**Republic of the Philippines DEPARTMENT OF ENERGY**

Energy Center, Rizal Drive corner 34th Street Bonifacio Global City, Taguig City

Metro Manilla

**CHECKLIST OF REQUIREMENTS FOR RENEWABLE ENERGY (RE) CONTRACT APPLICATION**

1. **Legal Requirements**
   1. Individual or Proprietorship
      * **Birth certificate, passport or any valid government-issued identification card**
      * Current Business Permit
      * Department of Trade and Industry (DTI) Registration (if applicable)
      * Special Power of Attorney to Negotiate and Enter into RE Contract (if applicable)
   2. Corporation (Filipino- or **Foreign-owned domestic corporation)/**

Joint Venture or Consortium **(partners/members are Filipino corporations and/or the Joint Venture or Consortium is incorporated/registered in the Philippines)/**

Cooperative

* + - By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders

**(The purpose of the incorporated/unincorporated RE Applicant must include engaging in RE resource development)** which must be certified by Securities and Exchange Commission (SEC)

* + - Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE
    - Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders which must be certified by SEC
    - **Current Business Permit**
    - Organizational Chart of the Company

**Philippine Branch of Foreign Corporation** /

**Joint Venture or Consortium (partners/members are Foreign Corporations and/or the Joint Venture or Consortium is incorporated/registered outside the Philippines)**

* + - **License to transact business in the Philippines secured from SEC which must include authority to engage in RE resource development.**
    - **Same documents as above, or their equivalent. Those which were submitted in support of the**

**application for license must be certified by the SEC**

* 1. Local Government Units
     + Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE
     + **Passport or any valid government-issued ID of the authorized representatives, signatory and**

**witness to the RE Contract**

1. **Technical Requirements**

* Work Program in Gantt Chart with Narrative following the approved template (Annex in the Omnibus Guidelines)
  1. Biomass -Annex Q-1
  2. Geothermal - Annex Q-2
  3. Solar -Annex Q-3
  4. Hydro - Annex Q-4
  5. Ocean - Annex Q-5
  6. Wind - Annex Q-6
* Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS **(except for rooftop solar and biomass)**
* ***For Solar Rooftop and Solar Microgrids***: Location/Sketch Map of the Project Area showing a point in PRS’92 geographic coordinates
* Notarized Undertaking on Multiple-Use of Energy Resource, if applicable
* (***For Solar and Biomass***) Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved template:

For Private Property:

* 1. Affidavit on Acquisition of Ownership/Possessory Rights over Private Property

Annex “A” of DOE Advisory No. 3 dated 29 April 2023 (***Annex L.1.***)

For Public Property:

1. Affidavit of Filing of Application to Acquire Ownership/Possessory Rights over Public Property

Annex “B” of DOE Advisory No. 3 dated 29 April 2023 (***Annex L.2.***)

1. Board Resolution authorizing the affiant to execute the instrument for and on behalf of the RE Applicant

For Biomass Energy Only - Feasibility Study to include:

* Mass Energy Balance Diagram
* Site Development Plan
* Fuel Supply and Logistic Study
* Waste Analysis and Characterization Study (additional if MSW)

For Solar Energy Only- Feasibility Study to include:

* Market Aspect - Identify its available target markets and its projected electricity rate (e.g. as a merchant plant under the spot market or as a generating plant covered by Bilateral Agreement with Distribution Utilities, Suppliers, or End-Users in accordance with the RPS, GEOP, or any applicable market covered by current rules and guidelines).
* Technical Aspect - Technical study affirming that the available solar resource in the Contract area is in commercial quantity including discussions and attachments on the source of solar resource data, result of simulation using industry standard software (e.g., Pvsyst, Solnrg, etc.), engineering designs (e.g., PV layout, single line diagram for AC and DC, and general specifications of equipment), Annual Energy Production Estimates of the Project; and Performance Ratio.
* Financial Aspect - Preliminary runs on the financial feasibility of the available solar resource within the Contract Area vis-a-vis the identified market/s. Attachment shall include financial models at different markets stipulating the financial measures such as IRR, NPV, LCOE, among others.
* Management Aspect - Detailing the strategies on the construction and commercial operation of the project (e.g., EPC Contractor, Owner's Engineer and O & M Contractor).
* Proof or application to secure right of way, applicable social and environmental permits/clearances (e.g., LGU resolution of support, ECC, etc.) and agreements (e.g. interconnection agreement, power purchase agreement), and conduct relevant technical studies (e.g. geotechnical, System/Distribution Impact Study, Facility/Asset Study).

1. **Financial Requirements**

* Latest Annual Report and/or Audited Financial Statements (FS) for the last two (2) years from the filing date and latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer if the Audited FS is more than six (6) months old at the time of filing
* Bank certification to substantiate the cash balance in the Audited FS or unaudited FS
* Projected Cash Flow Statement for the next two (2) years, except for geothermal and large hydro resources which should be five (5) years, showing the fund sources and uses of funds for the particular offered area, other applied RE areas, existing service/operating contracts with DOE and other existing business, if applicable, with support from either of the following:
  1. Sales Agreement/Purchase Order of buyer for projected revenues on existing operations
  2. Sworn Letter of Commitment from stockholders for additional equity/cash infusion Bank certification to substantiate the cash balance in the Audited FS or unaudited FS
  3. Bank approved loan/credit line earmarked for the proposed operation

For applicants with insufficient funds to finance the proposed operations:

* + - Newly organized corporation (existing for two (2) years or less from date of registration with SEC) should be supported by parent company's financial documents per items 1 and 2 above and Letter of Guaranty by the parent company to fund the work program
    - Subsidiary corporation (existing for more than two (2) years from date of registration with the SEC)

should be supported by the following:

* + - 1. Notarized Letter of Guaranty from the majority shareholder/sand Original Bank proof of capacity to satisfy the said Guaranty Certification; or For applicants with insufficient funds to finance the proposed operations; or
      2. Parent company's financial documents per items 1 and 2 above and Letter of Guaranty by the parent company to fund the work program/plan
         * In case of domestic parent company, the Letter of Guaranty should be duly notarized.
         * **In case of foreign parent company or where the RE Applicant is a foreign corporation, the documents shall be duly authenticated or apostilled and with English translation**

**Criteria for Financial Evaluation**

1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.

1. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.
2. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts. In case of domestic parent company, the Letter of Guaranty should be duly notarized.

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| Area Verified by | Remarks | Date |
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| ISD-ITMS |
| Confirmation of Area Verified (for Hydro only) by | Remarks | Date |
|  |  |  |
| HOEMD staff |
| Verification of Completeness Conducted By | Remarks | Date |
|  |  |  |
| REMB Division Staff |