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Roads Operations & Maintenance — Ready Technical and Financial Proposal Template (with Local Content)

Government Tenders — Roads & Transport Sector Roads Operations & Maintenance

269 views

Technical Proposal Summary

This is a guidance template — it shows the complete structure of a technical proposal for road operations & maintenance tenders, with a brief explanation under each item describing what to write and why it matters. Built on the unified Saudi RFP for road operations & maintenance, with explicit coverage of the Local Content section.

1. Technical Proposal Cover Page

Item	Guidance
Tender Name	Write the name in full as it appears in the RFP — don't abbreviate or translate.
Tender Number	The number on the RFP cover (e.g. 44/12345).
Government Entity	Official name (e.g. Ministry of Transport / General Authority for Roads).
Bidding Company	Commercial name as it appears in the commercial registration + the registration number.



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Bid Validity

Day/month/year in both Hijri and Gregorian calendars.

Typically 90 days from envelope opening date.

2. Executive Summary

Guidance: 4–6 lines summarizing: your understanding of the road network in scope (number of kilometers, type: highway/urban/secondary), the proposed approach, your company's main competitive advantages (years of experience, past road projects), and the targeted local content level. **Avoid generalities** — the committee looks for clear, specific commitments.

3. Company Overview

Field	Guidance
Commercial name + registration number	Match the commercial registration issued by the Ministry of Commerce.
Year of establishment + capital	5+ years in business strengthens credibility.
Ministry classification	State the contractor classification grade and the road domain.
Certifications	ISO 9001 (Quality), ISO 14001 (Environment), ISO 45001 (Safety), Local Content Certificate if available.
Total employees + localization rate	State actual headcount and your Nitaqat band (Platinum / Premium Green...).
Branches and warehouses	A branch or warehouse near the project site is a strong advantage.

Guidance: List 3–5 road projects similar in size and road type. Committees prefer

projects from the past 5 years with government clients.

Project Name	Owning Entity	Road Length (km)	Road Type	Contract Value	Year
<i>Example: King Fahd Road Maintenance</i>	<i>Eastern Region Municipality</i>	<i>120</i>	<i>Highway</i>	<i>15M SAR</i>	<i>2023</i>
<i>Add a row for each project — attach an official completion certificate in the appendix</i>	—	—	—	—	—

5. Scope of Work Understanding

Guidance: Explain in detail your understanding of the RFP requirements: **road lengths in scope, classifications, number of intersections, bridges, tunnels, lighting networks, stormwater drainage networks**. Quote specific RFP clauses and show how you understand each. This is the most heavily weighted section in the technical evaluation.

5.1 Roads in Scope

Classification	Estimated Length (km)	Notes
Highways	<i>State the length from the RFP</i>	<i>Number of lanes, surface specifications</i>
Major urban roads	...	...



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Intersections and

bridges

Count

Type of work

6. Execution Methodology

Guidance: This section translates your scope understanding into clear executable steps. The more detailed and standards-specific (SASO, MOT) your methodology is, the higher your evaluation rank.

6.1 Periodic Preventive Maintenance

Activity	Frequency	Description
Visual surface inspection	Weekly	Detect cracks, potholes, raveling, gravel loss.
Crack sealing	Monthly	Use a flexible bituminous compound per SASO standard No ...
Stormwater drainage cleaning	Before rainy season	Remove sand, inspect grates, verify flow.
Road marking paint maintenance	Every 6 months	Reflective paint per General Authority for Roads specifications.
Lighting inspection	Weekly at night	Replace failed lamps within 48 hours.

6.2 Corrective Maintenance & Fault Response

Fault Category	Priority	Target Response Time	Target Repair Time
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Complete lighting failure

Emergency

≤ 60 min

≤ 8 hours

Damaged safety barriers

High

≤ 4 hours

≤ 24 hours

Wide surface cracking

Medium

≤ 24 hours

≤ 7 days

6.3 Asphalt Layer Maintenance

Guidance: Explain the method used for each type of asphalt repair — this is the most heavily scrutinized item by road technical committees.

Pothole patching: Square cut around the pothole, clean, apply tack coat, hot-mix asphalt layer, compact with roller.

Mill & overlay: Mill 4 cm of old surface, bituminous spray, new layer thickness ..., compact.

Full resurfacing: Inspect base layer, reinforce if needed, two layers (Binder + Wearing).

Surface dressing: Bitumen spray + chip distribution + compaction.

6.4 Road Markings & Signage Maintenance

Reflective paint per General Authority for Roads specifications (Type II thermoplastic).

Replace damaged signs within 7 days.

Reflector (cat eyes) maintenance every 6 months.

6.5 Lighting & Power Pole Maintenance

Periodic pole inspection (mounting, alignment, grounding).

Replace LED lamps per entity specifications (efficiency, lumen output).

Distribution panel and protection breaker maintenance.



- Replace broken covers immediately (high safety risk).
- Inspect drain longitudinal slopes using measurement instruments.

6.7 Traffic Management During Execution (TMP)

Guidance: Attach a **Traffic Management Plan (TMP)** for each operation type — committees disqualify bids that lack a clear plan for traffic diversions and warning signage.

Operation Type	Traffic Safety Measures
Full lane closure	Cones + warning signs 200m before + flagger.
Night work	Floodlights + reflective vests + mobile LED arrow boards.
Highway closure	Coordination with Traffic Police 72 hours in advance + approved diversions.

7. Schedule (Gantt Chart)

Phase	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Mobilization & equipment deployment	■					
Field survey & condition assessment	■	■				



Periodic Review

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(continuous)

Fault response

(continuous)

Monthly reports to entity



8. Project Organizational Structure

Guidance: Committees scrutinize the localization rate within the project-dedicated team. State nationality or the localization percentage in the total.

Position	Count	Required Qualification
Project Manager (PM)	1	BSc Civil Engineering + 10 years roads experience + PMP.
Lead Roads Engineer	2	BSc Civil Engineering + 5 years in road maintenance.
Traffic / Safety Engineer	1	BSc Engineering + traffic safety certification.
Asphalt Workshop Supervisor	2	Diploma + 7 years experience.
Heavy equipment operators (roller, loader, truck, sprayer)	As required	Professional driver's license + 3+ years experience.
Maintenance workers and road technicians	As required	Internal training + occupational safety.
HSE Supervisor	1	NEBOSH or equivalent certification.



9. Key Personnel CVs

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Guidance: Attach a CV for each of: project manager, lead engineer, safety engineer.

Each CV: qualifications, experience in specific road projects, professional certifications.

10. Quality Assurance Plan (QA/QC)

Guidance: Focus on lab inspection procedures for materials (asphalt, concrete, paints).

Asphalt density tests after compaction.

Layer thickness tests via core sampling.

Approved checklists for each operation.

Documented acceptance/rejection criteria.

Monthly reports with before/after photos for all repair work.

11. Health, Safety & Traffic Safety (HSE) Plan

Hazard	Preventive Measures
Collision with passing vehicles	Approved closures, early warning signs, flaggers in reflective vests.
Summer heat stress	Flexible work schedules (avoid 12–4 PM), regular breaks, cold water.
Hot bitumen exposure	Heat-resistant gloves, masks, training sessions.
Falls from height (lighting poles)	Safety harnesses, certified lifts, work-at-height training.
Electrical work	Lockout-tagout (LOTO), certified electrician, insulation testing before work.

12. Risk Management Plan



13. Emergency Response Plan

Form a 24/7 emergency team.

Internal contact lists (manager, technician, operator) and external (Civil Defense, Traffic Police, Ambulance).

Scenarios: major traffic accident, bridge collapse, flood, sandstorm, fire.

Simulation drills every 6 months attended by a government entity representative.

14. Environmental & Sustainability Compliance

Recycled Asphalt Pavement (RAP) management — recycle in lower layers.

Reduce emissions from asphalt mixing equipment.

Avoid contaminating stormwater networks with chemicals.

Use low-VOC paints (Volatile Organic Compounds).

15. Resources & Heavy Equipment

Guidance: List the actual equipment your company owns with its documents (registration logs, calibration certificates).

Equipment	Quantity	Model / Capacity	Year of Manufacture
Hot asphalt transport truck (insulated)	...	20 tons	...
Asphalt paver	...	4m width	...
Steel roller	...	10 tons	...
Pneumatic tire roller	...	...	...



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...

1m width

...

Bitumen sprayer

...

4000 liters

...

Water truck

...

15,000 liters

...

Motor grader

...

...

...

Lifts for lighting maintenance

...

18m height

...

Road marking paint machines

...

...

...

16. Training & Capacity Building Plan

Program	Target Group	Frequency
Road work traffic safety	All field workers	Every 3 months
First aid	Supervisors	Annually
Asphalt equipment operation and maintenance	Technicians	On every new hire
Local content policy and mandatory product list	Procurement and supervisors	Annually

17. Performance Indicators (KPIs)

KPI	Target	Measurement Frequency
Emergency pothole response time	≤ 30 min	Monthly
Failed lighting repair time	≤ 48 hours	Monthly



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Schedule preventive maintenance

≥ 98%

Monthly

Number of safety incidents (LTI)

0

Monthly

Local content achieved %

≥ contract
target

Quarterly

Government entity satisfaction

≥ 90%

Annually

18. Performance Guarantees & Warranty Period

Guidance: State your commitment to repair any cracks or potholes that appear during the warranty period (typically one year from delivery) at no additional cost to the entity.

19. Local Content Compliance (Mandatory Requirements)

Important guidance: This section is **mandatory** per the Local Content Authority's preference regulation (Council of Ministers Resolution 245). Omitting it means immediate disqualification from the competition.

19.1 Mandatory List Compliance

Item	Guidance
Commitment	Write: "We commit to comply with the mandatory list issued by the Local Content & Government Procurement Authority for all listed items."
Product list	Review the appendix in the RFP and list the products you'll source domestically (e.g. asphalt, steel, cement, cables, lighting poles).
Source / manufacturer	State the name of the Saudi factory + industrial license number + certificate of origin.



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If a specific product is not available locally, submit an exemption
request via the Local Content Authority platform before importing.

19.2 Local Content Baseline

Guidance: The baseline is calculated either at the establishment level (your company as a whole) or at the contract level. The minimum required value is specified in the RFP.

Item	Value (filled from Local Content Authority certificate)
Establishment-level baseline (latest annual certificate)	... %
Targeted baseline for this contract	... %
Local Content Certificate number + issue date	...

19.3 Targeted Local Content Percentage in This Contract

Guidance: This percentage directly affects the financial evaluation with a 40% weight (when the local content weighting mechanism applies). The higher the target you commit to, the higher your awarding chances — but you must actually achieve it or face penalties of up to 10% of the contract value.

Item	Target	How You'll Achieve It
Local labor percentage	... %	Hire citizens in technical and administrative positions.
National products in procurement	... %	Source asphalt, cement, steel, cables from Saudi factories.
Services from local companies	... %	Contract with local transportation and lab testing companies.



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... %

= weighted sum of the above per Authority

methodology.

19.4 National Products Share (for Procurement & Supply)

Guidance: In the BOQ, state for each product whether it's national or foreign. **Failing to specify means automatic foreign classification and loss of the price preference** (10% advantage for the national product).

19.5 Verification & Documentation Plan

Assign a dedicated employee to track local content throughout the contract.

Document every purchase with an invoice + certificate of origin.

Submit a quarterly report to the entity showing actual vs. targeted achievement.

Be ready for Local Content Authority audits at any time.

20. Attached Documents

Valid commercial registration.

Zakat & income tax certificate + social insurance.

Localization (Nitaqat) certificate.

Local Content Authority certificate + baseline.

Certified ISO certificates.

Completion certificates for similar road projects.

Full CVs for key personnel.

Equipment lists with documents.

Signed and stamped bid submission letter.

Local content commitment template signed and stamped.

Financial Proposal Summary



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This is a sample financial proposal template for road operations & maintenance

tenders. It includes a table of contents, a list of items with caveats on common mistakes. The

example prices are for reference only and must be based on a real market study for your company.

1. Financial Proposal Cover Page

Item	Guidance
Total before tax	Value in numbers and words.
Value Added Tax (15%)	Added on top of bid total.
Total including tax	This is the figure the committee uses in evaluation.
Bid validity period	90 days.
Confirmation of acceptance of financial conditions	Write: "We accept all financial conditions in the RFP without reservation."

2. Financial Summary by Major Items

Item	Value (SAR)	%
Labor costs	...	Typically 35–45%
Materials (asphalt, cement, steel...)	...	Typically 20–30%
Heavy equipment (rental/depreciation)	...	Typically 15–20%
Indirect expenses	...	Typically 8–12%



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...

Typically 8–15% (don't go higher or you
lose price evaluation)

Total before tax

...

100%

3. Detailed Labor Costs

Guidance: Reference the Labor Law and Ministry of Human Resources wage database.
The official minimum wage for Saudi citizen workers is 4,000 SAR/month.

Position	Count	Monthly Salary (SAR)	Months	Annual Total	Citizen / Resident
Project Manager	1	20,000–30,000	12	...	Citizen
Lead Roads Engineer	2	15,000–22,000	12	...	Citizen/Resident
Traffic & Safety Engineer	1	12,000–18,000	12	...	Citizen
Workshop supervisors	...	7,000–10,000	12	...	—
Heavy equipment operators	...	4,500–7,000	12	...	—
Maintenance workers and road technicians	...	3,000–4,500	12	...	—
HSE Supervisor	1	10,000–14,000	12	...	Citizen



4. Detailed Heavy Equipment Costs

Guidance: Heavy equipment can be rented or accounted for as depreciation of assets your company owns. Be sure to include fuel, maintenance, and operator costs.

Equipment	Quantity	Monthly Cost (SAR)	Months	Annual Total
Asphalt paver + operator	...	30,000–45,000	12	...
Steel roller + operator	...	15,000–22,000	12	...
Cold milling machine	...	40,000–60,000	12	...
Hot asphalt transport trucks	...	18,000–25,000	12	...
Bitumen sprayer	...	12,000–18,000	12	...
Water truck	...	10,000–14,000	12	...
Motor grader	...	20,000–28,000	12	...
Lighting maintenance lifts	...	15,000–22,000	12	...
Road marking paint machines	...	8,000–12,000	12	...
Annual Equipment Total				...

5. Detailed Materials Costs

Guidance: Material prices fluctuate — get recent quotes (≤ 30 days) from at least 3 suppliers. **For each material, specify whether national or foreign** for the national products share calculation.



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Material	Unit	Annual Quantity	Unit Price (SAR)	Total	National / Foreign
Hot asphalt concrete	Ton	...	250–380	...	National
Cement	Ton	...	280–340	...	National
Reinforcement steel	Ton	...	2,800– 3,400	...	National
Bitumen tack coat	Liter	...	1.5–2.5	...	National
Reflective road marking paint	Liter	...	25–45	...	National/Imported
LED lighting fixtures	Unit	...	800–1,500	...	National/Imported
Electrical cables	Meter	...	15–35	...	National
Lighting poles	Unit	...	2,500– 4,500	...	National
Guard rails	Meter	...	180–280	...	National
Information and warning signs	Unit	...	500–1,800	...	National
Annual Materials Total				...	—

6. Indirect Expenses

Item	Annual Value (SAR)	Guidance
Office and warehouse rent	...	Proximity to project site reduces response time.



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Utilities, electricity, water,
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Insurance	...	Workers + third-party + equipment.
Fuel and transportation	...	Often 5–8% of contract total.
Management software and licenses	...	CMMS for maintenance management.
Training	...	Required by entity.
Bank guarantees	...	Initial (1–2%) + Final (5%).
General administrative expenses	...	Pro-rata share of company admin overhead.

7. Profit Margin

Guidance: Set the profit margin wisely — too high loses price evaluation, too low threatens execution quality. Typically 8–15% for roads.

8. Total Before Tax + VAT + Total Including

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

9. Proposed Payment Schedule



Guidance: Operations & maintenance contracts typically pay monthly based on actual completion. Avoid asking for large advance payments (government entities usually don't allow them).

Payment	Timing	%
Advance payment	On signing	5–10% (against bank guarantee)
Monthly payments	End of each month	Based on actual completion after inspection
Final payment	After final delivery	5%

10. Financial Guarantees

Guarantee	%	Duration
Initial guarantee (bid bond)	1–2% of bid value	Until contract award
Final guarantee (performance bond)	5% of contract value	Throughout contract
Retention	5%	Until end of warranty period

11. Local Content Calculations (Mandatory)

11.1 National Products Share

Item	Value
Total procurement value in bid	...
National products value within procurement	...



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National share = (national value ÷ total bid value) × 100 ... %

Guidance: This share gets a price preference assuming the foreign product price is 10% higher.

11.2 Baseline + Targeted Percentage

Item	Value
Establishment-level baseline (from Local Content Authority certificate)	... %
Minimum required in the RFP	... %
Targeted percentage in this contract	... %

11.3 Financial Evaluation Calculation per Authority Methodology

Approved formula per the RFP evaluation criteria:

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

Guidance: This formula means price gets 60% weight in evaluation, while local content + baseline + market listing get 40%. **A higher-priced bid can win if its local content is higher** (provided the price gap doesn't exceed 10% from the lowest bid).

11.4 Penalties for Non-Compliance

Violation	Penalty
Failure to achieve targeted local content	Penalty up to 10% of contract value



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Refusal to receive product + penalty + negative
performance evaluation

Deliberately classifying a national
product as foreign

Withdrawal of preference + penalty

12. Notes & Financial Conditions

Prices include all costs (labor, materials, equipment, transport, worker accommodation).

Prices are fixed throughout the contract and not affected by market fluctuations.

Any additional work outside scope priced via approved change order.

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

We comply with all Zakat and tax obligations per the Zakat, Tax and Customs Authority.

How to use this template?

Read the full RFP carefully — pay special attention to its appendices (5 to 11) related to local content.

Copy the table and heading structure, replacing the guidance text with your company's actual data and competition specifics.

Make sure all numbers in the financial proposal are based on recent quotes from 3 suppliers.

Carefully review the targeted local content percentage — request a fresh certificate from the Local Content Authority before submission.

Prepare the local content commitment template (appendix 11) signed and stamped.

Have the methodology reviewed by an experienced roads engineer to ensure technical acceptance.



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Top reasons road bids get disqualified

Lack of clear commitment to the mandatory list (immediate disqualification).

Failure to submit a targeted local content percentage (when the local content weighting mechanism applies).

Generic execution methodology without technical detail for each maintenance type.

Missing TMP (Traffic Management Plan).

Unreasonable prices (either too high or suspiciously low).

Lack of past road project experience certificates.

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Notice: This template is for reference only and does not substitute for reading the RFP for each specific competition. Government entities may modify requirements or add special conditions, and the submitted proposal must precisely match those conditions.

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