

GGP Application Form: Annex A - Project Activity and Budget **EXAMPLE****Instructions**

1. Briefly describe project activity or type of equipment/furniture to purchase, following the examples.
2. If purchase of equipment/furniture is planned, please complete Annex B with details.
3. Add rows as required.
4. Applicant organisation is requested to contribute funding to the extent possible.
5. Ensure grand total is the same as Section 4 of Application Form.

|                           | Total             | Funding Source |                          |                         |
|---------------------------|-------------------|----------------|--------------------------|-------------------------|
|                           |                   | GGP            | Applicant's contribution | Other Funding Confirmed |
| Project Total Budget      | <b>12,493,000</b> | 11,913,000     | 580,000                  | 0                       |
| PR (Visibility)           | 105,000           | 45,000         | 60,000                   | 0                       |
| Financial Audit           | 150,000           | 150,000        | 0                        | 0                       |
| Construction / Renovation | 11,650,000        | 11,150,000     | 500,000                  | 0                       |
| Equipment / Furniture     | 588,000           | 568,000        | 20,000                   | 0                       |

**Mandatory**

|          | Budget Category / Project Component <Deliverables>   | Qty. | Unit Price | Total          | Funding Source |                          |                         | Quotation attachment |   |
|----------|------------------------------------------------------|------|------------|----------------|----------------|--------------------------|-------------------------|----------------------|---|
|          |                                                      |      |            |                | GGP            | Applicant's contribution | Other Funding Confirmed |                      |   |
| <b>1</b> | <b>PR (Visibility)</b>                               |      |            | <b>105,000</b> | 45,000         | 60,000                   | 0                       |                      |   |
| 1. 1     | Signboard (At the main gate. Includes installation)  | 1    | 45,000     | 45,000         | 45,000         | 0                        | 0                       | Ref.No.              | 1 |
| 1. 2     | Plaque (Dormitory renovated. Includes installation.) | 2    | 30,000     | 60,000         | 0              | 60,000                   | 0                       | Ref.No.              | 2 |
| <b>2</b> | <b>Financial Audit</b>                               |      |            | <b>150,000</b> | 150,000        | 0                        | 0                       |                      |   |
|          | External audit <2 reports>                           | 1    | 150,000    | 150,000        | 150,000        | 0                        | 0                       | Ref.No.              | 3 |

## Applicable only

|          | Budget Category /<br>Project Component<br><Deliverables>                                                                     | Qty. | Unit<br>Price | Total             | Funding Source |                             |                               | Quotation<br>attachement |  |
|----------|------------------------------------------------------------------------------------------------------------------------------|------|---------------|-------------------|----------------|-----------------------------|-------------------------------|--------------------------|--|
|          |                                                                                                                              |      |               |                   | GGP            | Applicant's<br>contribution | Other<br>Funding<br>Confirmed |                          |  |
| <b>3</b> | <b>Construction / Renovation</b>                                                                                             |      |               | <b>11,650,000</b> | 11,150,000     | 500,000                     | 0                             |                          |  |
| 3. 1     | Supervision fee -mandatory<br><Selection review, 2 inspection reports, 1 final report<br>with the certificate of completion> | 1    | 400,000       | 400,000           | 400,000        | 0                           | 0                             | Ref.No.                  |  |
| 3. 2     | Construction of classroom building (4 classrooms)                                                                            | 1    | 9,500,000     | 9,500,000         | 9,000,000      | 500,000                     | 0                             | Ref.No.                  |  |
| 3. 3     | Renovation of dormitory for male students                                                                                    | 1    | 800,000       | 800,000           | 800,000        | 0                           | 0                             | Ref.No.                  |  |
| 3. 4     | Installation of rain water collection & supply system<br>(Installation of PVC tank and gutters)                              | 1    | 450,000       | 450,000           | 450,000        | 0                           | 0                             | Ref.No.                  |  |
| 3. 5     | Supply and Installation of Solar Power Systems                                                                               | 1    | 500,000       | 500,000           | 500,000        |                             |                               | Ref.No.                  |  |
|          |                                                                                                                              |      |               |                   |                |                             |                               |                          |  |

## Applicable only

|          | Budget Category /<br>Project Component<br><Deliverables> | Qty. | Unit<br>Price | Total          | Funding Source |                             |                               | Quotation<br>attachement |  |
|----------|----------------------------------------------------------|------|---------------|----------------|----------------|-----------------------------|-------------------------------|--------------------------|--|
|          |                                                          |      |               |                | GGP            | Applicant's<br>contribution | Other<br>Funding<br>Confirmed |                          |  |
| <b>4</b> | <b>Equipment / Furniture</b>                             |      |               | <b>588,000</b> | 568,000        | 20,000                      | 0                             |                          |  |
| 4. 1     | Supply of classrrom desks and Chairs                     | 50   | 8,000         | 400,000        | 400,000        |                             |                               | Ref.No.                  |  |
| 4. 2     | Supply of Office Desks                                   | 4    | 12,000        | 48,000         | 48,000         |                             |                               | Ref.No.                  |  |
| 4. 3     | Supply of Steel Filing Cabinets                          | 4    | 30,000        | 120,000        | 120,000        |                             |                               | Ref.No.                  |  |
| 4. 4     | Transport and installation of furnitures(1, 2 and 3)     | 1    | 20,000        | 20,000         | 0              | 20,000                      |                               | Ref.No.                  |  |
|          |                                                          |      |               |                |                |                             |                               |                          |  |

**Rules for Project Supervision Fees:**

The official project management and supervision fees required by the designated external professionals (such as Registered private Qty. Surveyors, Architects, Registered Engineers (Civil/WASH)) may be included in the project budget.

(BoQ).

To include these fees, the budget must be estimated based on the following minimum inspection milestones:

1. Selection Review (All Projects): The designated supervisor must review and approve the contractor selection and bidding prices before the contract is awarded.
2. Minimum Inspection Frequencies (For Budgeting):
  - (1) For Renovation Projects: A minimum of two (2) inspections (at 50% and 100% completion).
  - (2) For New Construction Projects: A minimum of three (3) inspections at every critical structural stage.

3. Required Documents for Payment:

After each inspection, the supervisor must issue an official Valuation Report (for intermediate stages) and a Final Inspection Report with a Certificate of Practical Completion (at 100% completion).

~~Note: Internal personnel or staff costs are strictly ineligible.~~

**GGP Application Form: Annex B - List of Equipment EXAMPLE****Instructions**

1. To provide realistic cost, it is highly recommendable that you obtain a quotation from a supplier.
2. If transport, installation and assembly cost is separately calculated, please list them.
3. For medical and other specialised equipment, please check the government regulators for necessary approvals, authorised

| #  |   | Equipment / Furniture                                | Manufacturer's name and nationality, model no., specification, etc. | Price Proof Attached   |                       |
|----|---|------------------------------------------------------|---------------------------------------------------------------------|------------------------|-----------------------|
| 4. | 1 | Supply of classroom desks and Chairs                 | Manual, 1 crank with mattress, German manufacturer                  | Quotation=><br>Ref No: | 23                    |
| 4. | 2 | Supply of Office Desks                               | Made with ABS plastic/powder-coated steel                           | Website<br>Price=>URL: | Http://www.XXXXXXXXXX |
| 4. | 3 | Supply of Steel Filing Cabinets                      | Orthopedic wheelchair                                               |                        | 23                    |
| 4. | 4 | Transport and installation of furnitures(1, 2 and 3) |                                                                     |                        | 23                    |
|    |   |                                                      |                                                                     |                        |                       |
|    |   |                                                      |                                                                     |                        |                       |

**NOTES:**

The grantee organization must purchase the exact items that match the technical specifications declared above.  
Substituting approved items with lower-quality or unbranded alternatives is strictly prohibited.

## GGP Application Form: Annex C - Project Sit Map

## Instructions

1. To provide a map showing the route from the nearest major town to the project site

