

## Regional Technical Evaluation Committee (RTEC) Report

PROJECT TITLE	:	
FIRM/ADDRESS	:	
CONTACT PERSON	:	
PROPOSED PROJECT COST	:	DOST SETUP: PhP Proponent: PhP Total Project Cost: <b>PhP</b>

### I. BRIEF INTRODUCTION OF THE PROJECT:

- a. Company Profile
- b. Objectives
- c. Expected Output

## II. COMPLIANCE OF REQUIREMENTS

Requirements	Complied	Not Complied
<b>Letter of intent to avail of the SETUP assistance</b> , stating commitment to refund the cost of technology acquisition/innovation system support		
<b>Accomplished DOST TNA Form 1</b>		
<b>Accomplished DOST TNA Form 4</b>		
<b>Proposal following SETUP Form 1</b>		
<b>Copy of business permits and licenses</b> issued by LGUs and other government offices		
<b>Financial statements at least for the past three (3) years</b> duly signed by a Certified Public Accountant with Board of Accountancy (BOA) Certificate of Registration. If not applicable, a justification with corresponding endorsement from the Regional Director should be submitted		
<b>Certificate of registration of business name</b> with the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), or Cooperative Development Authority (CDA), whichever is applicable		
In the case of cooperatives and non-single proprietorship, LGUs, organization, <b>Board/Legislative Council resolution</b> authorizing the availment of the assistance and designating authorized signatory for the financial assistance		
Three (3) quotations for each equipment from suppliers/fabricators of the equipment to be purchased/fabricated		
Complete technical design/drawing of all equipment to be purchased/fabricated		

## III. HIGHLIGHTS OF EVALUATION

**A. Management/Administrative Aspect**

**B. Technical Aspect (including the recommended S&T Intervention)**

1. Production Process
  - a) Process flow of production
  - b) Material Balance
2. Existing Production Equipment
3. Technical constraints on the production line and proposed S&T intervention

<b>Process/ Existing Practice/ Problem</b>	<b>Proposed S&amp;T Intervention</b>	<b>Proposed S&amp;T Intervention- related equipment/ skills upgrading</b>	<b>Impact</b>

Proposed Plant Layout

4. Cost and specification of S&T Interventions Related Equipment

<b>S&amp;T intervention- related equipment/ specification</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total Cost</b>
<b>Total</b>			

5. List of equipment fabricators (name and address)

- c) Marketing Aspect
- d) Financial Aspect (including ratio and analysis; net profit margin ratio; liquidity ratio; ROI; balance sheet, partial budget analysis, detailed line-item budget and refund schedule)
- e) Waste Disposal
- f) Risk Management

**IV. RECOMMENDATION/ EVALUATION SUMMARY**

Based on the evaluation, the following table shows the summary of the rating according to the following aspects:

Criteria	Rating					
	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Average
Technical Viability						
Market Viability						
Management/ Administrative Capability						
Socio-cultural/ Environmental Impact						
Financial Viability						
<b>Average</b>						
<b>OVERALL RATING</b>	*					
<b>REMARKS</b>	<b>FEASIBLE</b>					

*\*The project is deemed feasible if the over-all rating is at least 70%.*

Evaluated by:

<hr/> Chairperson	<hr/> Member
<hr/> Member	<hr/> Member
<hr/> Member	

<b>ACTION OF THE REGIONAL DIRECTOR</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Disapproved</b>
<b>COMMENTS</b>   	
<hr/> Regional Director	<hr/> Date