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Maintenance & Operations — Ready Technical and Financial Proposal Template

Government Tenders — Maintenance & Operations Sector Maintenance & Operations

353 views

Technical Proposal Summary

This is an empty skeleton template — every table and section header is ready to fill in.

The goal: educate the user on how to structure a professional technical proposal for government maintenance & operations tenders. Copy the structure, fill each cell with content tailored to your competition, and let your proposal reflect your company's actual capabilities.

1. Technical Proposal Cover Page

Item	Details
Project / Tender Name	<i>Write the full tender name as it appears in the RFP</i>
Tender Number	<i>... / ... H</i>
Owning Government Entity	<i>Name of the ministry, authority, or municipality</i>
Bidding Company	<i>Full commercial name + commercial registration number</i>
Submission Date	<i>Day / Month / Year</i>
Bid Validity Period	<i>Typically 90 days from envelope opening date</i>



2. Executive Summary

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A 4–6 line paragraph summarizing: the company's understanding of the project nature, the proposed execution approach, key competitive advantages, and the expected added value to the owning entity.

3. Company Overview

Field	Content
Commercial name	...
Year of establishment	...
Capital	...
Total number of employees	...
Government classification	Grade + field
Certifications (ISO 9001 / 14001 / 45001 etc.)	...
Headquarters and branches	...

4. Past Experience in Similar Projects

Project Name	Owning Entity	Contract Value	Duration	Year	Completion Rate
...	...	...	...	...	...
...	...	...	...	...	...
...	...	...	...	...	...



stated in the RFP — list the main scope items, expected challenges, and the assumptions on which the bid is built.

5.1 Preventive Maintenance Services

List of periodic preventive maintenance activities (daily / weekly / monthly / annually)

5.2 Corrective Maintenance Services

List of fault response activities, priority categories, and target response times

5.3 Operations Services

Daily operations, work shifts, 24/7 coverage

6. Execution Methodology

Phase	Activities	Deliverables	Duration
Mobilization & Preparation	...	...	...
Site Receipt & Field Survey	...	...	...
Trial Operation	...	...	...
Full Operation & Maintenance	...	...	...
Final Handover	...	...	...

7. Schedule (Gantt Chart)

Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
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Site Receipt						
Trial Operation						
Full Operation						

8. Project Organizational Structure

Position	Count	Key Responsibilities
Project Manager	1	...
Electrical Maintenance Engineer	...	...
Mechanical Maintenance Engineer	...	...
HVAC Technician	...	...
Electrical Technician	...	...
Plumbing Technician	...	...
Support Technical Labor	...	...
Safety Supervisor	1	...

9. Key Personnel CVs

Name	Position	Qualification	Years of Experience	Professional Certifications
...	...	...	...	...
...	...	...	...	...



Checklists used

Acceptance and rejection criteria

Documentation and monthly reporting mechanisms

Target Key Performance Indicators

11. Health, Safety & Environment (HSE) Plan

Potential Hazard	Preventive Measures	Responsible
<i>Falls from height</i>	...	...
<i>Electrical exposure</i>	...	...
<i>Fire</i>	...	...
<i>Chemicals</i>	...	...

12. Risk Management Plan

Risk	Probability	Impact	Severity	Mitigation
...	<i>Low/Medium/High</i>	...	...	...

13. Emergency Response Plan

Form emergency team and communications

Expected emergency scenarios

Reporting and escalation mechanisms

Contact lists (internal and external)

Periodic simulation drills



14. Environmental & Sustainability Compliance

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Water and energy conservation

Use of environmentally-friendly materials

15. Human Resources & Equipment

Equipment / Tool	Quantity	Condition
<i>Forklifts</i>	...	...
<i>Mobile ladders</i>	...	...
<i>Electrical measurement tools</i>	...	...
<i>HVAC and refrigeration equipment</i>	...	...
<i>Transport trucks</i>	...	...

16. Training & Capacity Building Plan

Training Program	Target Group	Duration	Frequency
<i>Basic Occupational Safety</i>	<i>All workers</i>	...	...
<i>First Aid</i>	...	...	...
<i>Electromechanical Systems Maintenance</i>	<i>Technicians</i>	...	...

17. Performance Indicators (KPIs)

KPI	Unit	Target	Measurement Frequency
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Emergency response time

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minute

≤ 30

Monthly

Emergency fault repair time

hour

≤ 4

Monthly

Scheduled preventive maintenance
completion rate

%

$\geq 98\%$

Monthly

Customer satisfaction

%

$\geq 90\%$

Quarterly

18. Performance Guarantees & Warranty Period

State here the company's commitment to execution quality, the proposed warranty period, and procedures for handling non-compliance.

19. Attached Documents

Commercial registration

Zakat & income tax certificate

Social insurance certificate

Localization certificate (Nitaqat)

ISO certificates

Past experience certificates from previous entities

Full CVs

Financial Proposal Summary

The financial proposal — a standard fillable structure. All prices in the template are intentionally blank (must be entered based on a real market study and your company's actual resource costs). The goal: present the standard pricing structure expected by tender review committees for maintenance & operations bids.

1. Financial Proposal Cover Page



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Value

Total bid value before tax

...

Value Added Tax (15%)

...

Total including VAT

...

Value in words

...

Bid validity period

90 days

2. Financial Summary by Major Items

Item	Value (SAR)	% of Total
Labor costs	...	...
Materials and spare parts costs	...	...
Equipment and tools costs	...	...
Indirect costs	...	...
Profit margin	...	...
Total before tax	...	100%

3. Detailed Labor Costs

Position	Count	Monthly Salary (SAR)	Months	Annual Total
Project Manager	1	...	12	...



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Electrician Finance

Engineer

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...

...

12

...

Mechanical Maintenance
Engineer

...

...

12

...

HVAC Technician

...

...

12

...

Electrical Technician

...

...

12

...

Plumbing Technician

...

...

12

...

Support Technical Labor

...

...

12

...

Safety Supervisor

1

...

12

...

Annual Labor Total

...

4. Detailed Equipment & Tools Costs

Equipment / Tool	Quantity	Unit Price (SAR)	Total
<i>Forklift</i>	...	...	...
<i>Mobile ladder</i>	...	...	...
<i>Electrical multimeter</i>	...	...	...
<i>HVAC maintenance equipment</i>	...	...	...
<i>Plumbing and mechanical tools</i>	...	...	...
<i>Personal safety equipment</i>	...	...	...
Equipment & Tools Total			...



5. Detailed Materials & Spare Parts Costs

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Category	Expected Monthly Cost (SAR)	Annual Total
Electrical spare parts	...	...
Mechanical spare parts	...	...
HVAC consumables	...	...
Plumbing and drainage materials	...	...
Cleaning materials and solvents	...	...
Annual Materials Total		...

6. Indirect Expenses

Item	Annual Value (SAR)
Office and warehouse rent	...
Utilities (electricity, water, internet)	...
Insurance (workers, equipment)	...
Transportation and fuel	...
Software and licenses	...
Training and qualification	...
Bank guarantees and performance bonds	...
General administrative expenses	...
Total Indirect Expenses	...



7. Profit Margin

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Statement	Value
Total direct + indirect costs	...
Profit margin %	... % <i>(set by company management)</i>
Profit margin value	...

8. Total Before Tax

Statement	Value (SAR)
Costs + profit margin	...
Total before tax	...

9. Value Added Tax (15%)

Statement	Value (SAR)
Total before tax	...
VAT 15%	...
Total including tax	...

10. Proposed Payment Schedule

Payment	Timing	%	Value (SAR)
Advance payment	<i>On signing</i>	<i>10%</i>	...
Equal monthly payments	<i>End of each month</i>	...	...



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After final delivery

5%

...

Total

...

11. Financial Guarantees

Guarantee	%	Value	Duration
Initial guarantee (bid bond)	2%	...	<i>Until award</i>
Final guarantee (performance bond)	5%	...	<i>Throughout contract duration</i>
Retention	5%	...	<i>Until end of warranty period</i>

12. Notes & Financial Conditions

Prices include all costs needed to execute the scope of work specified in the RFP.

Prices are fixed throughout the contract and not subject to fluctuations.

Any additional work outside scope is priced separately under a contract addendum.

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

How to use this template?

Copy the full table and heading structure into your own document (Word or PDF).

Fill in every blank cell (marked with ...) with real data from your company and the RFP requirements.

Make sure the numbers in the financial proposal reflect a real market study and your actual resource costs — never price arbitrarily.

Review the RFP item by item and add/remove sections that don't apply to your competition.

Have a technical and financial review by your team before final submission.



Why use Ataa AI to generate your proposal?

Ataa AI

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technical & financial proposals for government tenders

This template shows the structure only — but Ataa AI generates a **complete, content-**

filled technical & financial proposal customized to your specific RFP in just 5 minutes.

Upload the RFP as a PDF and receive a Word + Excel file ready for direct submission on the Etimad government platform.

Examples of maintenance & operations tenders

Maintenance and operations of government buildings (ministries, municipalities, universities, hospitals).

Maintenance of electromechanical systems (HVAC, lighting, generators, elevators).

Maintenance of water and sewage networks.

Road maintenance and street lighting.

Operations of sports facilities, libraries, and museums.

Notice: This template is for reference only — to learn how to structure a proposal.

Government entities may require custom forms specific to each tender, and submitted proposals must precisely match the requirements stated in the RFP.

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**



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

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