items, targeted national products percentage, key suppliers, and supply schedule. The committee looks for a well-organized, reliable supplier.

3. Company Overview

Field	Guidance
Commercial name + registration number + activity	Match the supplied product.
Year of establishment + capital	—
Government classification	Grade + field.
Certifications	ISO 9001 (Quality Management) + sector-specific certifications (e.g.: SASO for products).
Supplier accreditations and agencies	Exclusive or certified factory agencies — attach certificates.
Warehouses	Number + storage capacity + geographic locations + health certificates if applicable.

4. Past Experience in Similar Supply Contracts

Guidance: 3–5 similar supply contracts. Attach official completion certificates + final receipt documents.



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Owning
Entity

Items Nature

Contract
Value

Year

On-Time
Compliance %

*Example: Office
furniture supply*

*Ministry of
Justice*

*Desks +
chairs +
cabinets*

4.5M SAR

2024

100%

*Add a row for
each contract*

—

—

—

—

—

5. Supply Scope Understanding

Guidance: Explain in detail: **number of BOQ items, total quantities per item, required standard specifications, delivery location, supply schedule.** Quote RFP clauses to demonstrate your understanding.

5.1 Items Supplied (per the BOQ in the RFP)

Item Code	Item Description	Quantity	Unit	Specifications (SASO/ISO)	National / Foreign	Mandatory List?
001	<i>Example: Desktop computer</i>	<i>50</i>	<i>Unit</i>	<i>i7, 16GB RAM, 512GB SSD</i>	—	<i>Yes/No</i>
002	—	—	—	—	—	—

6. Supply Methodology

6.1 Supply Plan

Supplier accreditation: Approved supplier list + certificates of origin + licenses.

Purchase orders: Issue P.O. for each item after entity approves specifications.

Preparation and shipping: Schedule batches to avoid delays.



6.2 Receipt and Delivery Procedures

Step	Procedure
Delivery notice	Notify the entity 48 hours before supply date.
Unloading	By the supplier immediately and using their workforce (per the location section in the RFP).
Technical inspection	Entity committee inspects spec conformity + safety + packaging.
Initial receipt minutes	Receipt committee signature if item accepted.
Lab tests (if needed)	Samples from entity + accredited lab, report within 7 days.
Final receipt minutes	After tests complete.

6.3 Packaging & Shipping Procedures

Packaging that protects the product from impact and humidity.

Identification label on each box (item name, quantity, item number, supply date).

Safe stacking in trucks + temperature documentation (for sensitive items).

6.4 Handling Non-Compliant Items

Withdraw rejected quantity immediately + replace within 7 days.

Supplier bears all return and replacement costs.

Documented Non-Conformance Report (NCR) for each case.



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7. Mandatory List Compliance (Mandatory)

Mandatory guidance: Per the local content section of the RFP, any supply item on the mandatory list must be of **national origin**. Failure to comply = **immediate disqualification** of the item or the whole bid.

Item	Action
Mandatory products list within scope	Reference appendix in the RFP + the official Local Content Authority website.
Approved Saudi factory	State the factory name + industrial license number + certificate of origin.
Commitment	"We commit that all products on the mandatory list in our bid are of national origin from approved factories."
Exemption procedure (if needed)	Request exemption via Local Content Authority platform before importing.
Local content certificate (baseline) requirement	If required: the product must come from a factory with valid local content certificate.

8. National Products Share

Critical guidance: In the BOQ, you must write next to each item whether it's **national or foreign**. **Failing to specify = automatic foreign classification = loss of 10% preference** in price evaluation.

Item	Targeted Value
Total bid value	...



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National products share (= national value ÷ total bid × 100)	... %
How you'll achieve it	<i>Contract with national factories, avoid direct imports, increase local sourcing for non-mandatory items</i>

Reminder: At contract end, compliance with the declared national products share is measured. Failure = penalties + negative performance evaluation + exclusion from future tenders.

9. Quality Specifications

Standard	Requirement
Saudi Standard Specifications (SASO)	Mandatory for all products.
Alternative international specifications	ISO / ASTM / EN where SASO equivalent is missing.
ISO 9001	For the supplying company.
Certificate of origin	For each delivered batch.
Inspection report	Pre-shipment.
Manufacturer warranty	Per product nature (typically minimum 1 year).

10. Supply Schedule (Gantt Chart)

Phase	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6



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Purchase orders + manufacturing/import	■	■	■			
Pre-shipment inspection			■			
Shipping and arrival				■		
Delivery + on-site inspection				■	■	
Final receipt + invoices						■

11. Contract Organizational Structure

Position	Count	Responsibilities
Contract Manager	1	Entity communication + schedule management.
Procurement specialist	1–2	Supplier accreditation + P.O. issuance.
Quality Control specialist (QC)	1	Pre-shipment inspection + on-site inspection.
Logistics specialist	1	Shipping + customs clearance.
Storage and transport workers	By volume	Loading and unloading.

12. Risk Management Plan

Risk	Mitigation
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Backup supplier contracts + safety stock for critical items.

Entity rejecting an item for non-compliance	Sample approval before full production.
Currency fluctuations	Lock prices with supplier or forward contracts.
Customs changes	Track Zakat, Tax & Customs Authority decisions.
National product unavailable for mandatory list item	Pre-request exemption from Local Content Authority.

13. Attached Documents

Commercial registration + activity.

Zakat + social insurance + localization certificates.

ISO 9001 + sector certifications.

Original supplier agencies / accreditations.

Local Content Authority certificate + baseline.

Past supply contract completion certificates + final receipts.

Samples of key items if requested.

Catalogs + Data Sheets for products.

Bid submission letter + mandatory list commitment template.

Financial Proposal Summary

Guidance financial proposal template for general supply tenders — explaining how to price the BOQ, calculate local content, and apply the national product price preference.



1. Financial Proposal Cover Page

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Item	Guidance
Total before tax	Numbers and words.
VAT 15%	—
Total including tax	The figure used in evaluation.
Bid validity period	90 days.

2. Bill of Quantities (BOQ) — Most Important Item

Mandatory guidance: Price all items — any unpriced item is treated as **not bid on** and your bid is excluded if the competition is non-divisible.

Code	Item Description	Quantity	Unit	Unit Price (SAR)	Total	National / Foreign	Mandatory List
001	Item name	50	Unit	2,500	125,000	National	No
002	—	—	—	—	—	—	—
...	—	—	—	—	—	—	—
Total bid value before tax					...	—	—

3. Detailed Supply Costs Per Item

Guidance: For each item, calculate cost as follows to ensure a healthy profit margin:

Cost Element	Description
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FOB or Ex-Works.

Sea/air/land shipping

By weight, volume, distance.

Customs duties

5–25% per product category.

Customs clearance

—

Shipment insurance

0.5–1.5% of value.

Internal storage

If needed.

Inspection and lab testing

—

Special packaging

If needed.

Final-site delivery

—

On-site unloading

—

Profit margin

10–18% for normal supply.

4. Indirect Expenses

Item	Value (SAR)
Office and warehouse rent	...
Utilities	...
Administrative and logistics staff	...
Warehouse insurance	...
Licenses and subscriptions	...
Bank guarantees (1–2% initial + 5% final)	...



5. Total + Tax

Statement	Value (SAR)
Total item costs from BOQ	...
Indirect expenses + profit margin	...
Total before tax	...
VAT 15%	...
Total including tax	...

6. Proposed Payment Schedule

Guidance: Supply contracts typically pay in installments per delivery.

Payment	Timing	%
Advance payment (optional)	On signing, against guarantee	10–15%
Per-delivery payments	On each batch delivery + initial receipt	By delivered value
Final payment	After final receipt + lab testing	5–10%

7. Guarantees

Guarantee	%	Duration
Initial guarantee	1–2%	Until award



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Manufacturer warranty

5%

Per product nature

Throughout contract + warranty period

Minimum 1 year

8. National Product Price Preference Calculation

How preference is calculated:

When comparing prices, the foreign product price is assumed 10% higher than stated in your bid.

i.e. if your foreign product bid = 100,000 SAR,

it's evaluated as if it were = 110,000 SAR.

A competing bid with a national product priced at 105,000 SAR **wins** despite being nominally higher.

This means: offering a national product (even slightly more expensive) can win against a cheaper foreign product — use this preference to your advantage.

9. Local Content Calculations

Item	Value
Total bid value	...
National products value (non-mandatory)	...
National products share	... %
Establishment-level baseline (Local Content Authority certificate)	... %
Targeted percentage in contract	... %

60/40 evaluation formula per the RFP evaluation criteria:



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10. Penalties for Non-Compliance

Violation	Penalty
Supplying non-national product within mandatory list	Refusal to receive product + penalty + bid/item exclusion
Failure to deliver declared national products share	Penalty + negative performance evaluation
Failure to achieve targeted local content	Penalty up to 10% of contract value
Deliberately classifying national product as foreign	Withdrawal of preference + penalty
Late deliveries	Delay penalties per the RFP terms

11. Notes & Financial Conditions

Prices include all costs (purchase, shipping, customs, insurance, delivery, unloading).

Prices fixed throughout the contract, not affected by product or currency fluctuations.

Quantity changes > 25% require additional negotiation.

Payments in Saudi Riyal via bank transfer within 30 days of receipt minutes approval.

We comply with applicable import and customs regulations.

How to use this template?



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Read the full RFP, especially the BOQ in the detailed scope of work section.

Price every item — any unpriced item = bid exclusion.

Add a "National/Foreign" column for each BOQ item — without it the product is deemed foreign and loses the 10% preference.

Review the mandatory list and ensure required national products are sourced.

Request valid certificates of origin for all national products in your bid.

Study the price preference carefully — sometimes offering a more expensive national product wins against a cheaper foreign competitor.

Top reasons supply bids get disqualified

Unpriced items in the BOQ (immediate exclusion if non-divisible).

Supplying non-national product within mandatory list (item exclusion).

Missing certificate of origin for products.

Unreasonable prices — too high (loses evaluation) or suspiciously low (excluded after investigation).

Lack of agency or accreditation from original factory.

Failure to provide samples for critical items when requested.

Why use Ataa AI?

This template is reference material — but **Ataa AI** generates a complete technical & financial proposal for general supply tenders with a **BOQ pre-filled automatically** and local content & price preference calculations in 5 minutes.

Notice: Supply tenders are extremely sensitive to BOQ pricing accuracy. Careful per-item review before submission saves you from exclusion and penalties.

Build your own — automated by AI



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

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