

## SETUP PROJECT PROPOSAL

**PROJECT TITLE:**  
**PROPOSER:**  
**PROJECT COST:**  
**AMOUNT REQUESTED:**

**OBJECTIVES:**  
**General Objectives:**

**Specific Objectives:**

**PROJECT BACKGROUND:**

**A. Company Profile:**

Name of Firm			
Address			
Contact Person			
Contact No.			
e-mail Address			
Year established			
Type of Organization <i>(please check appropriate box in each row)</i>	<input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Profit <input type="checkbox"/> Micro (P3M Total Asset Value or less)	<input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Small (P3,000,001 – P15M Total Asset Value)	<input type="checkbox"/> Cooperative <input type="checkbox"/> Corporation <input type="checkbox"/> Medium (P15,000,001 – P100M Total Asset Value)
Number of Employee <i>(Please indicate number of employee)</i>	Type of Employment	Male	Female
	Direct Workers		
	Production		
	Non-Production		
	Indirect/Contract Workers		
	Total		
Registration	Office	Registration Number	Date of Registration
	DTI		
	SEC		
	CDA		
	Others, please specify		
	BIR		
Business Activity/ies: <i>(please check appropriate box)</i>	Food Processing	Furniture	
	Metals & Engineering	Agriculture/ Marine/ Aquaculture	
	Gifts, decors, handicraft	Others, please specify: Manufacturing	
Products/Services			
Brief Enterprise Background			

**B. Management/Administrative Aspect**

1. Organizational chart
2. Skills and expertise of employee
3. Compensation

**C. Plant site or location (including vicinity map)**

**D. Capacity, volume and cost of production**

**E. Raw material/s used and sources of raw material**

**MARKETING ASPECTS**

- A. Market situation, product demand and supply**
- B. Product specifications and product price**
- C. Distribution channel (local/export)**
- D. Competitors**
- E. Existing problems (if any)**
- F. Market plans/strategies**

**TECHNOLOGICAL ASPECTS**

**A. Production Process**

Process flow of Production

Material Balance

**B. Existing Production Equipment.**

**C. Technical constraints on the production line and proposed S&T intervention**

Process/ Existing Practice/ Problem	Proposed S&T Intervention	Proposed S&T intervention-related equipment/ skills upgrading	Impact

**Proposed Plant Lay-out**

**D. Cost and specification of S&T Intervention Related Equipment**

S&T Intervention-related equipment/specification	Qty	Unit Cost	Total Cost

**E. List of equipment fabricators (name and address)**

**F. Schedule of activities for the proposed project**

**G. Expected Output/Impact (measured results)**

1. Percentage increase in productivity
2. Improved quality of product/s
3. Contribution to the production line/process
4. Percentage decrease in rejects
5. Additional clients
6. Others (please specify)

**WASTE MANAGEMENT/DISPOSAL**

**A. Volume of waste generated monthly**

**B. Kinds of wastes (plastics, paper, metals, chemicals, pollutants, etc.)**

**C. Methods of disposal**

**FINANCIAL ASPECT**

**A. Financial capacity**

- Financial ratio and analysis
- Partial budget analysis
- Net profit margin ratio
- Liquidity ratio
- ROI

**B. Financial constraints**

**C. Cash flow/ financial statement/ balance sheet**

**D. Budgetary Requirement for the proposed project**

Item of Expenditure	Qty	Unit Cost	Cost		
			SETUP	Cooperator	Total
					1,014,000.00
					1,110,000.00
<b>Total</b>					<b>5,879,379.26</b>

(note: cost-sharing of an item is not allowed due to issue on ownership)

**E. Proposed Refund Schedule**

<b>Months</b>	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>	<b>Total</b>
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
<b>Total</b>						<b>2,904,385.32</b>

(note: Refund schedule shall be within a period of three (3) to five (5) years depending on the nature/amount of project. Cooperator may opt to purchase all the equipment at the end of the refund period at one-half of one percent of the equipment acquisition cost.)

***RISK MANAGEMENT PLAN***