



Information Technology — Ready Technical and Financial Proposal Template (with Cybersecurity & Local Content)

Government Tenders — Information Technology Sector Information Technology 367 views

Technical Proposal Summary

This is a guidance template showing the complete structure of a technical proposal for IT tenders — each item has a brief explanation of what to write and why bid evaluators care. Built on the unified Saudi RFP for IT services, covering cybersecurity requirements (Saudi National Cybersecurity Authority NCA), open-source government software (Council of Ministers Resolution 14), and local content.

1. Technical Proposal Cover Page

Item	Guidance
Tender Name	Write the full name (e.g. develop the cybersecurity system for the ministry, or supply and install IT infrastructure).
Tender Number	The number on the RFP cover.
Government Entity + Department	e.g. Saudi Data and AI Authority / IT Department.
Bidding Company	Commercial name + registration number + activity (must include IT).



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Hijri + Gregorian.

Bid Validity

90 days from envelope opening date.

2. Executive Summary

Guidance: 4–6 lines summarizing: **service nature** (software development / hardware supply / technical support / cybersecurity), proposed technical approach, the company's commitment to NCA / ECC standards, your commitment to open-source software for government systems, and targeted local content and localization percentages.

3. Company Overview

Field	Guidance
Commercial name + registration number	Must include the activity: IT / software development / technical support.
Year of establishment + capital	≥ 5 years in IT improves ranking.
Communications, Space and Technology Commission (CST) license	Mandatory for digital service providers (Cloud Computing, Data Center).
Certifications	ISO 27001 (Information Security), ISO 20000 (IT Service Management), ISO 9001 (Quality), CMMI Level 3+ (process maturity).
Partner certifications	Microsoft Gold / AWS Advanced / Cisco Premier / Oracle Platinum... with valid certificates.
Number of employees + localization rate	State the total headcount and your Nitaqat band.



4. Past Experience in IT Projects

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Guidance: 3–5 similar projects (development/cybersecurity/supply/support) — attach

official completion certificates.

Project Name	Owning Entity	Technologies Used	Contract Value	Year
<i>Example: Electronic training tracking system</i>	<i>Ministry of Education</i>	<i>Angular + Spring Boot + Oracle</i>	<i>3.5M 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. IT projects fall into 5 main categories (a project may combine more than one):

Category	Examples
Electronic system development	Tracking systems, management systems, mobile apps, electronic portals.
Hardware and equipment supply	Servers, networks, computers, printers, network receivers.
Cybersecurity	Vulnerability assessment, communications encryption, SOC build-out, incident response.
Technical support and maintenance	24/7 help desk, preventive maintenance, software updates.
Consulting and training	Staff capacity building, knowledge transfer, digital strategic plans.



defined methodology (Agile, Waterfall, DevOps) and break it into realistic phases.

6.1 Analysis and Design Phase

Stakeholder workshops.

Functional and non-functional (NFR) requirements documentation.

System Architecture Design.

Database design (ERD).

UI/UX design — **Arabic and English language support** mandatory per the RFP scope of work.

6.2 Development Phase

Layer	Suggested Technologies (chosen per RFP requirements)
Frontend	Angular / React / Vue.js — with RTL support.
Backend	Java Spring Boot / .NET / Node.js — REST APIs with OpenAPI Spec.
Database	Oracle / PostgreSQL / SQL Server per entity requirements.
User and permission management	RBAC with Nafath (Unified Digital Identity) integration.
Government system integrations	Via Etimad, Nafath, Absher, Mudad — as needed.

6.3 QA Phase

Unit Tests with coverage $\geq 80\%$.

User Acceptance Testing (UAT) involving entity team.

Penetration testing by NCA-accredited third party.

6.4 Deployment and Operations Phase

Separate environments: Development → Staging → Production.

CI/CD Pipeline (Jenkins / GitLab CI / Azure DevOps).

Hosting on a CST-licensed national cloud (e.g.: STC Cloud, Mobily Cloud, Saudi Cloud).

HTTPS + valid SSL certificates.

Daily backups + disaster recovery plan (DR).

7. Cybersecurity Requirements (Mandatory)

Guidance: Compliance with the Essential Cybersecurity Controls (ECC) issued by the Saudi National Cybersecurity Authority (NCA) is mandatory for all government projects. The committee disqualifies bids not compliant with ECC.

7.1 Current State Assessment

Analysis of past intrusion attempts and digital system disruptions.

Identification of electronic vulnerabilities and human-error vulnerabilities.

Current systems assessment against ECC-1:2018.

7.2 Strategic Plan

Axis	Actions
OS and device updates	Patch Management Plan + EOL replacement.



Communications encryption	HTTPS only + end-to-end encryption keys (E2E).
Password management	Assess use of 1Password / KeePass / Vault.
Cloud hosting	Update to secure hosting plans + Saudi Data Residency.
Backup	3-2-1 Backup Rule + tape encryption.
Open-source software	Cost, viability, and security assessment (per Council of Ministers Resolution 14).

7.3 Human Resource Capacity Building

Analyze usage data and intrusion/disruption logs from the past 2 years.

Plan a "Cybersecurity Fundamentals" course for all employees.

Plan a course to certify a specialized cybersecurity officer in each department.

Run periodic phishing simulation exercises.

8. Open-Source Government Software

Mandatory guidance: When building software for government entities, comply with the **Open-Source and Free Government Software Regulations** (Council of Ministers Resolution 14, 1443/1/2 H). Open-source alternative is preferred, requiring strong justification for using closed software.

Requirement	Action
Open-source software preference	Open vs. Proprietary comparison list for each component + selection justification.



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Deliver the full repository to the entity + technical
documentation

Intellectual property
retention

The entity owns the resulting code in full.

Documentation

User manual + developer manual + Operations Manual.

9. Schedule (Gantt Chart)

Phase	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Analysis & design	■	■				
Development (Sprint 1-2)		■	■	■		
Testing + UAT				■	■	
Penetration test + fixes					■	
Deployment + training + handover						■

10. Project Organizational Structure

Position	Count	Responsibilities
Project Manager (PM)	1	Contract management, entity communication, risk management.
Solution Architect	1	Architectural design + technology approval.
Tech Lead	1-2	Development oversight + code review.



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2-4

—

Backend developers

2-4

—

Database engineer
(DBA)

1

—

DevOps engineer

1

CI/CD + hosting + monitoring.

Cybersecurity engineer

1

ECC compliance + penetration testing.

QA analyst

1-2

—

Business Analyst (BA)

1

Requirements documentation + UAT.

Technical support
specialist

1-3

Help desk after launch.

11. CVs + Mandatory Qualifications

Position	Mandatory Qualifications
Project Manager	Bachelor's + PMP/Prince2 + 7 years IT experience.
Solution Architect	BSc CS/SE + TOGAF or AWS/Azure Architect + 8 years.
Cybersecurity engineer	CISSP / CEH / OSCP + 5 years experience + NCA-accredited certification.
DevOps engineer	AWS/Azure/GCP DevOps + Docker/Kubernetes + 4 years.
Backend Team Lead	Java/.NET Senior + 6 years + government systems experience.

12. Quality Assurance Plan (QA/QC)

Apply ISO 9001 + ISO 25010 (software product quality).



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SonarQube for code quality and vulnerability analysis.

Weekly quality KPI reports.

13. Risk Management Plan

Risk	Mitigation
Entity requirements delays	Weekly meetings + incremental section approval.
Cyber breach	Periodic penetration testing + Incident Response Plan (IRP).
Performance instability after launch	Pre-deployment load testing + 24/7 monitoring.
Loss of technical staff	Detailed documentation + multiple people trained per role.

14. Cybersecurity Incident Response Plan (IRP)

Detect and classify the incident (operate SIEM/SOC).

Immediately isolate affected systems.

Notify the National Cybersecurity Authority (NCA) within 72 hours.

Root Cause Analysis.

Recovery + Lessons Learned.

15. Training & Knowledge Transfer Plan

Program	Target Group	Duration
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On Job Training (OJT)

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Entity team

Throughout project

System usage training for end

Employees

3 working days per the RFP work

users

program

Admin/DevOps training

Entity IT

5 days

team

Security Awareness training

All

1 day + Phishing Sim

employees

16. Performance Indicators (SLAs)

KPI	Target
System uptime	≥ 99.5% monthly
Critical fault response time (P1)	≤ 15 minutes
P1 repair time	≤ 4 hours
P2 response time	≤ 60 minutes
P2 repair time	≤ 24 hours
Critical vulnerabilities discovered post-launch	0
User satisfaction	≥ 90%

17. Local Content Compliance

Item	Value
Establishment-level baseline	... %



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How you'll achieve it

Localize development teams ≥ 50%, host on national cloud, use national tools like Tuwaiq/Lean/Sahab

Mandatory IT products: Hardware from certified Saudi factories + local cloud services + consulting from classified national companies.

18. Attached Documents

Commercial registration + licenses (CST if applicable).

Zakat + social insurance + localization certificates.

ISO 27001 / ISO 20000 / ISO 9001 / CMMI certificates.

Partner certifications (Microsoft / AWS / Cisco / Oracle).

Personnel certifications (PMP / CISSP / CEH / TOGAF).

Local Content Authority certificate + baseline.

Past IT project completion certificates.

Full CVs for key personnel.

Bid submission letter + local content commitment template.

Financial Proposal Summary

Guidance financial proposal template for IT tenders — explains each item with Saudi market price ranges. Reference prices that must be based on a real study for your company.

1. Financial Proposal Cover Page

Item	Guidance
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Numbers and words.

VAT 15%

—

Total including tax

The figure used in evaluation.

Man-Day rate

If pricing on effort basis.

Bid validity period

90 days.

2. Financial Summary by Items

Item	Value (SAR)	%
Technical staff costs	...	Typically 50–65% (largest in IT)
Software licenses	...	Typically 10–20%
Hardware and infrastructure	...	Per scope
Cloud hosting	...	3–8% annually
Indirect expenses	...	8–12%
Profit margin	...	10–18%
Total before tax	...	100%

3. Detailed Technical Staff Costs

Guidance: Man-Day rates in the Saudi IT market vary by experience and technology:

Role	Count	Day rate (SAR)	Days	Total
Project Manager (PM)	1	2,500–4,000	...	...



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Cybersecurity engineer	1	3,500–5,500	...	...
Tech Lead	1–2	2,500–4,000	...	...
Senior developer	2–4	1,800–3,000	...	...
Mid developer	2–4	1,200–2,000	...	...
Junior developer	...	800–1,300	...	...
DevOps engineer	1	2,000–3,500	...	...
QA analyst	1–2	1,200–2,200	...	...
Business Analyst (BA)	1	1,500–2,500	...	...
Tech support specialist (L1/L2)	...	600–1,200	...	...
Staff Total				...

4. Software License Costs

Guidance: Prefer the open-source alternative when suitable (reduces cost, raises local content + complies with Council of Ministers Resolution 14).

License	Expected Annual Cost (SAR)	National / Foreign / Open-Source
Databases (Oracle / SQL Server / PostgreSQL)	...	—
Operating systems (Windows Server / RHEL / Ubuntu)	...	—
Development tools (IDEs, IntelliJ, etc.)	...	—



Security, SIEM, EDR, WAF)

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SSL/TLS certificates

Monitoring tools

...

—

...

—

5. Hardware & Infrastructure Costs

Device	Quantity	Unit Price (SAR)	Total	National / Imported
Rack-mounted servers	...	25,000–80,000	...	—
Storage devices (SAN/NAS)	...	40,000–200,000	...	—
Network gear (Switches / Routers)	...	5,000–25,000	...	—
Firewalls	...	30,000–150,000	...	—
Desktops + laptops	...	3,000–8,000	...	—
Printers and accessories	...	1,500–10,000	...	—

6. Cloud Hosting (if in scope)

Guidance: Host on a CST-licensed national cloud to earn extra local content points.

Service	Monthly Cost (SAR)	Annual Total
Compute (virtual servers)	...	...
Storage	...	...



Database (Ataa AI)

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CDN + bandwidth

Backup + DR

...

...

...

...

...

...

7. Indirect Expenses

Item	Annual Value (SAR)
Offices and equipment	...
Utilities + business internet	...
Staff insurance + Cyber Insurance	...
Internal training + certifications	...
Bank guarantees	...
General administrative expenses	...

8. Profit Margin + Total + VAT

Statement	Value (SAR)
Costs + profit margin (10–18%)	...
Total before tax	...
VAT 15%	...
Total including tax	...

9. Proposed Payment Schedule



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Payment	Timing	%
Advance payment	On signing	10% (against guarantee)
Milestone payments	On each Milestone delivery	Per completion %
Go-Live payment	On launch + approved UAT	20%
Final payment	After warranty period + final delivery	5%

10. Guarantees + Warranty

Item	Details
Initial guarantee	1–2% of bid value
Final guarantee	5% of contract value
Warranty period	1 year from launch — defect repair free of charge
Post-warranty support (optional)	Annual maintenance fee 15–20% of original project value

11. Local Content Calculations

Item	Value
Total bid value	...
National products + Saudi citizen staff value	...
Computed local content %	... %

60/40 evaluation formula: Price 60% + (targeted local content × 50% + baseline × 50% + 5% for listed company) × 40%



Any scope change priced via approved change order.

Prices fixed throughout the contract.

How to use this template?

Read the full RFP, especially the scope of work and technical specifications sections.

Comply with NCA's ECC controls — omitting them disqualifies the bid.

Prefer open-source software in components (per Council of Ministers Resolution 14).

Use national cloud hosting to increase local content.

Attach personnel certifications (PMP, CISSP, AWS, Azure) — more certifications = higher technical ranking.

Top reasons IT bids get disqualified

Failure to comply with NCA's ECC.

No accredited cybersecurity engineer.

Lack of clear architecture.

Unrealistic time estimates (large projects in 4 weeks = suspicious).

Missing Backup/DR plan.

Lack of documented Open Source requirements for government systems.

Notice: Government IT projects are subject to ongoing audits by the National Cybersecurity Authority. Any vulnerability discovered post-delivery may carry severe penalties.



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