

PROPOSAL TEMPLATE

Government Ministry RFP Response

A structured response outline for satellite-based environmental monitoring procurements

What this resource provides

A reusable response structure with prompts for compliance, technical approach, implementation, governance, pricing, and evidence. Replace bracketed prompts with tender-specific content.

Prepared for environmental decision-makers | August 2026

Instructions for the response team

Use this outline alongside the issuing authority's instructions. The tender document always governs page limits, required forms, evaluation criteria, and submission rules. Keep a compliance matrix that points reviewers to each answer and attachment.

Remove guidance text before submission and have a technical, procurement, legal, and safeguarding reviewer approve the final version.

- [Tender reference and title]
- [Procuring entity and contact]
- [Bidder legal name, registration, and authorized signatory]
- [Submission deadline, validity period, and clarification log]

1. Executive summary

[Summarize the ministry's monitoring challenge, the proposed service, the intended users, and the measurable outcomes. State what is included, what depends on ministry data or field work, and the proposed implementation period.]

- Decision problem addressed: [complete]
- Primary users and institutions: [complete]
- Expected outputs and review cadence: [complete]
- Key differentiator supported by evidence: [complete]

2. Understanding and technical approach

[Describe the areas of interest, environmental themes, data sources, processing, indicators, maps, alerts, reports, and validation approach. Explain how the approach handles clouds, missing scenes, seasonal change, and uncertainty.]

- Agriculture monitoring: [scope and indicators]
- Land-use and ecosystem monitoring: [scope and indicators]
- Water resources monitoring: [scope and indicators]
- Data-quality and human-review workflow: [complete]

3. Implementation and delivery

[Provide a phased plan with activities, owners, dependencies, acceptance criteria, and training. Include onboarding of ministry data, configuration of projects and users, pilot review, and production handover.]

- Phase 1 — discovery and data readiness: [dates and outputs]
- Phase 2 — pilot and validation: [dates and outputs]
- Phase 3 — rollout and capability transfer: [dates and outputs]
- Support, service levels, and escalation: [complete]

4. Governance, security, and sustainability

[Describe roles and permissions, data protection, auditability, retention, incident handling, accessibility, local capacity building, and how the service can be maintained after the initial engagement.]

- Data ownership and access: [complete]
- Security controls and hosting: [complete]
- Training and documentation: [complete]
- Risks, mitigations, and assumptions: [complete]

5. Compliance and commercial response

[Map every mandatory requirement to a response, evidence attachment, or exception. Include pricing in the authority's requested format and disclose assumptions, taxes, travel, data, and support costs.]

- Compliance matrix: [attachment reference]
- Team qualifications and references: [attachment reference]
- Financial proposal: [attachment reference]
- Declaration and signatures: [complete]

Submission quality check

- ☐ Every mandatory requirement has a page or attachment reference.
- ☐ Claims are supported by evidence or clearly labeled as proposed capability.
- ☐ Dates, names, totals, and signatories are consistent throughout.
- ☐ Sensitive or personal information is included only where required.
- ☐ The final PDF opens correctly and follows the procuring authority's file rules.

Important note

This template is a starting point, not legal or procurement advice. Follow the issuing authority's tender rules and obtain the required internal approvals.