

PROJECT REQUEST FORM

Filling Instructions

These notes are intended to assist Ministry/Department/Organisation in completing the Project Request Form (PRF)

A. General Instructions:

MANDATORY

1. Information required in all sections and sub-sections has to be provided. The PRF, duly filled and signed by the Supervising Officer of the Ministry, should be submitted in soft and hard copies.

As regards Statutory Bodies, the PRF should be signed by the Officer-in-Charge of the Implementing Agency and the Supervising Officer of the Parent Ministry.

Submission of completed PRF to the Project Plan Committee (PPC) is essential for all investment projects above **Rs25 million**.

Failure to provide the required information in the PRF may lead to rejection of projects.

2. The PRF is also essential for projects:
 - (i) to be financed through Public Private Partnerships (PPP);
 - (ii) to be co-financed through grants;
 - (iii) to be financed through loan arrangements; or
 - (iv) requiring budget support.

3. A Feasibility Study is recommended for all projects above **Rs100 million depending on the complexity and nature of the project.** Where a Feasibility Study is not required, a needs assessment/survey should be carried out.

4. Additional information related to the project not covered in the PRF may be attached.

5. Information not applicable for a project may be filled as N/A.

B. Instructions for Filling Specific Sections:

1. GENERAL PROJECT INFORMATION:

<i>Section/s</i>	<i>Instructions/Remarks</i>
1.1	Give the Project Title along with location, e.g., Construction of a State Secondary School (F.1-V) - Girls at Bambous.
1.2	Name of the Ministry/Department/Organisation responsible for the project.
1.3	Name of Implementing Agency, that is, the body which is executing the project on behalf of the Applicant. The Applicant could also be the Implementing Agency.
1.4	Clearly specify the Strategies and Programmes/Sub-programmes as per the Strategic Plan of the Ministry/Department/Organisation at Section 1.4 of the PRF.

2. PROJECT BACKGROUND:

<i>Section/s</i>	<i>Instructions/Remarks</i>
2.1	The problems encountered should be clearly defined. Explain how the project will cater for the needs of the Ministry/ Department/Organisation.
2.2	The specific objectives of the project should be stated.
2.3	A detailed/comprehensive description of the project is required. The scope of works should be clearly determined.

<i>Section/s</i>	<i>Instructions/Remarks</i>
2.4	Indicate the total cost of the project including the cost of land, Feasibility Study, Consultancy services, construction, equipment & furniture, offsite works, etc.
2.5	Indication should be given about different alternatives explored. Give reasons why any of these options has not been retained.
2.6	The built floor space area required (in m ²) for the proposed building project should be specified. For roads, drains and other infrastructures, the length, width and other relevant measurements related to the project size/scale should be given.
2.7	A copy of the Preliminary Study or any other study undertaken should be submitted. State actions taken for the preparation of a Feasibility Study, if applicable.
2.8	<p>State whether the project requires an EIA/PER. Actions/measures taken should be stated.</p> <p><i>(Note: EIA: Environment Impact Assessment. PER; Preliminary Environment Report).</i></p>
2.9	Indicate what could be the possible consequence(s) of deferring the project.

3. SITE INFORMATION

<i>Section/s</i>	<i>Instructions/Remarks</i>
3.1	The extent of land (m ²) required for the project should be stated.
3.2	State whether the land has already been acquired; otherwise indicate the present position and actions initiated so far regarding land acquisition.
3.3	Availability of other essential facilities such as access roads, electricity, water, wastewater disposal, etc, is to be indicated.
3.4	Indication should be given as to whether the project provides for parking facilities/space.
3.5	A description of the topography and features of site is required.
3.6	State whether geotechnical tests have been carried out. If so, copy of report should be submitted.
3.7	Additional information relating to site, for example, proximity to motorway, bus station, neighbourhood etc, which may affect the implementation of the project, should be provided.

4. PROJECT TIME SCHEDULE

<i>Section/s</i>	<i>Instructions/Remarks</i>
4.1	State the duration of the project in terms of months.
4.2	Give indication about the date the project would start.
4.3	The expected completion date of the project should be stated.
4.4	Detail out the important stages and milestones.

5. COSTING INFORMATION

<i>Section/s</i>	<i>Instructions/Remarks</i>
5.1	A detailed breakdown of the estimated total project cost and a proposed planned expenditure should be provided.
5.2.1 & 5.2.2	Indicate the impact on Recurrent/Operating Budget in terms of recruitment of new staff, wages and salaries, compensation etc.
5.2.3 & 5.2.4	Indicate any savings/revenue which the project is expected to generate.
5.3	An outline explaining how the project would contribute in terms of expected outputs should be provided.
5.4	Any other relevant costing information should be indicated.

6. FINANCING INFORMATION

<i>Section/s</i>	<i>Instructions/Remarks</i>
6.1	Apart from Government budget support, the Ministry/Department/Organisation has to propose, where applicable, other possible financing scenarios (namely Public Private Partnership, user charges or any other cost-recovery measures) for the funding of their projects. The reasons in respect of each of the alternative modes of financing opted for should be clearly explained.
6.2	The Ministry/Department/Organisation is required to provide detailed information on any preliminary expenditure incurred relating to the project, for example soil tests, surveys, pre-feasibility study, etc.

7. PROJECT RISKS

<i>Section/s</i>	<i>Instructions/Remarks</i>
7.1	Identify the potential risk(s) associated with the project and state the proposed actions/measures to address/minimize the risk(s).

8. PROJECT IMPLEMENTATION PROPOSAL

<i>Section/s</i>	<i>Instructions/Remarks</i>
8.1	<p>List all the agencies which would be involved in the following phases of the project:</p> <ul style="list-style-type: none">(i) Feasibility Study;(ii) Design;(iii) Tendering; and(iv) Project Management. <p>The appropriate actions taken to ensure efficient and effective project implementation should be properly defined out (such as recruitment of a Project Manager, setting up of a Steering/Monitoring Committee, etc).</p>

9. CONTACT DETAILS FOR ADDITIONAL INFORMATION

<i>Section/s</i>	<i>Instructions/Remarks</i>
-	<p>A contact person conversant with the project should be designated by the Ministry/Department/Organisation to ensure better communication and follow up.</p>