

ENERGY REGULATORY COMMISSION
CHECKLIST OF REQUIREMENTS
FOR CAPITAL EXPENDITURE (CAPEX) APPLICATIONS

A. MULTIPLE CAPEX APPLICATIONS

1. Company Profile

- Provide brief history of the DU to include the date of expiration of the franchise;
- Franchise coverage area;
- Length of lines;
- System Map (showing locations of substation, 69 kV facilities, NGCP S/S if any, etc.);
- Single line diagram of the distribution system (substation plus primary feeder line);
- List of existing substations;
- Total number of customers and the respective number of customers connected on each substation;
- Discuss the timelines for filing the Application in accordance with Resolution No. 20, Series of 2011 - TGP Entrant Group (for ECs under RSEC-WR);
- Discuss the timelines for filing the Application in accordance with Resolution No. 26, Series of 2009 or the Amended CAPEX Guidelines (for ECs excluded in the RSEC-WR);
- Discuss the timelines for filing the Application in accordance with the RDWR (For PUs under PBR); and
- Historical data of performance assessments for at least 5 years, if applicable.

2. Distribution Planning Process

- Summarize/discuss the general procedure of distribution planning.

3. Forecasting

- General discussion on forecasting;
- Summary of the selected forecasting models and include table shown hereunder as reference; and

Table ____ : Summary of Forecasting Models Used (Sample Only)

Parameters	Category	Forecasting Model	Validity Tests			Accuracy Test	Historical	Forecast	
			Adj. R2 (>0.99/0.8)	t-stat (t >2)	p-value (<0.1)	MAPE (<5%)			
Sales	Entire System	y = a + bt	0.9995	a	23.0739	0.0019	1.70%	11.76%	12.05%
				b	9.5624	0.0108			
Demand	Substation 1	y = a + bt	0.9994	a	48.9271	0.0000	1.13%	10.28%	8.22%
				b	9.5624	0.0108			
No. of Customers	Residential 1	y = a + bt	0.9907	a	23.1917	0.0000	2.60%	2.04%	1.91%
				b	14.0337	0.0000			

- Discussion on the process conducted in obtaining data forecast of each parameter.

4. Performance Assessment of the Distribution System

4.1. Safety Assessment

- Discuss the Short Circuit of all protection equipment installed in the distribution system and include table shown hereunder as reference;

Table ____ : Maximum Fault Short Circuit Analysis (Sample Only)

No.	Substation	Feeder Name	Short Circuit Duty			Remarks (adequate or inadequate)
			Max. Fault Current (kAIC)	Specific Equipment		
				SC Duty (kAIC)	Safety Margin (%)	

- Discuss the capability of all protection equipment installed in the distribution system to detect and isolate lines during minimum fault incidence and include table shown hereunder as reference;

Table ____ : Minimum Fault Short Circuit Analysis (Sample Only)

No.	Substation	Feeder Name	Pick-up Setting (A)	3-phase Fault		Single Line to Ground Fault (LG)		Remarks (adequate or inadequate)
				Min. Fault Current (A)	Safety Margin (%)	Min. Fault Current (A)	Safety Margin (%)	

- Discuss lines and equipment that requires rehabilitation due to non-compliance with the safety criteria specified in PEC; and
- Discuss pertinent safety compliances as required by the DENR, DPWH, DOLE, and other government agencies that affects the safe operation of the distribution system.

4.2. Capacity Assessment

- Discuss substation capacity loading conditions and include table shown hereunder as reference;

Table ____ : Substation Capacity Assessment (Sample Only)

No.	Substation	Rated MVA Capacity	Power Factor	Max. MVA Capacity	Max. MW Capacity	Load Factor		Forecasted Data		
								Year 1	Year n
							Demand (MV)			
							% Loading			

- Discuss distribution line and transformer loading conditions; and
- Discuss the provision on connection requirements for new customers.

4.3. Power Quality Assessment

- Discuss feeder voltage conditions and include table shown hereunder as reference; and

Table ____ : Feeder Power Quality Assessment (Sample Only)

No.	Substation	Feeder Name	Voltage Variation (p.u.)			Voltage Unbalance (%)		
			Year 1	Year n	Year 1	Year n

- Discuss lines that are non-compliant with other power quality standards provided in the Philippine Distribution Code (PDC).

4.4. Rural Electrification Assessment

- Discuss/list the areas for the implementation of electrification projects within applied CAPEX period; and
- Submit verified affidavit that rural electrification projects were not funded by the national government, nor by a development agency partner.

4.5. Reliability Assessment

- Discuss all available feeder and entire system reliability indices and include table shown hereunder as reference. Assessment should include at least 5-year historical and current data.

Table____ : System Reliability Performance (Sample Only)

No.	Substation	Feeder Name	Year 1					Year n				
			SAIFI	SAIDI	MAIFI	LOLE	EENS	SAIFI	SAIDI	MAIFI	CAIDI	LOLE

Note: Data for SAIFI and SAIDI are mandatory, other indices are optional (depending on the assessed problem and related project solution)

4.6. System Loss Assessment

- Discuss segregated system loss of feeders and entire system and include table shown hereunder as reference. Assessment should include at least 5-year historical and current data.

Table____ : Segregated System Loss Assessment (Sample Only)

No.	Substation	Feeder Name	Technical Losses (kWh)		Technical Losses (%)		Non-technical Losses (KWh)		Non-technical Losses (%)	
			Year 1	Year n	Year 1	Year n	Year 1	Year n	Year 1	Year n

4.7. Customer Service Efficiency Assessment (Non-network assets)

- Discuss deficiencies of logistics or any non-network assets to be addressed;
- Inventory of existing vehicles using the table shown hereunder as reference, if applicable; and

Table____ : Vehicle Inventory (Sample Only)

No.	Area/Department	Brand/Model	Plate Number	Years in Service	Status of Service
1					<i>Serviceable</i>
:					<i>Not serviceable</i>
2					

- Inventory of Non-network Assets using the table shown hereunder as reference, if applicable.

Table ____ : Non-network Assets Inventory (Sample Only)

No.	Area/ Department	Non-network Item	Specifications	Years in Service	Status of Service
1					<i>Serviceable</i>
:					<i>Not serviceable</i>
2					

5. Summary of Identification, Goals Setting and Prioritization

- Provide brief discussion and include table shown hereunder as reference.

Table ____ : Summary of System Deficiencies & Prioritization (Sample Only)

No.	Problem Description	Problem Type	Priority Rank	Goal
1				
2				
3				

6. Summary of Proposed Capital Projects

- Discuss the rationale of each project. The projects should be presented in sequence in accordance with the discussed System Performance Assessment and include table shown hereunder as reference; and

Table ____ : Project Rationale (Sample Only)

Proposed Projects		Rationale (Brief description/justification of the project)
No.	Title	
1		
2		

- Summarize the proposed projects with its corresponding costs and project type/system issues to be addressed and include table shown hereunder as reference.

Table ____ : Summary of the Proposed Projects and Corresponding Costs (Sample Only)

Proposed Projects				Project Cost (Php)			
No.	Asset Category	Title	Type	Year 1	...	Year n	Total
1	Network		Safety				
2	Network		Capacity				
3	Network		Power Quality				
4	Non-Network		Customer Service Efficiency				
Grand Total							

7. Financing Plan

- Discuss on how the project will be funded or the specific plan of the DU in financing the project proposal. Applicant should provide details of funding for each proposed project, if necessary;
- Applicant must include a Motion if they intend to file an Authority to secure loan;
- Discuss the appropriate terms and conditions on proposed loans, if part of the Application. Applicant shall provide the amortization schedule of loans;
- Discuss the status of loan proceeds and any remaining balance for loans that were already acquired, if any; and
- For projects already implemented, discuss how the projects were implemented in the absence of loan.

8. Indicative Rate Impact Analysis on RFSC (for ECs) or Financial Statement (for PUs)

- Discuss the impact on the existing RFSC of the EC and include the format shown in the table below. Provide actual data if the applied period had already lapsed;

Table ____ : Indicative RFSC Rate Impact Analysis (Sample Only)

	Year 1	Year n	Entire n-years
Forecasted / Actual Energy Sales, kWh				
RFSC Rate PhP/kWh				
Fund Beginning balance, PhP excess/(shortfall)				
FUND INFLOWS				
Forecasted / Actual RFSC Collection, PhP				
50% income on leased properties, PhP				
Government subsidy, PhP				
Interest earned from deposits, PhP (if applicable)				
Loan proceeds from financial institution for the subject application, PhP <i>Note: indicate the amount for the subject case</i>				
Loan proceeds from financial institutions for previous approved CAPEX application/s, PhP (if applicable) <i>Note: indicate the amount per ERC Case No. of Approved case/s</i>				
Loan proceeds from financial institutions for other pending CAPEX application/s, PhP (if applicable) <i>Note: indicate the amount per ERC Case No. of Pending case/s</i>				
Borrowed funds from General Fund, if any (PhP)				
Total Fund Inflows, PhP				
Available Fund for Disbursement, PhP				
FUND OUTFLOWS				
CAPEX payment for the subject case, PhP - total cost incurred / total cost to be incurred <i>Note: indicate the recommended amount for the subject case</i>				

CAPEX payment for previous approved application/s, PhP (if applicable) - approved total cost incurred Note: indicate the amount per ERC Case No. of Approved case/s				
CAPEX payment for other pending application/s, PhP (if applicable) - total cost incurred to be incurred Note: indicate the amount per ERC Case No. of Pending case/s				
Annual loan amortization payment for the subject case, PhP (if applicable) Note: indicate the recommended amount for the subject case				
Annual loan amortization for previous approved application/s, PhP (if applicable) Note: indicate the amount per ERC Case No. of Approved case/s				
Annual loan amortization for other pending CAPEX application, PhP (if applicable) Note: indicate the amount per ERC Case No. of Pending case/s				
Other fees relative to CAPEX application, PhP				
Projected ERC permit fees for the subject case, PhP - from subject Application Note: indicate the recommended amount for the subject case				
Payment of ERC permit fees for previous approved CAPEX application/s, PhP (if applicable) Note: indicate the amount per ERC Case No. of Approved case/s				
Payment of ERC permit fees for pending CAPEX application/s, PhP (if applicable) Note: indicate the amount per ERC Case No. of Pending case/s				
Replenishment of the General Fund, if any (PhP)				
Total Fund Outflows, PhP				
Fund Ending Balance, PhP excess/(shortfall)				

- Discuss the impact on RFSC with sensitivity analysis. Discuss the basis and provide documents to justify the data provided (such as, but not limited to, Audited financial report and the RFSC Utilization Report); and
- Discuss Financial Statements upon implementation of proposed projects with sensitivity analysis (such as, but not limited to financial ratios and cashflows).

9. Project Discussion

- Discussion should be in accordance with the templates shown hereunder as reference (see attached “Content of Project Discussion” for further information).

Table ____ : Project Discussion Template (Sample Only)

Project Code	<Code>	Project Type	<Type>	Priority Rank	<Rank>
Project Category	<Category of Distribution Development Project>				
Project Title	<Abbreviated Title of the Project>				
Project Cost					
Project Duration	<Duration of project implementation and year of project start up and year of project commissioning>				
Project Description	<Detailed description of the Project>				

Project Justification	<Describe the problem being addressed by the project and consequences if the project is not pursued>
Technical Analysis	<Criteria and System Performance without and with the proposed project>
Economic Analysis	<Summary of technically feasible projects that are evaluated, the present value of life cycle costs of each project alternative, and the financial indices (NPV and B/C). Mandatory project must be marked as least-cost.>
Annexes	<Date and assumption used in technical and economic analysis, calculation sheets, simulation reports, and relevant information such as diagrams, drawings and pictures>

B. SINGLE CAPEX APPLICATIONS

1. Company Profile

- Provide brief history of the DU to include the date of expiration of the franchise;
- Franchise coverage area;
- Length of lines;
- System Map (showing locations of substation, 69 kV facilities, NGCP S/S if any, etc.);
- Single line diagram of the distribution system (substation plus primary feeder line);
- List of existing substations;
- Total number of customers and the respective number of customers connected on each substation;
- Discuss the timelines for filing the Application in accordance with Resolution No. 20, Series of 2011 - TGP Entrant Group (for ECs under RSEC-WR);
- Discuss the timelines for filing the Application in accordance with Resolution No. 26, Series of 2009 or the Amended CAPEX Guidelines (for ECs excluded in the RSEC-WR);
- Discuss the timelines for filing the Application in accordance with the RDWR (For PUs under PBR); and
- Historical data of performance assessments for at least 5 years, if applicable.

2. Forecasting

- General discussion on forecasting;
- Summary of the selected forecasting models and include table shown hereunder as references; and

Table ____ : Summary of Forecasting Models Used (Sample Only)

Parameters	Category	Forecasting Model	Validity Tests			Accuracy Test	Historical	Forecast	
			Adj. R2 (>0.99/0.8)	t-stat (t >2)	p-value (<0.1)	MAPE (<5%)			
Sales	Entire System	y = a + bt	0.9995	a	23.0739	0.0019	1.70%	11.76%	12.05%
				b	9.5624	0.0108			
Demand	Substation 1	y = a + bt	0.9994	a	48.9271	0.0000	1.13%	10.28%	8.22%
				b	9.5624	0.0108			
No. of Customers	Residential 1	y = a + bt	0.9907	a	23.1917	0.0000	2.60%	2.04%	1.91%

- Discussion on the process conducted in obtaining data forecast of each parameter.

3. Performance Assessment of the Distribution System

3.1. Safety Assessment

- Discuss the Short Circuit of all protection equipment installed in the distribution system and include table shown hereunder as reference;

Table ____ : Maximum Fault Short Circuit Analysis (Sample Only)

No.	Substation	Feeder Name	Short Circuit Duty			Remarks (adequate or inadequate)
			Max. Fault Current (kAIC)	Specific Equipment		
				SC Duty (kAIC)	Safety Margin (%)	

- Discuss the capability of all protection equipment installed in the distribution system to detect and isolate lines during minimum fault incidence and include table shown hereunder as reference;

Table ____ : Minimum Fault Short Circuit Analysis (Sample Only)

No.	Substation	Feeder Name	Pick-up Setting (A)	3-phase Fault		Single Line to Ground Fault (LG)		Remarks (adequate or inadequate)
				Min. Fault Current (A)	Safety Margin (%)	Min. Fault Current (A)	Safety Margin (%)	

- Discuss lines and equipment that requires rehabilitation due to non-compliance with the safety criteria specified in PEC; and
- Discuss pertinent safety compliances as required by the DENR, DPWH, DOLE, and other government agencies that affects the safe operation of the distribution system.

3.2. Capacity Assessment

- **Discuss** substation capacity loading conditions and include table shown hereunder as reference;

Table ____ : Substation Capacity Assessment (Sample Only)

No.	Substation	Rated MVA Capacity	Power Factor	Max. MVA Capacity	Max. MW Capacity	Load Factor		Forecasted Data		
								Year 1	Year n
							Demand (MV)			
							% Loading			

- Discuss distribution line and transformer loading conditions; and
- Discuss the provision on connection requirements for new customers.

3.3. Power Quality Assessment

- Discuss feeder voltage conditions and include table shown hereunder as reference; and

Table ____ : Feeder Power Quality Assessment (Sample Only)

No.	Substation	Feeder Name	Voltage Variation (p.u.)			Voltage Unbalance (%)		
			Year 1	Year n	Year 1	Year n

- Discuss lines that are non-compliant with other power quality standards provided in the Philippine Distribution Code (PDC).

3.4. Rural Electrification Assessment

- Discuss/list the areas for the implementation of electrification projects within applied CAPEX period; and
- Submit verified affidavit that rural electrification projects were not funded by the national government, nor by a development agency partner.

3.5. Reliability Assessment

- Discuss all available feeder and entire system reliability indices and include table shown hereunder as reference. Assessment should include at least 5-year historical and current data.

Table ____ : System Reliability Performance (Sample Only)

No.	Substation	Feeder Name	Year 1					Year n					
			SAIFI	SAIDI	MAIFI	LOLE	EENS	SAIFI	SAIDI	MAIFI	CAIDI	LOLE	EENS

3.6. System Loss Assessment

- Discuss segregated system loss of feeders and entire system and include table shown hereunder as reference. Assessment should include at least 5-year historical and current data.

Table ____ : Segregated System Loss Assessment (Sample Only)

No.	Substation	Feeder Name	Technical Losses (kWh)		Technical Losses (%)		Non-technical Losses (KWh)		Non-technical Losses (%)	
			Year 1	Year n	Year 1	Year n	Year 1	Year n	Year 1	Year n

3.7. Customer Service Efficiency Assessment (Non-network assets)

- Discuss deficiencies of logistics or any non-network assets to be addressed;
- Inventory of existing vehicles using the table shown hereunder as reference, if applicable; and

Table ____ : Vehicle Inventory (Sample Only)

No.	Area/Department	Brand/Model	Plate Number	Years in Service	Status of Service
1					<i>Serviceable</i>
:					<i>Not serviceable</i>
2					

- Inventory of Non-network Assets using the table shown hereunder as reference, if applicable.

Table ____ : Non-network Assets Inventory (Sample Only)

No.	Area/ Department	Non-network Item	Specifications	Years in Service	Status of Service
1					<i>Serviceable</i>
:					<i>Not serviceable</i>
2					

4. Project Discussion

4.1. Project Title

- Abbreviated title of the project.

4.2. Project Description

- Describe the activity or components of the project, specifications of assets to be procured and proposed quantity of each asset required per year.

4.3. Project Justification

- For Network projects, describe the problem being addressed by the project and consequences if the project is not pursued. Include criteria and system performance with and without the proposed project. For Non-network projects, describe benefits of asset procurements; and
- Discuss all applicable legal basis, including justifications on the immediate implementation of the project and timelines of filing the Application to the Commission.

4.4. Project Duration

- Provide schedule of project implementation (date/year the proposed project starts and its projected date/year of completion).

4.5. Project Cost

- Provide proposed and/or actual project cost breakdown using templates indicated in item c of annexes, herein, for reference;
- Provide project cost per year. State the projected amount to be incurred and actual amount incurred in implementing the proposed project;
- For the implemented projects, provide bidding documents, copy of official receipts, and purchase orders with acknowledgements relative to the project and basis of labor cost, if applicable;
- Provide abstract of bids for implemented project/s; and
- Provide documentation for the acquisition of big-ticket items (items that are substantial to the total project costs). Refer to item o of annexes, herein, for reference.

4.6. Technical Analysis

- Provide the criteria and system performance with and without the proposed project. Provide template shown hereunder as reference in addition to the discussion;

Table ____ : Summary of Technical Analysis (Sample Only)

Year	Substation	Feeder Name	System Performance		
			Year 1	...	Year n
Existing (Without project)					
Option 1					
...					
Option n					

- Discuss estimation methodology used to justify the quantity of asset procurements per year for other network projects; and
- Indicate the details of proposal for other network project using the tables shown hereunder as reference.

Table ____ : Projected/Actual Distribution Transformers (Sample Only)

Rating (kVA)	Forecasted Quantity (no. of units)		
	Year 1	...	Year n
10 kVA			
15 kVA			
others			

Table ____ : Projected/Actual Distribution Line Extensions (Sample Only)

Line Type	Conductor Size	Circuit Length (km)		
		Year 1	...	Year n
Underbuilt				
Open secondary				
others				

Table ____ : Projected/Actual Service Drop Wires (Sample Only)

Line Type	Length (km)		
	Year 1	...	Year n
Duplex, #6, AWG 6/1			
Duplex, #4, AWG 6/1			
others			

Table ____ : Projected/Actual kWh Meters (Sample Only)

Line Type	Forecasted Quantity (no. of units)		
	Year 1	...	Year n
Single phase, electronic			
3-phase, electronic			
others			

4.7. Economic Analysis

- Summary of technically feasible projects that are evaluated, the present value of life cycle costs of each project alternative, and the financial indices (PW, NPV or B/C). Mandatory or projects that "Must Meet Criteria" must be marked as "least-cost" while projects that "Optimize Attributes" must be marked as "feasible". Provide the templates shown hereunder as reference in addition to the discussion.

Table ____ : Summary of Analysis for Projects that "Must Meet Criteria" (Sample Only)

Option No.	Project Description	Investment Cost (PhP)	PW of the Project (PhP)	Remarks
1				Highest Cost
:				Rank 2 in Life-cycle Cost
2				<i>Least Cost</i>

Table ____ : Summary of Analysis for Projects that "Must Meet Criteria" (Sample Only)

	Option 1	...	Option n
E/C Ratio			
PW of Benefits	PhP	PhP	PhP
PW of Cost	Php	Php	Php
NPV of the Project	Php	Php	Php
Remarks	<i>Feasible & Highest Value</i>	<i>Feasible & Least Value</i>	<i>Feasible & Rank 2 in Value</i>

5. Financing Plan

- Discuss on how the project will be funded or the specific plan of the DU in financing the project proposal. Applicant should provide details of funding for each proposed project, if necessary;
- Applicant must include a Motion if they intend to file an Authority to secure loan;
- Discuss the appropriate terms and conditions on proposed loans, if part of the Application. Applicant shall provide the amortization schedule of loans;
- Discuss the status of loan proceeds and any remaining balance for loans that were already acquired, if any; and

- For projects already implemented, discuss how the projects were implemented in the absence of loan.

6. Indicative Rate Impact Analysis on RFSC (for ECs) or Financial Statement (for PUs)

- Discuss the impact on the existing RFSC of the EC and include the format shown in the table below. Provide actual data if the applied period had already lapsed;

Table____ : Indicative RFSC Rate Impact Analysis (Sample Only)

	Year 1	Year n	Entire n-years
Forecasted / Actual Energy Sales, kWh				
RFSC Rate PhP/kWh				
Fund Beginning balance, PhP excess/(shortfall)				
FUND INFLOWS				
Forecasted / Actual RFSC Collection, PhP				
50% income on leased properties, PhP				
Government subsidy, PhP				
Interest earned from deposits, PhP (if applicable)				
Loan proceeds from financial institution for the subject application, PhP <i>Note: indicate the amount for the subject case</i>				
Loan proceeds from financial institutions for previous approved CAPEX application/s, PhP (if applicable) <i>Note: indicate the amount per ERC Case No. of Approved case/s</i>				
Loan proceeds from financial institutions for other pending CAPEX application/s, PhP (if applicable) <i>Note: indicate the amount per ERC Case No. of Pending case/s</i>				
Borrowed funds from General Fund, if any (PhP)				
Total Fund Inflows, Php				
Available Fund for Disbursement, Php				
FUND OUTFLOWS				
CAPEX payment for the subject case, Php - total cost incurred / total cost to be incurred <i>Note: indicate the recommended amount for the subject case</i>				
CAPEX payment for previous approved application/s, PhP (if applicable) - approved total cost incurred <i>Note: indicate the amount per ERC Case No. of Approved case/s</i>				
CAPEX payment for other pending application/s, PhP (if applicable) - total cost incurred to be incurred <i>Note: indicate the amount per ERC Case No. of Pending case/s</i>				
Annual loan amortization payment for the subject case, PhP (if applicable) <i>Note: indicate the recommended amount for the subject case</i>				
Annual loan amortization for previous approved application/s, PhP (if applicable) <i>Note: indicate the amount per ERC Case No. of Approved case/s</i>				
Annual loan amortization for other pending CAPEX application, PhP (if applicable)				

<i>Note: indicate the amount per ERC Case No. of Pending case/s</i>				
Other fees relative to CAPEX application, PhP				
Projected ERC permit fees for the subject case, PhP - from subject Application <i>Note: indicate the recommended amount for the subject case</i>				
Payment of ERC permit fees for previous approved CAPEX application/s, PhP (if applicable) <i>Note: indicate the amount per ERC Case No. of Approved case/s</i>				
Payment of ERC permit fees for pending CAPEX application/s, PhP (if applicable) <i>Note: indicate the amount per ERC Case No. of Pending case/s</i>				
Replenishment of the General Fund, if any (PhP)				
Total Fund Outflows, PhP				
Fund Ending Balance, PhP excess/(shortfall)				

- Discuss the impact on RFSC with sensitivity analysis. Discuss the basis and provide documents to justify the data provided (such as, but not limited to, Audited financial report and the RFSC Utilization Report); and
- Discuss Financial Statements upon implementation of proposed projects with sensitivity analysis (such as, but not limited to financial ratios and cashflows).

7. Annexes (Required Documents)

- a. Certification issued by the ERC indicating that the subject application has undergone/completed the Initial Review process;
- b. DU System Map and/or System Single Line Diagram with and without the proposed project;
- c. Forecasting methodology (showing validity and accuracy parameters of all models used), simulation and calculation sheets of technical and economic analysis, and all technical reports in order to meet the proposed project's objective in Excel or Word file. All related formula should be visible and respective sheets should be unrestricted;
- d. Detailed cost of the project, in Excel file, showing the itemized list of materials/equipment using the table shown hereunder for reference. Reference cost should indicate the basis used for the estimated costs (for unimplemented project/s) and name of suppliers for actual costs (for partial implementation or completed projects). All related formula should be visible and respective sheets should be unrestricted. For completed projects, the submissions should include verified affidavit on the source of funds, and all supporting documents applicable to implemented projects such as bill of materials, bid documents, and official receipts;

Table ____ : Project Cost Breakdown – Bill of Materials (Sample Only)

Item No.	Materials	Specs.	No. of Units	Unit Cost (PhP/Unit)	Reference Cost	Project Cost
	(Material 1)					
	(Material 2)					
					Grand Total	

- e. Gantt Chart (proposed and/or actual schedule of project/s);
- f. Detailed financing plan of the proposed CAPEX project/s;
- g. Copy of the Audited Financial Statement (AFS) in PDF format highlighting the beginning balance, ending balance, and actual collection of the RFSC for the relevant years;
- h. Copy of the Utilization Report on RFSC covered by the Application;
- i. Provide RFSC beginning balance on each year’s applied period, coinciding the amount presented in the DU’s Audited Financial Statement (AFS);
- j. Proof on the amounts reflected in the RFSC Rate Impact Analysis;
- k. Proof of letters issued or series of correspondences with the Commission relevant to the CAPEX Application, if applicable;
- l. Supporting government policies or provisions that initiated the project proposal, if applicable;
- m. Copy of the agreement executed by the parties (between DUs) allowing other DU to provide distribution service in their franchise and whether there was corresponding approval from the Commission, subject of Paragraph 7 of Section 23 of the EPIRA, if applicable;
- n. Pertinent documents that will justify that there will be no conflict in implementing the proposed project, such as but not limited to, Permits, MOA and Licenses issued by government agencies/private institutions (LGU, NGCP, DPWH, DENR, DOE, NEA, lending institutions, etc.), if applicable;
- o. Verified affidavit from the general manager, or equivalent position, of the EC or the DU indicating that no subsidy was provided for project affected by road widening for the relevant period, if applicable;
- p. Proof of Ownership, particularly zonal value, Contract to Sell, Deed of Sale, Deed of Transfer and land title, for projects involving acquisition of land and property, if applicable;
- q. Test Reports and/or Incident Reports, if applicable;
- r. Relevant pictures, blue prints/diagrams for visual representation of the identified problem, if applicable;
- s. List of approved CAPEX projects that were not implemented. Indicate the ERC Case No. and its corresponding date of ERC Decision for each project, if applicable;

- t. For ECs under the RSEC-WR, if there was an increase in the approved RFSC rate, provide copy of the actual report submitted (including date of submission) to the Commission in relation to Article 9 of the RSEC-WR, if applicable;
- u. Details of actual Bidding Program (starting from Invitation to Bid to Notice to Proceed). Include the Abstract of Canvass for verification of the lowest bidder, if applicable;
- v. Proof of subsidy (Certificates or letter of approval), if applicable;
- w. Loan Agreement in funding the proposed CAPEX projects, if applicable;
and
- x. Amortization schedule (existing and/or proposed loan), if applicable.

Additional Note: *The above information are the typical documentary requirements based on previous approved and existing projects that were filed to the Commission. Additional documents may be necessary for New Projects that has not been viewed by the Commission due to changes in technologies and policies of the government*