

# **ANNEX A**

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### **Inception report sample format**

**1.0 INTRODUCTION**

**2.0 PROJECT SCOPE OF WORKS**

**3.0 PROJECT APPROACH**

**4.0 CONSTRUCTION METHODOLOGY**

**5.0 CONTRACTOR'S PROJECT TEAM ORGANIZATIONAL CHART**

**6.0 PROJECT GANTT CHART BASE ON NTP**

**7.0 DELIVERABLES**

***NOTE: upon issuance of Notice to Proceed OAMSS-EMD will provide a sample format from previous projects for reference of the winning contractor.***