

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

A. Legal Requirements	Document Format
1. Individual or Proprietorship <ul style="list-style-type: none">Birth Certificate issued by the Philippine Statistics AuthorityCurrent Business PermitDepartment of Trade and Industry (DTI) Registration (if applicable)Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable)	Original or PSA Certified Copy Certified True Copy Certified True Copy Original Copy
2. Corporation/ Joint Venture/ Consortium/ Cooperative <ul style="list-style-type: none">By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholdersBoard Resolution authorizing its representative to negotiate and enter into RE Contract with DOELatest General Information Sheet (GIS) and latest GIS of its corporate stockholdersCurrent Business PermitOrganizational 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. Local Government Units <ul style="list-style-type: none">Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE	Original Copy
4. Passport ID or any valid government-issued ID of the authorized representatives, i.e., signatory and witness under the RE Contract	Certified True Copy
B. Technical Requirements <ul style="list-style-type: none">Work Program in Gantt Chart following the approved template*<ul style="list-style-type: none">Biomass – Annex I-1Geothermal – Annex I-2Solar – Annex I-3Hydro – Annex I-4Ocean – Annex I-5Wind – Annex I-6Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMSNotarized Undertaking on Multiple-Use of Energy Resource, if applicableProofs of ownership or proof of application to secure ownership or exclusive right to develop the production area (for biomass and solar only)	Digital and Four (4) Print Copies in 8.5"x13" Bond Paper Digital and Print Copy Original Copy
For Biomass Energy Only – Feasibility Study to include: <ul style="list-style-type: none">Mass Energy Balance DiagramSite Development PlanFuel Supply and Logistic Study	Digital and Print Copy Digital and Print Copy Digital and Print Copy

- Waste Analysis and Characterization Study (additional if MSW)

Digital and Print Copy

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).

Digital and Print Copy

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.

Digital and Print Copy

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.

Digital and Print Copy

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).

Digital and Print Copy

Proofs 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).

Certified True Copy or Original and Notarized Undertaking

C. 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.

Original or Certified True Copy

Bank certification to substantiate the cash balance in the Audited FS or unaudited FS

Original Copy

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:

Original Copy

Sales Agreement/Purchase Order of buyer for projected revenues on existing operations

Certified True Copy

Sworn Letter of Commitment from stockholders for additional equity/cash infusion

Original Copy

Bank approved loan/credit line earmarked for the proposed operation

Certified True Copy

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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.

Original Copy

☐ Subsidiary corporation (existing for more than two (2) years from date of registration with SEC) should be supported by the following:

☐ 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

☐ 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.

Original Copy

Original Copy

Notarized Copy

Consularized Copy

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 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.

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

BIOMASS ENERGY OPERATING CONTRACT (BEOC)

Project Name

Project Location

FIVE (5)-YEAR WORK PROGRAM

ACTIVITIES	Year 1				Year 2				Year 3				Year 4				Year 5				Financial Commitment (Php)				
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	Y 1	Y2	Y3	Y4	Y5
A IN-HOUSE ACTIVITIES																									
1 Project Development/Management																									
2 Submission/Validation of Feedstock Supply Agreements																									
3 Financial Closing																									
4 Approval / Signing of EPC Contract																									
5 Licensing, Permits and Clearances																									
6 Site Acquisition and Development																									
7 Local Civil Works																									
B ENGINEERING, PROCUREMENT & CONSTRUCTION (EPC)																									
1 Detailed Engineering Work																									
2 Procurement and Manufacturing																									
3 Civil Works																									
4 Mechanical Installation Work																									
5 Electrical and Control System																									
6 Testing and Commissioning																									
7 Training																									
8 Operation and Maintenance																									
9 Others, if any																									

TOTAL PROJECT COST :

Prepared by:

Approved by:

Authorized Representative
 Designation, Company

Name of Official
 Designation, Company

Project Name: _____
 Project Location: _____

ACTIVITIES		Year 1				Year 2				Year 3				Year 4				Year 5				Year 6				Year 7				Financial Commitment (PhP)						
		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7				
PHASE 1: GEOSCIENTIFIC STUDIES																																				
1	Reconnaissance Survey																																			
2	Detailed Geological Survey and report submission																																			
3	Detailed Geochemical Survey and report submission																																			
4	Detailed Geophysical Survey and report submission																																			
5	Pre-Feasibility Study																																			
n	Technical presentation																																			
PHASE 2: TEST DRILLING PHASE																																				
1	Pre-Drilling Preparation																																			
2	Drilling Infrastructure Construction																																			
3	Detailed Environmental Impact Studies																																			
4	Confirmatory Drilling (slimhole/conventional)																																			
5	Well testing and bore output measurements																																			
5	Conceptual modelling																																			
n	Technical presentation																																			
PHASE 3: DELINEATION AND DOC																																				
1	Delineation Drilling (conventional)																																			
2	Well testing and bore output measurements																																			
3	Interference Testing																																			
4	Grid System Impact Study																																			
5	Feasibility Study and Final EIA																																			
6	Technical presentation																																			
7	Financial Closure																																			
8	Declaration of Commerciality																																			

Prepared by: _____
 (Name and Designation)

Approved by: _____
 (Name and Designation)

TEMPLATE FIVE (5)-YEAR WP FOR SEOC

ANNEX-I.3

FIVE-YEAR WORK PROGRAM FOR SOLAR ENERGY OPERATING CONTRACT

Project Name
Project Location

ACTIVITIES	Year 1				Year 2				Year 3				Year 4				Year 5				Financial Commitment (PhP)				
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	Year 1	Year 2	Year 3	Year 4	Year 5
A. Pre-Construction Stage																									
1. Secure permits and clearances																									
2. Conduct of technical studies (i.e., System/Distribution Impact Study)																									
3. Secure relevant agreements																									
4. Secure Power Purchase Agreement or applicable Off-taker																									
5. Secure Financial Closing																									
6. Secure EPC Contract and develop detailed engineering design (DED)																									
B. Construction Stage*																									
1. Procurement of Equipment																									
2. Land development and civil works construction																									
3. Installation of solar modules and electrical equipment																									
4. Construction of transmission line and interconnection facilities																									
C. Post-Construction Stage*																									
1. Testing and Commissioning																									
2. Operation and Maintenance																									
TOTAL COMMITMENT																									

* Must conform with EPC Work Schedule.

Prepared by:

Approved by:

Authorized Personnel
Designation, Company

Authorized Personnel
Designation, Company

TEMPLATE FIVE (5)-YEAR WP FOR HSC

WORK PROGRAM FOR HYDROPOWER PROJECT

Work Commitment	Financial Commitment	First Year	Second Year	Third Year	Fourth Year	Fifth Year	First Year Financial Commitment	Second Year Financial Commitment	ThirdYear Financial Commitment	Fourth Year Financial Commitment	Fifth Year Financial Commitment
Activities	Cost (Php)										
COMPREHENSIVE FEASIBILITY STUDY (FS)											
1. Reconnaissance survey/Pre-FS											
2. Detailed Topographic survey											
3. Hydrological Study											
4. Geological Study											
5. Power/market study											
6. Socio-environmental Study											
7. Preliminary Civil Design											
8. EME Design											
9. Electrical Facilities											
10. Prelim. Project Cost Estimate/financial study											
DETAILED STUDY w/ ENGINEERING DESIGN											
1. Geotechnical study											
2. Hydrological Study											
3. Survey/Finalization of access road and transmission route											
4. Quotation/Detailed Design of EME/Electrical Facilities											
5. Final Scheme of development and Detailed Design of Civil Structure											
6. Detailed cost estimate/financial Study											
TOTAL PROJECT COST											

Prepared by:

(Name and Signature)

Approved by:

(Name and Signature)

[illegible]

WIND WORK PROGRAM

Wind Project Name: _____
 Location: _____
 RE Developer: _____

ACTIVITIES	Year 1				Year 2				Year 3				Year 4				Year 5				Financial Commitment (PhP)				
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	Year 1	Year 2	Year 3	Year 4	Year 5
A FEASIBILITY STUDY																									
1 Market Study (Identify potential market/off-taker and rates																									
2 Technical Study																									
a. Installation of meteorological mast/LIDAR/SODAR																									
b. Wind data gathering, processing, analysis and interpretation																									
c. System/Distribution Impact Study (SIS or DIS)																									
d. Identification of Production Area																									
e. Detailed Wind Farm Modeling																									
3 Management Study																									
a. Implementation strategy of development and construction of the project																									
b. Identification and short listing of potential EPC Contractor, Owner's Engineer and O & M																									
4 Social and Environmental Study (Applicable permits, licenses and agreements for the conduct of feasibility study)																									
5 Financial Study																									
a. Financial modelling																									
b. Financial Closing																									
B DECLARATION OF COMMERCIALITY/NON-COMMERCIALITY																									
C OTHERS																									
TOTAL COMMITMENT																									

Prepared by:

Approved by:

Signature over Printed Name
 Designation, Company

Signature over Printed Name
 Designation, Company