

ANNEX Q: Project Report Format for Activities Listed in the IPP

(NEW PROJECT)

1. Description / Specification / Application of the Product
Description of Mfg. Process
2. Justification for Pioneer Status For Projects Deemed Pioneer
3. Project Timetable
4. Project Cost
 - 4.1. Local
 - 4.2. Foreign
5. Sources and Terms of Financing
 - 5.1. Equity
 - 5.2. Loan
6. Raw Materials and Supplies
 - 6.1. Usage Rate per Unit of Product
 - 6.2. Sources
 - 6.2.1. Local
 - 6.2.2. Imported
7. Labor Generation
 - 7.1. Direct Labor
 - 7.2. Indirect Labor
 - 7.3. Administrative/Sales
8. Plant Location
9. Production Schedule
 - 9.1. No. of shifts per day
 - 9.2. No. of working days per year
 - 9.3. Projected production volume
10. Proposed Selling Price
 - 10.1. Local
 - 10.2. Export
11. Sales Schedule, Volume and Value
 - 11.1. Local
 - 11.2. Export
12. Machineries and Equipment
 - 12.1. Classification

- 12.1.1. Processing
- 12.1.2. Spare parts
- 12.1.3. Transport
- 12.1.4. Maintenance
- 12.1.5. R & D; quality control

- 12.2. Quotation (submit one (1) copy) only for equipment for importation.
- 13. Projected Income Statement for Five (5) years

Additional Requirements

A. Marine and Aquaculture Projects

1. Deep Sea Fishing

- 1.1 Homeport
- 1.2 Catch per unit of fishing vessel;

2. Prawn Culture

- 2.1 Proof of ownership or control over the project site
- 2.2 Pond layout
- 2.3 Production assumptions
 - 2.3.1 Yield per unit area
 - 2.3.2 Stocking rate
 - 2.3.3 Survival rate
 - 2.3.4 No. of croppings per year
 - 2.3.5 Average weight per piece
 - 2.3.6 Feed conversion ratio
 - 2.3.7 Productive area

3 Pearl Culture

- 3.1 Proof of control over the project site
- 3.2 Production assumptions
 - 3.2.1 Culture period
 - 3.2.2 No. of mother pearl
 - 3.2.3 No. of nucleus per mother of pearl
 - 3.2.4 Success rate

B. Seed and Crop Projects

1. Plant Location

- 1.1 Justification as to adoptability to crop plantation
- 1.2 Plant development program, including particular practices

- 1.3 Production assumptions
 - 1.3.1 Area developed, planted and harvested
 - 1.3.2 Yield per unit area
 - 1.3.3 Number of cropping seasons

C. Mining Projects

- 1. Copy of lease contract
- 2. Copy of operating agreement
- 3. Copy of evaluation report on the property, preferably by Bureau of Mines or any licensed geologist.

D. Cement

- 1. Increase in production capacity
- 2. Production cost savings

E. Services

- 1. Trading
 - 1.1 Market
 - 1.2 List of local suppliers, their corresponding products and selling prices
 - 1.3 World market selling price for product which is new and unique
 - 1.4 PSCC code for each product
- 2. Service
 - 2.1 Description of service
 - 2.2 Service contracts
- 3. Inter-island overseas shipping
 - 3.1 ITR and statement of net worth of company and major stockholders
 - 3.2 Volume and value of cargoes
 - 3.3 Endorsement from MARINA
 - 3.4 Machinery and equipment
 - 3.4.1 Vessel specification
 - 3.4.2 Support equipment and justification for acquiring
 - 3.5 Route to be serviced
- 4. Tourism
 - 4.1 Tourism accommodation Facilities (Hotels and the like)

- 4.1.1 Endorsement from DOT
- 4.1.2 Classification as to deluxe, first class, standard and economy for hotels and resorts, pensionne houses, apartelles/ serviced residences, condotels , tourist inns and lodging house for others

(EXPANSION, DIFFERENT PRODUCT LINE)

1. Description / Specification / Application of the Product
2. Project Timetable
3. Project Cost
 - 3.1 Local
 - 3.2 Foreign
4. Sources and Terms of Financing
 - 4.1 Equity
 - 4.2 Loan
5. Raw Materials and Supplies
 - 5.1 Usage Rate per Unit of Product
 - 5.2 Sources
 - 5.2.1 Local
 - 5.2.2 Imported
 - 5.3 Unit Cost
 - 5.3.1 Local
 - 5.3.2 Imported, include CIF cost and tariff rate
6. Labor Generation
 - 6.1 Direct Labor
 - 6.2 Indirect Labor
 - 6.3 Administrative/Sales
7. Production Schedule
 - 7.1 No. of shifts per day
 - 7.2 No. of working days per year
 - 7.3 Projected production volume
8. Proposed Selling Price
 - 8.1 Local
 - 8.2 Export
9. Sales Schedule, Volume and Value
 - 9.1 Local
 - 9.2 Export
10. Machineries and Equipment
 - 10.1 List of machineries and equipment common to both existing and expansion and their corresponding book value
 - 10.2 List of machineries and equipment to be acquired for expansion

10.2.1 Classification

- 10.2.1.1 Processing
- 10.2.1.2 Spare parts
- 10.2.1.3 Transport
- 10.2.1.4 Maintenance
- 10.2.1.5 R & D; quality control

10.2.2 Quotations

11. Manufacturing Process
12. Projected Cost of Goods Sold Statement, Without Incentives For 5 years
13. Projected Administrative/Selling Expenses For 5 years

(EXPANSION, THE SAME PRODUCT LINE)

1. Project Timetable
2. Project Cost
 - 2.1 Local
 - 2.2 Foreign
3. Sources and Terms of Financing
 - 3.1 Equity
 - 3.2 Loan
4. Labor Generation
 - 4.1 Direct Labor
 - 4.2 Indirect Labor
 - 4.3 Administrative/Sales
5. Production Schedule
 - 5.1 No. of shifts per day
 - 5.2 No. of working days per year
 - 5.3 Projected production volume
6. Sales Schedule, Volume and Value
 - 6.1 Local
 - 6.2 Export
7. Machineries and Equipment
 - 7.1 Classification
 - 7.1.1 Processing
 - 7.1.2 Spare parts
 - 7.1.3 Transport
 - 7.1.4 Maintenance
 - 7.1.5 R & D; quality control
 - 7.2 Quotations
8. Projected Cost of Goods Sold Statement, Without Incentives For 5 years
9. Projected Administrative/Selling Expenses For 5 years

SIMPLIFIED PROJECT STUDY
For Small Scale Projects
(Total Project Cost of not more than P5 million)

SIMPLIFIED PROJECT STUDY	
I. TOTAL PROJECT COST	
LAND	PHP
LAND IMPROVEMENTS	
BUILDINGS	
MACHINERY AND EQUIPMENT	
INSTALLATION AND OTHER COSTS	
FINANCIAL CHARGES	
OTHERS (SPECIFY)	
SUB-TOTAL	PHP
ADD: WORKING CAPITAL	
TOTAL PROJECT COST	
II. SOURCES OF FINANCING:	
EQUITY	PHP
Local	
Foreign	
LOANS*	
OTHERS	
TOTAL	
Sub-total	
Total	

* Specify Sources and Terms of Loans
 NOTE: Where necessary, use additional sheets

SIMPLIFIED PROJECT STUDY

III. TECHNICAL ASPECTS:		
1. Brief description of production process:		
2. Major machineries and other capital equipment requirements (Please attach one (1) quotation for those to be imported).		
Description of Equipment	Number of Units	Cost (Pesos)
Imported:		
Local:		
3. Utilities Required.		
	Volume	Total Cost (In Pesos)
a. Power		
b. Electricity		
c. Water		
d. Others		

SIMPLIFIED PROJECT STUDY

4. Expected attainable volume of production:					
Year	1 st	2 nd	3 rd	4 th	5 th
5. Raw Materials and Supplies (Imported/Local):					
	Usage Rate Per Unit of Product	Current CIF Price / Domestic Price	Other Costs	Factory Delivered Price	
a. Raw Mat.					
Local					
1.					
2.					
Imported					
1.					
2.					
b. Supplies					
Local					
1.					
2.					
Imported					
1.					
2.					
6. Project Timetable:					
(If applicable, present status of the project)					
7. Labor Requirements:					
Type of Labor	Number		Total Payroll (In Pesos)		
1. Direct Labor					
2. Indirect Labor					
3. Administrative/Sales					

IV. MARKET
1. Describe products to be produced. Specify by-products resulting from operation, if any.
2. Projected annual volume and value of domestic and overseas sales for each product for the first five (5) years of the project's life. If existing, indicate past three (3) years performance (export and local), volume and value).
3. Proposed selling price, domestic or export or both as the case may be.

PROJECTED INCOME STATEMENT	WITHOUT BOI INCENTIVE					
	ACTUAL	1 ST Year	2 ND Year	3 RD Year	4 TH Year	5 TH Year
SALES						
Local						
Export						
TOTAL SALES						
COST OF SALES						
GROSS PROFIT ON SALES						
SELLING AND ADMINISTRATIVE EXPENSES						
NET PROFIT ON OPERATIONS						
ADDITIONAL DEDUCTIONS						
NET INCOME SUBJECT TO INCOME TAX						
PROVISION FOR INCOME TAX						
NET PROFIT (LOSS) AFTER TAX						