**Full Proposal**

**6th Call for Full Proposal - Open from 16th December 2022 to 9th January 2023**

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| **Enterprise Information \*** | |
| Name of the Company or Business \* |  |
| Name of the Owner \* |  |
| Mobile Phone Contact \* |  |
| Email of the Owner \*  *(Please be sure to fill in correctly, as RBF will send a notification email to this email address within 24 hours of your submission.)* |  |

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| **Project Location \* (detail address)** | | |
| Kachin  Kayah  Kayin  Chin  Rakhine | Shan  Mon  Nay Pyi Taw  Yangon  Mandalay | Ayeyarwaddy  Bago  Sagaing  Magway  Tanintharyi |
| Township Name \* |  | |
| Detail Address \* |  | |

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| **4.1 Within your proposed RBF Myanmar’s Area of Support, is there any modification/ update to the original of the Concept Note? If yes, please explain in detail. \*** |
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| **4.2 In the approval letter, RBF Myanmar had mentioned the conditions which is required to address SME in the proposal stage, please explain in detail on your actions taken on this given conditions. \*** |
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| **4.3 Please justify your proposed demonstration effect presented within your Concept Note more thoroughly here. Please present the need for demonstrating the benefits of the proposed investment in Responsible Business Practice to other Businesses/ SMEs.**  **Please also give us the glimpse of understanding on the background and growth potential of the industry or sector that you are operating. \*** |
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| **4.4 Please present the risks of the proposed project while implementing. \***  *(E.g., Financial risk, market risk, implementation risk, logistic risk, etc.)* |
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| **4.5 Please mention your detail plans to overcome the above-mentioned risks to implement the project successfully. \*** |
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| **5.1 Implementation Plan \***  *(Detail a work plan with timeline from the start of the project till the end of the project. The template should include supplier timeline, equipment purchases and a monitoring plan etc. After signing off the grant agreement with RBF Myanmar, the project will need to start within four weeks.)* | | | | | |
| Please fill in the Appendix 1 (Work Plan) and attach with the Full Proposal. | | | | | |
| **5.2 Implementation Timeline \*** | | | | | |
| **Full Proposal Submission Date** | **Project Start Date (Date of First Payment to Equipment Supplier)** | | | **Date of Equipment Arrival to the Project Location** | **Date of Complete Equipment Installation and Commissioning** |
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| **5.3 Resources \***  *(Please describe the team that will involve and take responsibility in implementing the proposed project.)* | | | | | |
| **Responsibility** | | **Name** | **Position** | | **Contacts**  **(Mobile Phone)** |
| Project Management | |  |  | |  |
| Quality Assurance | |  |  | |  |
| M&E Data Reporting | |  |  | |  |
| Financial Payment | |  |  | |  |

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| **6.1 Present the benefits of your proposed project to your business. Describe the detail calculation of payback period with RBF Myanmar support and without RBF Myanmar support. \***  *(E.g., Please mention the benefits in terms of high ROI, monthly cost savings, increased revenue, business reputation, etc.)* |
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| **6.2 Present the benefits of your proposed project to your employees. \***  *(E.g., Employee satisfaction, new skills acquired, motivation, improved working conditions, increased income, etc.)* |
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| **6.3 Present the benefits of your proposed project to your environment and community. \***  *E.g., Diesel usage reduction, carbon dioxide reduction, water usage reduction, and spoilage rate reduction, etc.)* |
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| **7.1 How do you intend to spread the word about your project benefits to other SMEs in the township level/regional level? \***  *(E.g., Study tour, informal event, digital platform, etc.)* |
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| **8. Quality Assurance of your suppliers (Please mention at least two suppliers.) \*** |
| **8.1 Supplier 1 \***  **Name of Supplier 1: XXXXXX**  *(E.g., Background of Supplier 1 in brief, project experiences and results delivered.*  *Attach profile and reference list of Supplier 1. Quotations with the break-up of the various items are required to be provided.)* |
|  |
| Please attach the Supplier 1 Quotation with Cost Breakdown and Machines Specification. |
| Please attach the Supplier 1 Profiles, Projects Reference list of Suppliers if you have |
| **8.2 Supplier 2 \***  **Name of Supplier 2: XXXXXX**  *(E.g., Background of Supplier 2 in brief, project experiences and results delivered.*  *Attach profile and reference list of Supplier 2. Quotations with the break-up of the various items are required to be provided.)* |
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| Please attach the Supplier 2 Quotation with Cost Breakdown and Machines Specification |
| Please attach the Supplier 2 Profiles, Projects Reference list of Suppliers if you have |
| **8.3 Among the two suppliers that you mentioned above, which one are you intending to choose for the proposed project? What factors influenced your decision to choose that supplier? How did you ensure the cost, quality, and reliability of that supplier? \*** |
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**9.1 Budget (Amount in USD and MMK) \***

Under the budget template, please identify the expenses under respective title which will incur before and during the project. The cost defined under the sheet will be fixed and there will be no variation

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| **No** | **Proposed Machinery Name and Specification** | **Supplier Name and Contact** | **Import from - Country** | **Approximate Cost (USD)** | **Approximate Cost (MMK)** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **Total Project Cost (in USD and MMK) \*** | | | |  |  |
| **Please describe the estimated “KW” of the proposed solar system. \***  *(For SMEs applying solar project only)* | | | |  | |

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| **Cost not supported by RBF Myanmar** | | |
| **No.** | **Particular** | **Total Amount (MMK)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**9.2 Budget Requirement (Amount in USD and MMK) \***

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| --- | --- | --- | --- | --- |
| **Total Budget**  **(USD)** | **SME Contribution** | | **RBF Myanmar Contribution** | |
| **Amount (USD)** | **%** | **Amount (USD)** | **%** |
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| --- | --- | --- | --- | --- |
| **Total Budget**  **(MMK)** | **SME Contribution** | | **RBF Myanmar Contribution** | |
| **Amount (MMK)** | **%** | **Amount (MMK)** | **%** |
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**Commitment (please check the box)**

This is to confirm that the data presented in the above application form are correct. The company agrees to proceed with the implementation plan according to the application form after signing off the grant agreement with RBF Myanmar within four weeks. The company also commits:

﻿To pay SME contribution upfront as an initial payment to Equipment Supplier.

To start implementation of the project within one month from the date of grant agreement signed off.

To procure equipment, trainings, technical assistance, and request reimbursement by September 2023.

To provide Data to RBF Myanmar on timely manner and project completion report.

To actively share information about the value of Responsible Technologies/ Business Practices with other SMEs and local Communities and (allowing demonstration visits by relevant stake holders)

To share learning experiences to other businesses during and after project is completed.

To comply with responsible business code of conduct principles

To allow ‘final inspection’ on completion of project to verify and document the ‘lessons learnt’.

To provide guarantee any of owners, directors, or any of sister enterprises not been associated with any enterprise financed directly or indirectly by Myanmar military.

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| **10. Do you have any Service Provider?** \* |
| No  Yes (Please provide Service Provider in below table) |

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| **Service Provider Information \*** | |
| Service Provider Name \* |  |
| Mobile Phone Contact \* |  |
| Address \* |  |
| Email \*  *(Please be sure to fill in correctly, as RBF will send a notification email to this email address within 24 hours of your submission.)* |  |

We declare this Application to be binding and free of errors or omissions. Once submitted, we no longer have the option to edit the proposal or implementation by ourselves without the written consent of the RBF Myanmar Management Unit.

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| This is to confirm that all the above information is true and provided by me, the owner of the SME. | |
| Signature |  |
| Name of the Owner / Managing Director |  |
| Date |  |
| Company Stamp / Seal |  |
| Phone No |  |
| Email |  |

**Required Attachments for RBF Myanmar to accept the submission of Full Proposal:**

1. Appendix 1 (Work Plan)
2. Appendix 2 (General Indicators and Calculation)
3. Signed Service Provider Agreement between SME and Service Provider
4. Need Assessment Reports by Service Provider if you have
5. Documentary evidence of current costs in relation to the investment that are used for the calculation of the payback period
6. Evidence of the latest externally audited accounts (if it is not submitted in the Concept Notes stage)
7. Valid Business/ Company Registration (if it is not submitted in the Concept Notes stage)

**Submission Instructions**

* Please submit your Concept Notes through the following **Online Kobo Link**: ﻿<https://ee.kobotoolbox.org/x/9jWnxpUB>
* Please note that once you make a successful submission, you will receive **a notification email** from RBF Myanmar within 24 hours.
* We suggest you **first fill in the word Full Proposal template** and later **copy it to the Kobo Link**.
* Download our full proposal document at the following link: <https://tinyurl.com/2p9yh9n7>

Any queries regarding RBF support can be addressed to mobile phone numbers: 09-250284175 or 09-794275505 or 09-456876613.