



SAMPLE TEMPLATE FOR THE GROUP WORK FINAL REPORT 2019

Technical and Financial Proposals: The Conduct of the Feasibility Study of the Proposed (Name of the Project)

NOTE: This is only a suggested template or format for the final report. Any modification or improvement in this format is encouraged. Use short bond paper (Letter size), 11-12 fonts, and single space.

A. TECHNICAL PROPOSAL

1. **Letter of Intent** – With company letter head, express your interest to participate in the bid of the proposed project (mention the name of the project and ABC), brief description of the company and experiences.
2. **Main Report** – It constitutes the following headings:
 - a. **Background/Introduction** – a brief discussion of the proposed project. This will be extracted from the Feasibility Study Report. Highlights the coverage of the project, location, etc. Maps, drawings and photos can be included (if it is relevant).
 - b. **Company Profile** – a brief description of your company, highlighting your capabilities to undertake the Feasibility Study for the proposed project.
 - c. **Methodology and Approach** – a detailed discussion on how your company will undertake this project. This refers to the project management, manpower allocation and qualification, scheduling, logistics (office, transport, office supplies, etc), major activities to be undertaken. You mention in this section on how your company is better than other companies in management this project. What your company's strategies to come-up with a Feasibility Study.
 - d. **Manpower Requirements** – Prepare a table showing the names of the personnel, experts/consultants, including subcontractors to undertake specific tasks and responsibilities. You have to include the qualification/expertise per member of the project team (e.g, Team Leader – Civil Engineer, 25 years working experience, Oversee the entire operation of the team). Include only the major functions or tasks assigned to that particular member of the team.
 - e. **Schedule of Activities and Man-Month Allocation** – Provide a Gantt chart showing the man-months requirements per project team member, including the major activities to be undertaken within the prescribed number of months or earlier completion of the Feasibility Study.

B. FINANCIAL PROPOSAL

1. **Covering Letter** – With company letter head, indicating the proposed budget for the said proposed project, (e.g. Php18,000,000.00 – Eighteen Million pesos only). Mention in the letter the supporting document as attached to show the calculation/computation.
2. **Main Report** – It constitutes a table/matrix showing the itemized calculation of the proposed project cost. Indicate the unit price/cost per item, or if it is lump-sum, indicate the total amount being subcontracted. Your company should consider the prevailing commodity prices, utilities expenses, report reproduction, logistics (communication, transport) and employment basic salary. **THE PROPOSED PROJECT COST DOES NOT INCLUDE THE ACTUAL COST ESTIMATES IN THE REDEVELOPMENT/RECONSTRUCTION OF THE SAID PROPOSED PROJECT.**