



RFQ

Project Name	Professional Services for Contract Management Document
Start of receive proposal	16/12/2025
End of receive proposal	24/12/2025
Shared technical & financial proposals by email: <u>Procurement@swpc.sa</u>	Submission



Contents

1. Introduction	2
2. Background and Objectives	2
3. Duration and Overall Approach.....	3
4. Scope of Services.....	3
5. Deliverables and Indicative Volumes	4
6. Ways of Working and Governance	5
7. Evaluation	5
8. Evaluation Criteria.....	5
9. BOQ.....	6
10. Confidentiality	6



1. Introduction

The Saudi Water Partnership Company (SWPC) is a government-owned company with a capital of SR 100,000,000 (One Hundred Million Saudi Riyals). Established under the Council of Ministers Resolution No. 494, SWPC's role includes purchasing desalinated, purified, treated, and untreated water, as well as co-generation. The Ministry of Finance supports SWPC's financial stability for long-term contracts. [SWPC Objectives](#)

- Tendering and supervision projects for desalination, water purification, sewage treatment, and co-generation.
- Tendering and supervision of water storage tank projects.
- Tendering and supervision dam construction projects for drinking water.
- Tendering and supervision of water transmission system networks.
- Buying and selling water and electricity.
- Purchasing fuel for its operations.

2. Background and Objectives

- **Context & Need for Specialist Support:** The contract management team is responsible for producing a high volume of critical documents, including contract amendments, side letters, business cases, use cases, and lessons-learned reports. The team also prepares presentations and written materials for key forums such as conferences, weekly/monthly management meetings, and quarterly business & metrics reviews. However, under current constraints of tight deadlines and limited resources, the quality and strategic impact of these materials are inconsistent. They fall short to meet the standard required for senior internal and external audiences. Additionally, the team lacks access to modern capabilities needed to align content with diverse business model expectations and dynamic stakeholder requirements, resulting in missed opportunities for influence and clarity.
- **Objective – Elevate communication quality:** the professional services provider will support contracts management in significantly upgrading the clarity, structure, and visual quality of presentations and reports, and in crafting higher-impact materials, articles and speeches related to Contract Management teams' business activities, projects and initiatives.
- **Differentiation – Beyond marketing support:** This engagement focuses on design of impactful reports, as well as storytelling/ narrative best-practices advice for technical and management audiences (e.g., reliability, contracts, sustainability, HSSE).



3. Duration and Overall Approach

- **Engagement period – 4 months:** The scope is intended to cover an initial period of four months, starting upon PO/contract issuance and down payment.

4. Scope of Services

The professional services provider will provide ongoing support across the following streams. All services are delivered in close collaboration with contract management focal points.

I. Conference & External Presentations

- **Conference decks – Design and story:** Support for approximately **two (2) conference presentations per month** (on average), including and best-in-class slide design and storytelling/ narrative support.
- Confirm that all designs will strictly follow SWPC brand guidelines.
- Will you provide editable source files for future internal updates.

II. Weekly and Monthly Management Presentations

- **Turnaround time** - for urgent updates (e.g., weekly decks). Consider For example commit to a 24-hr a 48-hour turnaround for minor changes, etc.
- **Visualization** - Ensure templates include data visualization standards (charts, KPIs) aligned with SWPC's reporting style and international best practice
- **Weekly management slides** – Template plus recurring use: Design of a structured **weekly management presentation template** (e.g., performance, HSE, reliability, projects), and support in fine-tuning content for selected key meetings.
- **Monthly reporting deck** – Storyline and design: Development of a **monthly management report presentation** that clearly summarizes performance, issues, and actions, and ongoing support to update it for each month within the engagement period.
- **Quarterly review deck** – Executive view: Design of a **quarterly review pack** (where applicable during the period), aligning content to senior management expectations (clear messages, issues, decisions).

III. Articles and Thought-Leadership Pieces



- **Technical/insight articles – Drafting:** Designing of approximately one (1) article every two months (i.e., 1–2 articles over the period) related to contract management projects, initiatives, or HSSE / reliability topics.
- **Publication-ready formatting:** Support in re-designing publications so that articles can be used for internal communication or external publication (subject to SWPC approval).
- Suggest topics and angles for thought leadership pieces based on industry trends.

IV. Templates and Core Materials

- **Presentation templates – Weekly/monthly/quarterly/annually:** Creation of a coherent set of standard templates for weekly, monthly, quarterly, and annually reporting (PowerPoint).
- **Word report template – Monthly narrative report:** Design and formatting of a Word template for the monthly narrative HSSE or core-function report (plant/sites status: technically and contractually) aligned with SWPC brand guidelines.
- **Excel report template** - monthly tracking of contractual obligations for each plant/site.
- **Site Visit** - Word or Excel template for reports to standardize documentation across all departments /plants.
- **Guidelines or a short manual:** Provide for using these templates effectively.
- **Review Turnaround Time:** Ensure open review rounds beyond the two cycles mentioned, especially for templates and core materials.

5. Deliverables and Indicative Volumes

Over the 4-month period, up to the following *indicative* volumes (for planning and procurement purposes):

- **Conference presentations:**
 - Up to 6–8 fully designed conference decks (ca. 20–30 slides each)
- **Management reporting materials:**
 - 1 weekly management presentation template + support for selected cycles.
 - 1 monthly management presentation template + updates for up to 3–4 monthly cycles within the period.
 - 1 quarterly review deck (if a quarterly review falls within the period).



- 1 monthly narrative Word report template.
- 1 monthly Excel report template for contractual obligations follow up
- 1 monthly Excel report template for contractual obligations follow-up as part of the deliverables.
- Articles / thought leadership:
 - Up to 2 articles drafted/edited to publication-ready level.

Note for Considerations: The exact mix of deliverables can be adjusted month-by-month based on actual needs (e.g., fewer conference decks and more management/CM reports, or vice versa), as long as overall workload remains broadly aligned with the above. The unused deliverables can be rolled over or exchanged for other type of services within the engagement period.

6. Ways of Working and Governance

- Single point of contact:
 - Professional Service provider will nominate a **project lead** as the main interface with contract management team's focal point.
- Request intake & planning:
 - Requests will be shared via email/digital channels with clear brief, target audience, desired length, and deadline.
- Review rounds:
 - For each major deliverable, it includes up to **two (2) review cycles** after the first full draft.

7. Evaluation

- 60% Technical.
- 40% Financial.

8. Evaluation Criteria

Criteria	Percentage
Understanding of scope, objectives, and ability to deliver the required services	20%



Experience in similar assignments and capacity of the proposed team	25%
Work plan, turnaround times, quality control, and governance	15%
Price competitiveness and value for money	40%

9. BOQ

Prices for the above scope of work and any additional required items should be filled in Saudi Riyals in the BOQ below:

Item	Description	Unit	Quantity	Unit Price	Total Price
1	Professional Services for Contract Management Document	Each	1		
Total Price (Without VAT)					
VAT					
Total Price (With VAT)					

10. Confidentiality

All information provided in this RFQ and subsequently to the selected service provider must be treated as confidential. The recipient agrees not to disclose any part of this information to third parties without the prior written consent of the Saudi Water Partnership Company (SWPC). This confidentiality obligation remains in effect even after the RFQ process is completed.