

## Appendix 1

### Example of Proposal

1. Prepare the proposal according to the written example shown below
2. One PDF file should be submitted
3. All items should be filled out before submission.

<Proposal Form>

## Proposal for "Title"

Date: MM DD, YYYY

To: MORI Hiroyuki  
Executive Vice President, Energy Business Unit  
Japan Organization for Metals and Energy Security (JOGMEC)

Submitted by:

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature \_\_\_\_\_

(Name and Title of the Representative)

Person in charge:

Name: \_\_\_\_\_

Job Title \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**1. Outline and background of the potential contractor**

**2. Information to demonstrate satisfying the Qualification requirements**

**3. Implementation structure and description of output image or sample of similar reports  
Records of previous experience of conducting a similar service.**

**4. Company profile**

Insert the company profile. An attachment of an electronic copy is accepted.

**5. Promotion/Appealing your strong points (If any)**

**6. Others (If any)**

- (1) Please attach a draft agreement example which the contractor wishes to use. Please note that the details of the agreement will be discussed after the potential contractor has been selected.
- (2) Please describe any issue or request for this proposal demand.

**7. Itemized clear quotation**

The list below is a sample quotation. Any items can be added or removed if necessary.

Items	Cost breakdown	Remarks
Direct personnel expense Project manager Director Consultant Etc.	\$XXX \$XXX \$XXX	\$XXX per day x XX man-hour \$XXX per day x XX man-hour \$XXX per day x XX man-hour
Direct expense - Travel expense - Etc.	\$XXX	Round trip ticket between XX and XX X nights in total, \$XXX per night
Miscellaneous expense (if any)	\$XXX	
Subtotal	\$XXX	
*Tax (if applicable)	\$XXX	
Lump Sum Total	\$XXX	

\* Company will be responsible for country taxes related to revenues received from this service.