

CHECKLIST OF REQUIREMENTS

RENEWABLE ENERGY (RE) CONTRACT APPLICATION

A. Legal Requirements

1. Individual or Proprietorship

- a. Birth Certificate issued by the Philippine Statistics Authority (*PSA Certified*)
- b. Current Business Permit (*Certified True Copy*)
- c. Department of Trade and Industry (DTI) Registration, if applicable (*Certified True Copy*)
- d. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE, if applicable

2. Corporation/ Joint Venture/ Consortium/ Cooperative

- a. By-Laws (BL) and Articles of Incorporation (AOI) and BL and AOI of its corporate stockholders (*SEC-Certified or CDA-Certified or NEA-Certified*)
- b. Board Resolution authorizing its representative to Negotiate and Enter into RE Contract with DOE, if applicable
- c. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders (*Certified True Copy*)
- d. Current Business Permit (*Certified True Copy*)
- e. Organizational Chart of the Company (*Certified True Copy*)

3. Local Government Units

- a. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE

4. Valid Government ID

- a. Passport ID or any valid government-issued ID of the Authorized representatives, i.e., signatory and witness under the RE Contract

B. Technical Requirements

1. Work Program in Gantt Chart following the approved template*

- a. Biomass — Annex I-1
- b. Geothermal — Annex 1-2
- c. Solar — Annex 1-3
- d. Hydro — Annex 1-4
- e. Ocean — Annex 1-5
- f. Wind — Annex 1-6

2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS

For Biomass Energy Only - Feasibility Study to include

- a. Mass Energy Balance Diagram
- b. Site Development Plan
- c. Fuel Supply and Logistic Study
- d. Waste Analysis and Characterization Study (additional if MSW)

For Solar Energy Only – Feasibility Study to include:

- a. **Market Aspect** – Identify its available target market and its projected electricity rate (e.g. as a merchant plant under the spot market or as 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).
- b. **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.
- c. **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.
- d. **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).
- e. Proofs or application to secure right of way, applicable social and environmental permits/clearances (e.g. EPC Contractor, Owner's Engineer and O & M Contractor) (Certified True Copy or Original and Notarized Undertaking)

C. Financial Requirements

1. 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*)
2. Bank certification to substantiate the cash balance in the Audited FS or unaudited FS (*Original Copy*)

3. 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 supports from either of the following:
 - a. Sales Agreement/Purchase Order of buyer for projected revenues on existing operations (Certified True Copy)
 - b. Sworn Letter of Commitment from stockholders for additional equity/cash infusion (Original Copy)
 - c. Bank approved loan/credit line earmarked for the proposed operation (Certified True Copy)

For applicants with insufficient funds to finance the proposed operations:

- a. 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:

- a. Notarized Letter of Guaranty from the majority shareholder/s and Original Bank proof of capacity to satisfy the said Guaranty Certification;
or
- b. 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 (Original Copy)
 - i. In case of domestic parent company, the Letter of Guaranty should be duly notarized. (Notarized Copy)
 - ii. 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. 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.