

Proposal form Example

This is a guideline sample – the consulting company may enhance or alter it as he sees fit.

1. The Page size shall be A4.
2. Proposal shall be submitted two sets (a master and a copy).
3. Partial proposal* must not be received.
4. Proposal shall be structured with following items:

- (1) Cover page

Work title

Representative

- (2) Executive summary

Work title

Person in charge

Address

Summary of the proposed work

Anticipated issue

Summary of the survey work experience

Work organization

- (3) Work scope

- (4) Work method

- (5) Anticipated issue

- (6) Survey work experience

- (7) Work plan and schedule

(8) Work organization

(9) Rough cost estimate for this work

(10) Statement of JOGMEC contract terms

(11) Others

***: Partial proposal means the proposal only for the part of the work scope.**

[Cover page sample]

Proposal for the “Trends of Reserves Definitions and Evaluation Methodology”

MM,DD, 2006

Representative : _____

【 Executive summary sample 】

Executive Summary for the “ Trends of Reserves Definitions and Evaluation Methodology”

Work title	Trends of Reserves Definitions and Evaluation Methodology
Person in charge	Name _____ Title _____
Address	Tel Fax E-mail Physical address
Summary of the proposed work	
Anticipated issue	
Summary of the survey work experience	
Work organization	

【 Proposal form sample 】

2 . Work Scope

{The work object, the work scope, and the work summary shall be described in this chapter. }

3 . Proposed work

{The proposed work shall be described in this chapter. This content, such as work method, work procedures, work description, or images, shall be clearly, concretely, and detailed. }

4 . Anticipated issue

Any anticipated issue, such as data acquisition, organization, duration, or cost control, shall be described in this chapter.

5 . Survey work experience

{Survey work experience with JNOC or JOGMEC, or General work experience in oil and energy industry shall be described in this chapter. }

6 . Work plan and Schedule

{In order to complete this work, How this work divided to smaller work item, how the each work items proceeded, how much the each work items cost, shall be described in this chapter. The schedule bar chart shall be draw as follow:}

(US\$)

Work Items	2005				2006	Total
	Aug.	Sep.	Nov.	Dec.	Jan.	
1. < Work item 1 >	→					0,000-budget (00)-manpower
1-1 Sub item						
1-2 Sub item						
2. < Work item 2 >		→				
3. < Work item 3 >			→			
Total						0,000-budget (00)-manpower

(Note): A work item budget and manpower shall be put just below each arrow.

Taxes shall be included in each items budget

7 . Work organization

{The work organization shall be described in this chapter. }

- (1) Administrative organization
- (2) Work organization
- (3) Related company, expert, or qualified person
- (4) Person in charge

Name	Belonging
	Title
	Experience
	Competence

8 . Rough cost estimate for this work

{The rough cost estimate shall be summarized as below:}

(US\$)

Account items	Breakdown
. Direct personnel expense	***US\$/man· day x Men x Days = *** US\$
. Direct Expense	
1 . Travel Expense	
2 . Data Acquisition Expense	
3 . Reporting	
4 . Others	
. Sundry Expense	
. Technical Expense	
. Subcontract	
Total	
Taxes	
Grand Total	

9 . Statement of JOGMEC agreement draft

“Representative” approves that this work agreement is contracted in accordance with the JOGMEC agreement draft. This proposal is submitted under the approval.

{When the consultant dose not have objection to a contract in accordance with the JOGMEC agreement draft, the above statement shall be put.}

10 . Others

{If there is any issues for this work demand, the issue shall be described in this chapter. }

End of file