

*TECHNICAL PROPOSALS DETAILS  
(FOR CLIENTS)*

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## INTRODUCTION

*Technical proposals involved the documentation of a proposition used in technical evaluation, bidding, communication and support of an idea, research or solution in relation to a innovation, technology, process or design. Technical proposals mainly involve the fields of science, engineering and technology.*

*Technical proposals help to;-*

- a) **Sell** a particular product, technology or innovation.*
- b) **Survey** the performance of a technology, innovation or product.*
- c) **Plan** for future projects in an organization*

- d) **Conduct** analysis of a product, technology or innovation.
- e) **Improve** the performance of a particular process, technology or innovation.

Areas where technical proposals are important;-

- a) In the tendering process.
- b) In an organization setup e.g. company, schools, business.

Basic style guidelines for technical proposals. The following is the basic format in terms of language and word choice which we use when developing all technical proposals

1. Active voice.
2. Use of plain-language
3. Accurate word choice.
4. Task-based approach.
5. Use of simple words- jargons(complex technical terms) are avoided.
6. Visual display- pictures, charts.

\*NB – Further information on the style guidelines adopted for technical proposals is given by the “Style guidelines document pdf attached in the Fiverr gig”

**GIG PACKAGES.**

To better serve you as the client, we have divided the technical proposals into three packages depending on the complexity and the number of words namely;

- a) *Starter package.*
- b) *Intermediate package.*
- c) *The Pro package.*

<b>STARTER PACKAGE</b>	<b>INTERMEDIATE PACKAGE</b>	<b>THE PRO PACKAGE</b>
1. <b>FORMAT</b> ✓ <i>Title.</i> ✓ <i>Abstract.</i> ✓ <i>Technical objectives</i> ✓ <i>Target</i> ✓ <i>Potential</i>	1. <b>FORMAT</b> ✓ <i>Title.</i> ✓ <i>Abstract.</i> ✓ <i>Technical objectives.</i> ✓ <i>Justification of</i>	1. <b>FORMAT</b> ✓ <i>Title.</i> ✓ <i>Abstract.</i> ✓ <i>Technical objectives.</i> ✓ <i>Justification of</i>

<p><i>contribution</i></p> <ul style="list-style-type: none"> <li>✓ <i>Application</i></li> </ul>	<p><i>idea/project.</i></p> <ul style="list-style-type: none"> <li>✓ <i>Uniqueness of idea/project.</i></li> <li>✓ <i>Potential contribution of idea/project</i></li>   <li>✓ <i>Technical approach</i></li> <li>■ <i>Work statement/plan</i></li> <li>■ <i>Project personnel and team</i></li> <li>✓ <i>Application</i></li> </ul>	<p><i>idea/project.</i></p> <ul style="list-style-type: none"> <li>✓ <i>Uniqueness of idea/project.</i></li> <li>✓ <i>Potential contribution of idea/project</i></li> <li>✓ <i>Environmental impact of project.</i></li> <li>✓ <i>Technical approach</i></li> <li>■ <i>Work statement/plan</i></li> <li>■ <i>Project personnel and team</i></li> <li>■ <i>Facilities and equipment</i></li> <li>■ <i>Cost estimations</i></li> <li>✓ <i>Application</i></li> </ul>
<p><i>Maximum word count:500</i></p>	<p><i>Maximum word count:1200</i></p>	<p><i>Maximum word count:2000</i></p>
	<p><i>Free:</i></p> <ol style="list-style-type: none"> <li>1. <i>Word to Pdf.</i></li> </ol>	<p><i>Free:</i></p> <ol style="list-style-type: none"> <li>2. <i>Word to Pdf.</i></li> </ol>
<p><i>Extras: Word to Pdf</i></p>	<p><i>Extras:</i></p> <ol style="list-style-type: none"> <li>1. <i>B.O.M Cost estimations.</i></li> <li>2. <i>PowerPoint slideshow presentation.</i></li> <li>3. <i>Proposal cover letter</i></li> </ol>	<p><i>Extras:</i></p> <ol style="list-style-type: none"> <li>1. <i>B.O.M Cost estimations</i></li> <li>2. <i>PowerPoint slideshow presentation.</i></li> <li>3. <i>Proposal cover letter.</i></li> </ol>

*As an engineer, you may want to propose the company's management regarding a project you may need to undertake in the company. The project proposal comes in handy in such scenarios. The following is the general format for such proposals*

- i. Abstract*
- ii. Problem identification.*
- iii. Technical objectives.*
- iv. Work statement/plan.*
- v. Cost estimations.*
- vi. Project personnel and team.*
- vii. Facilities and equipment.*
- viii. Anticipated benefits.*
- ix. Environmental impact of the project*
- x. Appendices*
  - i. Economic decisions undertaken to reduce the cost of implementing the project.*

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**FINAL TAKE**

*Thank you for reading this document, We look forward to working with and for you*

*Regards, Electronics Doctor*