



**Republic of the Philippines**  
**DEPARTMENT OF ENERGY**  
 Energy Center, Rizal Drive corner 34<sup>th</sup> Street  
 Bonifacio Global City, Taguig City  
 Metro Manila

**CHECKLIST OF REQUIREMENTS FOR MICROGRID SYSTEM PROVIDERS**

<b>A. Legal Requirements</b>	<b>Document Format</b>
<b>1. Individual or Proprietorship</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth Certificate issued by the Philippine Statistics Authority</li> <li><input type="checkbox"/> Current Business Permit</li> <li><input type="checkbox"/> Department of Trade and Industry (DTI) Registration (if applicable)</li> <li><input type="checkbox"/> Special Power of Attorney to Negotiate and Enter into MGSP Service Contract with EC</li> </ul>	Original or PSA Certified Copy Certified True Copy Certified True Copy Original Copy
<b>2. Corporation/ Joint Venture/ Consortium/ Cooperative</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders</li> <li><input type="checkbox"/> Board Resolution authorizing its representative to negotiate and enter into QSC with the DU/NPC</li> <li><input type="checkbox"/> Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders</li> <li><input type="checkbox"/> Current Business Permit</li> <li><input type="checkbox"/> Organizational Chart of the Company</li> </ul>	Original SEC-Certified or CDA-Certified or NEA-Certified Original Copy  Certified True Copy of SEC-Received Certified True Copy Certified True Copy
<b>3. Passport ID or any valid government-issued ID of the authorized representatives, i.e., signatory and witness under the QSC</b>	Certified True Copy
<b>B. Technical Requirements</b>	
<b>1. 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.</b>	Print Copy
<b>2. 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.</b>	Print Copy
<b>3. A statement certifying that the applicant intends to design, construct, operate and maintain its generation and distribution systems in full compliance with the relevant requirements prescribed under the applicable laws including EPIRA and its attendant rules and regulations</b>	Notarized Copy
<b>C. Financial Requirements</b>	
<input type="checkbox"/> 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

<input type="checkbox"/> Bank certification to substantiate the cash balance in the Audited FS or unaudited FS	Original Copy
<input type="checkbox"/> 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
<input type="checkbox"/> Sworn Letter of Commitment from stockholders for additional equity/cash infusion	Original Copy
<input type="checkbox"/> Bank approved loan/credit line earmarked for the proposed operation	Certified True Copy
For applicants with insufficient funds to finance the proposed operations:	
<input type="checkbox"/> 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
<input type="checkbox"/> Subsidiary corporation (existing for more than two (2) years from date of registration with SEC) should be supported by the following:	
<input type="checkbox"/> Notarized Letter of Guaranty from the majority shareholder/s and Original Bank proof of capacity to satisfy the said Guaranty Certification; or	Original Copy
<input type="checkbox"/> 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
<input type="checkbox"/> In case of domestic parent company, the Letter of Guaranty should be duly notarized.	Notarized Copy
<input type="checkbox"/> 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