

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 QUALIFIED THIRD PARTY

A. Legal Requirements

Document Format

1. Individual or Proprietorship

- Birth Certificate issued by the Philippine Statistics Authority
- Current Business Permit
- Department of Trade and Industry (DTI) Registration (if applicable)
- Special Power of Attorney to Negotiate and Enter into QTP Service Contract with EC

Original or PSA Certified Copy
Certified True Copy
Certified True Copy
Original Copy

2. Corporation/ Joint Venture/ Consortium/ Cooperative

- By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders
- Board Resolution authorizing its representative to negotiate and enter into QSC with the DU/NPC
- Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders
- Current Business Permit
- Organizational Chart of the Company

Original SEC-Certified or CDA-Certified or NEA-Certified
Original Copy
Certified True Copy of SEC-Received
Certified True Copy
Certified True Copy

3. Passport ID or any valid government-issued ID of the authorized representatives, i.e., signatory and witness under the QSC

Certified True Copy

B. Technical Requirements

Full details of the technical skills and experience of the key management team responsible for the operation of the system. These details should include relevant technical and business management qualifications as well as full descriptions of experience relevant to the technical and commercial operation of electric power generation and supply systems.

Print Copy

Details of the proposed arrangements for the acquisition, training and contracting of the necessary expertise that the applicant does not possess at the time of application.

Print Copy

Details of how the applicant proposes to design, construct, operate, and maintain the generation and associated distribution system to be used in its operations, including its proposed plans for dealing with major operating contingencies such as a failure of its generating plant or a major fault on its distribution system.

Print Copy

Details of the procedures that the applicant proposes to put in place for the billing to and collection of payment from customers and maintain accounting records of its commercial operations. An undertaking that the applicant will allow DOE and/or ERC to open its accounting records relating to its operations, when necessary.

Print Copy

A statement certifying that the applicant intends to design, construct, operate and maintain its generation and distribution systems in full

Notarized Copy

compliance with the relevant requirements prescribed under the applicable laws including EPIRA and its attendant rules and regulations.

C. Financial Requirements

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| <ul style="list-style-type: none"> □ 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. | <p>Original or Certified True Copy</p> |
| <ul style="list-style-type: none"> □ Bank certification to substantiate the cash balance in the Audited FS or unaudited FS | <p>Original Copy</p> |
| <ul style="list-style-type: none"> □ Projected Cash Flow Statement for 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 supports from either of the following: | <p>Original Copy</p> |
| <ul style="list-style-type: none"> □ Sworn Letter of Commitment from stockholders for additional equity/cash infusion | <p>Original Copy</p> |
| <ul style="list-style-type: none"> □ Bank approved loan/credit line earmarked for the proposed operation | <p>Certified True Copy</p> |
| <p>For applicants with insufficient funds to finance the proposed operations:</p> | |
| <ul style="list-style-type: none"> □ 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. | <p>Original Copy</p> |
| <ul style="list-style-type: none"> □ Subsidiary corporation (existing for more than two (2) years from date of registration with SEC) should be supported by the following: <ul style="list-style-type: none"> □ Notarized Letter of Guaranty from the majority shareholder/s and Original Bank proof of capacity to satisfy the said Guaranty Certification; or □ 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 <ul style="list-style-type: none"> □ In case of domestic parent company, the Letter of Guaranty should be duly notarized. □ In case of foreign parent company, the documents shall be duly authenticated by the Philippine Consulate Office that has jurisdiction over the said parent company. | <p>Original Copy</p> <p>Original Copy</p> <p>Notarized Copy</p> <p>Consularized Copy</p> |

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.
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.
3. The applicant’s available working capital for each application should be net of the fund requirements from other QTP applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.