

**ASIAN DEVELOPMENT BANK**  
**WORKSHEET FOR QUARTERLY AND YEARLY CONTRACT AWARDS/ COMMITMENTS AND DISBURSEMENT**  
**PROJECTIONS**  
**(QP-01/20\_\_)**

**I. INTRODUCTION**

- A. This worksheet was developed as a result of the Bank's efforts to make more accurate the assessment of the liquid funds required to be held by the Bank during each year for making disbursements against ADB-financed Loans. This worksheet is provided to enable the Regional and Resident Offices, and the Project Divisions to develop realistic quarterly projections of their contract awards/commitments and disbursements.

**II. COMPLETING THE WORKSHEET**

- B. Each Regional and Resident Mission and each Project Division administering projects is requested to observe the following instructions in completing the worksheet:
1. PROJECT: Official name of the project.
  2. LOAN/GRANT NO.: ADB assigned Loan Number; SEGMENT NO.: ADB assigned Loan Segment Number, if any; FUNDS: OCR, SF, etc.; COUNTRY: Abbreviated ADB acronym of the Borrowing Country.
  3. PROJECTION MADE IN: Month and Year in which projections are prepared.
  4. "LINE" COLUMN: To be numbered in sequence for easy identification purposes.
  5. "CATEGORY" COLUMN: Indicate the Category of Expenditure in accordance with the Allocation of Loan Proceeds as defined in the Loan Documents.
  6. "CONTRACT/COMMITMENT ITEM" COLUMN: Indicate the Contract/Commitment Item that corresponds to each Category. Indicate in **detail each contract or bid package (or more detailed breakdowns if found useful)** awarded prior to the preparation of this worksheet, or which will be awarded/committed during the **projection year**, under each Category of Allocation of Loan Proceeds.
  7. "MONTH CONTRACT AWARDED/COMMITTED OR TO BE AWARDED/COMMITTED - CONTRACT VALUE/COMMITMENT" COLUMN: Indicate *either the actual (QA) or projected*

*(QP) month of award of contract/commitment and the actual/estimated value of each contract/commitment **eligible for Bank financing** listed in the "Contract/Commitment Item" Column. In the upper portion of the blank space write (QA) and the date on which the contract/commitment was awarded/committed. When the Project Division anticipates that a contract/commitment will be awarded/committed in future quarters of the **projection year**; indicate (QP) and the month in the blank space under the quarter in which the contract/commitment is scheduled to be awarded/committed. In the lower portion (double box), indicate the value of contract/commitment already awarded/committed (QA) or to be awarded/committed (QP) for each contract/commitment listed. Where the exact contract value/commitment is an estimate, you may supply (as an attachment) a list of the particular items included in the contract/commitment with cost estimate for each item., In the case where a contract/commitment has been awarded/ committed in previous years, but full or partial delivery is expected during the **projection year**, list Executing Agency's and/or ADB assigned Contract Number/Commitment and title in the "Contract/Commitment Item" Column, as well as the contract award/commitment date, the contract/commitment value in the "Contracts Awarded on Previous Year(s)" Column and the contract/commitment value (QP) available for Disbursement. Where the Executing Agency anticipates procurement through International Shopping (IS) procedure, list the procurement in the appropriate "Category" and "Contract/Commitment Items Columns as IS. In such a case, the Executing Agency should furnish a list of all items to be procured through IS with the estimated cost of each item as an attachment. While it may be difficult to determine or project an accurate date of award of contracts/commitments for IS items, it is **essential to work out a realistic time schedule for the award of such contracts (BASED ON CONTRACT SIGNING DATE)/ commitment as well as the estimated schedule and amounts of disbursements relevant to such contracts/commitments.***

8. "DISBURSEMENT AMOUNT RELATED TO THE CONTRACT/ COMMITMENT" COLUMN: Indicate the disbursement amount projected (OP) to take place for each contract/commitment listed in the "Contract/Commitment Item" Column during the applicable quarters of the **projection year**. The commercial portion of existing contracts/commitments should be referred to define the commercial

payment terms of each contract. Where the Executing Agency is projecting to award contracts or to approve commitments during the **projection year**, for which payment terms or delivery time are unknown, make assumptions in the projections (OP) of disbursements in each quarter of the **projection year**. **Interest During Construction (IDC), if any, should also be included in the Disbursement Projections.**

9. "TOTAL" COLUMNS: Summarize the entire yearly projected contract awards value/commitments and disbursement amount under each Contract/Commitment Item. Total all the projections of contract awards/commitments and disbursements for each Contract/Commitment Item for the four quarters of the projection year. Total for the projection year is the summation of Quarterly Actuals (QA) plus Quarterly Projected (QP). Yearly: (YP) = (QA) + (QP).
10. "TOTAL OF THIS PAGE\_OF\_PAGES" LINE: It is devised to help in carrying on the totals horizontally and vertically computed from one page to the following page; the totals will be reported in the "Total from Previous Page \_\_\_ of \_\_\_\_\_Pages" line of the subsequent page.

**III. NOTES**

- C. The Regional and Resident Missions and the Sector Divisions may distribute this form, which is printed and distributed in September of each year, to Executing Agencies and request them to provide the information in yearly and quarterly breakdowns of projections **IN TIME TO MAKE IT POSSIBLE TO REACH COPP/COSO AT THE ADB HEADQUARTERS NOT LATER THAN THE 10TH OF JANUARY OF THE PROJECTION YEAR.**
- D. **When this form QP-01120\_ is used to project Commitments (in lieu of Contract Awards) for credit lines of DFI Loans and of Non-DFI Loan Credit Segments, please use the "Contract Awards/Commitments" columns and cross the box on the top right hand corner in the front of this form.**