



## قائمة المتطلبات المسبقة لطلبات شراء تقنية المعلومات

## Pre-requisites Checklist for IT Procurements

Please Make sure to download the latest version of this list available on:

<https://nea.gov.bh/docs>

### General Requirements

The following items must be provided with all procurement submissions (Project / Recurrent)	
<ul style="list-style-type: none"> <li>Contact person (name, phone &amp; email) for urgent matters / quick discussion / further information.</li> <li>Provide a copy of previous iGA approval or PR number of previous approval (if available)</li> <li>For contract renewals: a copy of existing contract.</li> <li>Request title in Arabic and English.</li> </ul>	
Project Requests	Recurrent Requests
<ul style="list-style-type: none"> <li><a href="#">IT Project Business Case</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Internal IT Review Form.</a></li> <li>Cost breakdown with correct <a href="#">CFS Charge Account</a> for each line item</li> </ul>

### Specific Requirements

	Request Category	Request Type		Applicable Policies / Standards / Templates
		New	Existing / Renewal	
1	Outsourcing Contracts	<ul style="list-style-type: none"> <li>Business needs and justifications.</li> <li>IT Organization Structure, highlighting vacancies and occupations.</li> <li>Bahrainisation plan.</li> <li>Scope of work for employee(s) of each job category covered in the request.</li> </ul>	<ul style="list-style-type: none"> <li>Business needs for continuation of the contract.</li> <li>Copy of existing contract</li> <li>A report detailing the utilization of the current resources.</li> <li>Bahrainisation plan.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Guidelines for IT Contracts</a></li> </ul>
2	Software Licenses	<ul style="list-style-type: none"> <li>Fill and attach software procurement template.</li> <li>The sizing basis for the requested licenses.</li> </ul>	<ul style="list-style-type: none"> <li>Utilization report on the current licenses.</li> <li>Fill and attach software procurement template.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Software Procurement Template</a></li> </ul>



	Request Category	Request Type		Applicable Policies / Standards / Templates
		New	Existing / Renewal	
3	Hardware	<ul style="list-style-type: none"> <li>• Fill and attach hardware procurement template.</li> <li>• All PC Procurements must comply with the Standard Government PC Specifications.</li> <li>• For Servers Procurement, check if cloud-based alternatives were evaluated and provide a copy of AWS migration plan with status or progress report.</li> <li>• For display devices (e.g., screens, projectors): provide the distance between the display device and farthest viewer.</li> <li>• The sizing basis for the requested devices.</li> </ul>	<ul style="list-style-type: none"> <li>• Fill and attach hardware procurement template.</li> <li>• All PC Procurements must comply with the Standard Government PC Specifications.</li> <li>• Provide a copy of the existing annual maintenance contract (AMC) if exists, detailing the existing items that are being maintained or supported.</li> <li>• For Servers Procurement, check if cloud-based alternatives were evaluated and provide a copy of AWS migration plan with status or progress report.</li> <li>• Study the feasibility of replacing the current hardware instead of maintaining the existing one.</li> <li>• Provide utilization report for infrastructure requests.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Cloud-First Policy</a></li> <li>• <a href="#">Government PC Specifications</a></li> <li>• <a href="#">Hardware Procurement Template</a></li> </ul>



	Request Category	Request Type		Applicable Policies / Standards / Templates
		New	Existing / Renewal	
4	System / Application / eServices / Websites	<ul style="list-style-type: none"> <li>Business needs and justifications for introducing new system / application / eService / Website.</li> <li>Breakdown of system components (e.g. hardware, software licenses, etc.) including sizing basis, along with technical details on technologies such as programming languages if decided or operating systems.</li> <li>Application type (developed from scratch, COTS, customized package, etc). If developed or customized, provide details on cost and duration.</li> <li>Details on the proposed hosting environment (on-premise / AWS / etc).</li> <li>Scope of the development, including details on business requirements and business processes that are being automated.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of the existing support contract</li> <li>Utilization report of the existing system or application.</li> <li>If the request involves additional development, enhancement, or customization: <ul style="list-style-type: none"> <li>Scope of the development of the existing system or application, including details on business requirements and business processes being automated.</li> <li>Details on cost and duration to complete the development.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Cloud-First Policy</a></li> <li><a href="#">eGov Mobile Apps Standards</a></li> <li><a href="#">Website Standards</a></li> <li><a href="#">Guidelines for IT Development Projects</a></li> <li><a href="#">Software Procurement Template</a></li> </ul>



	Request Category	Request Type		Applicable Policies / Standards / Templates
		New	Existing / Renewal	
5	Printing	<ul style="list-style-type: none"> <li>Fill and attach the “Hardware Procurement Template”.</li> <li>Business needs and justifications for new devices / services.</li> <li>Details on the requested printers – i.e. quantity of printers, brands, models, etc. If the request is for replacement, provide age of the existing devices.</li> <li>Study of implementing centralized printing model, along with a copy of the centralization plan.</li> <li>In general, make sure to comply with the Government Printing Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of the existing maintenance contract.</li> <li>Utilization report of the existing maintenance contract.</li> <li>Details on the requested consumables i.e. quantity, type, etc.</li> <li>Study of implementing centralized printing model, along with a copy of the centralization plan.</li> <li>In general, make sure to comply with the Government Printing Policy.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Printing Policy</a></li> <li><a href="#">Hardware Procurement Template</a></li> </ul>
6	Network	<ul style="list-style-type: none"> <li>Details on the requested network devices – i.e. bill of materials or list of all networking components.</li> <li>Copy of the existing network diagram (high level and low level).</li> <li>Copy of the proposed network diagram (if applicable).</li> <li>The sizing basis for network devices.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of the existing maintenance contract</li> <li>Utilization report of the existing maintenance contract.</li> <li>Copy of the existing network diagram (high level and low level).</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Hardware Procurement Template</a></li> </ul>
7	Communication Services	<ul style="list-style-type: none"> <li>Fill the bill summary Template.</li> </ul>	<ul style="list-style-type: none"> <li>Fill the bill summary template.</li> <li>Copy of consolidated statement (provided by all ISPs).</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Bill Summary Template</a></li> </ul>



	Request Category	Request Type		Applicable Policies / Standards / Templates
		New	Existing / Renewal	
8	GDN Connectivity Services (Internet / MPLS)	<p>For New / Upgrade requests:</p> <ul style="list-style-type: none"> <li>• Fill the bill summary template.</li> <li>• Business justifications for new or upgraded connection.</li> <li>• Approval from IGA Network Team*</li> <li>• Proposal from the service provider: <ul style="list-style-type: none"> <li>- Internet Service Provider: BIX.</li> <li>- MPLS Service Provider: Batelco.</li> </ul> </li> </ul> <p>* For detailed procedure on obtaining IGA Network Team approval and technical implementation, please follow the steps in the next page (page 6).</p>	<ul style="list-style-type: none"> <li>• Proposal from the service provider.</li> <li>• Fill the bill summary template.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Bill Summary Template</a></li> </ul>
9	Other IT-related	Please send your requirements to iGA's Governance and Enterprise Architecture Directorate (ictp@iga.gov.bh).		



## **Procurement and Contracting Steps for GDN Connectivity Services (New/Upgrade Connection)**

1. Government Entity should send Internet Bandwidth upgrade or New Connection request to iGA Client Relationship ([Govclient@iga.gov.bh](mailto:Govclient@iga.gov.bh)).
2. iGA Network Team will technically approve/reject the request.
3. If iGA Network approve the request, Government Client Relationship will send the approval email to the Government Entity (Approval Template).
  - Government Entity should enter their request in the Central Financial System (CFS), and attach the approval template, along with justifications for the upgrade. If the entity is not part of the CFS, then the "Recurrent Pre-Approval" form should be filled and sent to ICTP ([ictp@iga.gov.bh](mailto:ictp@iga.gov.bh)).
4. If rejected, then Government Entity should coordinate with iGA Network Team to reach mutual understanding or decision.
5. Government Entity should contact the service provider to sign the contract only after having their request approved in the CFS.