

# RENEWABLE ENERGY SERVICE CONTRACT (RESC) APPLICATION REQUIREMENTS WITH DESCRIPTION

(Renewable Energy Service Contract under R.A. No. 9513)

REQUIREMENTS	DESCRIPTION
<b>A. PRELIMINARY REQUIREMENTS</b>	
<b>1. Biomass, Geothermal, Hydro, Wind, Solar and Ocean/Current Energy</b>	
a. Letter of Intent / Application	<ul style="list-style-type: none"> <li>The RE Developer must signify its interest to apply for an RE Service Contract in a particular place or its identified area in accordance with Direct Negotiation mode of awarding of RESC</li> </ul>
b. Map / Coordinates of the Proposed RE Project Site	<p>Map of the applied area duly prepared, signed, and sealed by a licensed Geodetic Engineer must show/contain the following:</p> <ul style="list-style-type: none"> <li>Name of municipality &amp; province</li> <li>Vicinity map of the project site - NAMRIA topographic map with minimum scale of 1:50,000 can also be used as basemap (except Biomass)</li> <li>Certification of Geodetic Engineer for technical correctness of the plotted area</li> </ul> <p><b>For Solar, Wind, Ocean and Geothermal Energy</b></p> <ul style="list-style-type: none"> <li>Corner boundaries of the applied area conforming with the RE blocking system and its corresponding Philippine Reference System of 1992 (PRS'92) geographic coordinates</li> <li>RE blocking or Number of RE blocks - one RE block is 30" of latitude and 30" of longitude</li> <li>Total area in hectares - Computation of boundary area is based on the approximate area of a block which is eighty-one (81) hectares</li> </ul> <p><b>For Ocean Energy</b></p> <ul style="list-style-type: none"> <li>NAMRIA bathymetric base map is required</li> </ul> <p><b>For Hydropower Energy</b></p> <ul style="list-style-type: none"> <li>A map showing the dam height and crest elevation and the extent of the area inundated based on the proposed dam height</li> </ul>
<b>B. LEGAL REQUIREMENTS</b>	
<b>1. Single Proprietorship</b>	
a. Birth Certificate - Issued by Philippine Statistics Authority (PSA)	<ul style="list-style-type: none"> <li>Original copy of Birth certificate issued by Philippine Statistics Authority (PSA)</li> </ul>
b. Current Business Permit - Certified True Copy	<ul style="list-style-type: none"> <li>Issued by the City or Municipality where the principal office is located, photocopy of the original and duly certified by the issuing authority as a certified true copy of the original</li> </ul>
c. Department of Trade and Industry (DTI) Registration	<ul style="list-style-type: none"> <li>Photocopy of the original and duly certified by the issuing authority as a certified true copy of the original</li> </ul>
d. Certification Authorizing its Representative to negotiate and enter into RE contract with the DOE, if applicable	<ul style="list-style-type: none"> <li>Special Power of Attorney designating the official representative</li> </ul>
<b>2. Corporation / Joint Venture / Consortium / Cooperative</b>	
a. By-Laws and Articles of Incorporation- Original SEC-Certified	<ul style="list-style-type: none"> <li>Photocopy of the originals which shall be certified by the Securities and Exchange Commission (SEC) with original stamp and certification by the SEC. If the applicant is a Cooperative, the Articles of Incorporation and By Laws shall be certified by the Cooperative Development Authority (CDA); Merely a photocopy of the originals and SEC/CDA Certified copies are not acceptable</li> <li>Purpose of the business must indicate that the company must engage in exploration, development and utilization of Renewable Energy resource.</li> </ul>
b. Certification authorizing its representative to negotiate and enter into RE Contract with the DOE (Original)	<ul style="list-style-type: none"> <li>The certification shall be duly notarized and signed by the Corporate Secretary / President</li> </ul>
c. Latest General Information Sheet [For companies incorporated for more than one (1) year]	<ul style="list-style-type: none"> <li>For companies registered for more than one (1) year, photocopy of the originals which shall be certified by the Securities and Exchange Commission (SEC) with original stamp and certification by the SEC.</li> </ul>
d. Current Business Permit - Certified True Copy	<ul style="list-style-type: none"> <li>Issued by the City or Municipality where the principal office is located, photocopy of the original and duly certified by the issuing authority as a certified true copy of the original or the equivalent document for Exclusive Economic Zones or Areas.</li> <li>In cases of recently expired Business Permits, it shall be accepted together with the official receipt as proof that the Applicant has applied for renewal within the period presented by the concerned LGU, provided that the renewal permit shall be submitted prior to the release of the RE Contract</li> </ul>
e. Organizational Chart of the Company	<ul style="list-style-type: none"> <li>The Organizational Chart shall include the complete name and designation of all the company personnel holding each positions</li> </ul>
<b>C. TECHNICAL REQUIREMENTS</b>	
1. Narrative Form and Gantt Chart of Work Program with financial commitment per activity that complies with:	<ul style="list-style-type: none"> <li>The RE Developer shall fill up the timeline and financial commitment under the template Work Program which shall be in accordance to DO2013-10-0018.</li> <li>Full description of Work Program</li> </ul> <p><b>For Hydropower Energy:</b></p> <ul style="list-style-type: none"> <li>Must be two (2) year period for capacities below 50MW</li> <li>Must be five (5) year period for capacities more than 50MW</li> <li>Must include in the first (1st) Contract Year the "Milestone Activities" as per DOE prepared template</li> </ul>
› Annex G for Wind Energy	
› Annex H for Biomass Energy	
› Annex I for Geothermal Energy	
› Annex J for Solar Energy	
› Annex K for Hydropower Energy (below 50MW)	
› Annex L for Hydropower Energy (above 50MW)	

<b>2. For Biomass Energy</b>	
<b>a. Full-Blown Feasibility Study to include:</b>	
<b>a.1 Mass Energy Balance Diagram (MEB)</b>	<ul style="list-style-type: none"> <li>The Mass Energy Balance Diagram (MEB) indicates the feedstock requirement of the biomass plant with equivalent thermal and power output. The power output should reflect the net capacity (export to the grid/end-user) and station load (own-use).</li> </ul>
<b>a.2 Site Development Plan (SDP)</b>	<ul style="list-style-type: none"> <li>The Site Development Plan (SDP) reflects the proposed overview/plant lay-out of the biomass project once constructed.</li> </ul>
<b>a.3 Feedstock Supply and Logistic Study (FSLs)</b>	<ul style="list-style-type: none"> <li>The Feedstock Supply and Logistic Study (FSLs) is the study of feedstock sustainability, method of consolidation and delivery to the power plant.</li> </ul>
<b>a.4 Waste Analysis and Characterization Study (WACS) for MSW</b>	<ul style="list-style-type: none"> <li>Waste Analysis and Characterization Study (WACS) for MSW is composed of about 50% biodegradable materials. Also, WACS should be conducted in every Local Government Unit (LGU) source to be able to determine the volume of biodegradable materials /components present in the MSW</li> </ul>
<b>b. Signed and Duly Notarized Feedstock Supply Agreement or proof of negotiation (for MSW)</b>	<ul style="list-style-type: none"> <li>Feedstock supply agreement should indicate the volume, type and source of feedstock. For MSW, proof of negotiation for feedstock supply from LGU, landfill operators and private waste generators/consolidators.</li> </ul>
<b>c. DENR (Environmental Compliance Certificate (ECC)/ Wood Processing Permit)</b>	<ul style="list-style-type: none"> <li>An ECC is a certification that the proposed project or undertaking will not cause significant negative environmental impact. ECC is necessary before processing of BREOC application <ul style="list-style-type: none"> <li>Wood processing permit shall be secured for woodchips feedstock processing.</li> </ul> </li> </ul>
<b>d. NGCP/ Distribution Utility (proof of application for System/Distribution Impact Study)</b>	<ul style="list-style-type: none"> <li>Proof of application from NGCP or DU.</li> </ul>
<b>e. Proof of Negotiation on Project Financing (source of funding)</b>	<ul style="list-style-type: none"> <li>Any certification or term sheet coming from funding institutions.</li> </ul>
<b>f. Proof of Negotiation on Engineering, Procurement and Construction Contract</b>	<ul style="list-style-type: none"> <li>Detailed proposal from EPC contractors including scope of work/service.</li> </ul>
<b>g. Proof of Land Classification (Industrial)</b>	<ul style="list-style-type: none"> <li>Proof of land classifications shall be in the form of Zoning/Locational Clearance. Also, the project site is not classified as agricultural, crop producing, irrigated and/or irrigable lands.</li> </ul>
<b>D. FINANCIAL REQUIREMENTS</b>	
<b>1. Audited or Unaudited Financial Statements (FS)</b>	<ul style="list-style-type: none"> <li>Audited Financial Statements within 6 months from the time of filing date</li> <li>Unaudited Financial Statements within 3 months from the time of filing date</li> </ul>
<b>2. Original Bank Certification</b>	<ul style="list-style-type: none"> <li>Original bank certification to substantiate the cash balance of the latest Unaudited FS</li> </ul>
<b>3. Projected Cash Flow Statement for 2 Years</b>	<ul style="list-style-type: none"> <li>Projected Cash Flow Statement for two (2) years showing the sources and uses of funds on a per year basis, for the particular offered area, other applied OCSP areas, renewable energy service contract applications, existing service/operating contracts with DOR and other existing business, if applicable, with supports by any or all of the following: <ul style="list-style-type: none"> <li>Sales Agreement/Purchase Order of buyer for projected revenues on existing Operations (Photocopy)</li> <li>Sworn Letter of Commitment from stockholders for additional equity/cash infusion within one (1) year of operation (Original)</li> <li>Bank-approved loan/credit line earmarked for the proposed operation (Original)</li> </ul> </li> </ul>
<b>4. For Newly Organized Corporation with Insufficient Funds</b>	<ul style="list-style-type: none"> <li>In addition, for newly organized corporation or subsidiary corporation with insufficient funds to finance the proposed work program with guarantee from parent company</li> </ul>
<b>a. Parent Company's Financial Documents per Items 1 and 2</b>	<ul style="list-style-type: none"> <li>In case of foreign parent company, the documents shall be duly authenticated by the Philippine Consulate having the appropriate jurisdiction over the said parent company</li> </ul>
<b>b. Duly Notarized Letter of Undertaking / Support from the Parent Company to Fund the Work Program</b>	
<b>E. OTHER REQUIREMENTS</b>	
<b>1. Duly Accomplished RE Contract Application Form (Annex A)</b>	<ul style="list-style-type: none"> <li>The form must be properly filled-up and signed by the authorized representative of the applicant</li> </ul>
<b>2. Map of the Proposed RE Project Site (Verified and Issued by DOE-ITMS)</b>	<ul style="list-style-type: none"> <li>Map of the proposed RE project site which was issued and verified by the DOE-ITMS</li> <li>This will be provided and explained by the RE-REC Secretariat to the applicant during the orientation</li> </ul>
<b>3. Photocopy of the Official Receipt</b>	<ul style="list-style-type: none"> <li>Application and Processing Fees <ul style="list-style-type: none"> <li>Application fee shall be PhP 11,600.00 (Solar, Wind &amp; Geothermal)</li> <li>Application fee shall be PhP 1,000.00 (Hydropower and Ocean)</li> <li>Processing fee shall be PhP 12,650.00 (Biomass)</li> <li>Processing fee shall be PhP 23,850.00 (Ocean)</li> <li>Processing fee shall be PhP 23,850.00 (Hydroelectric)</li> <li>Processing fee shall be PhP 6.50 / has. (Solar, Wind, Geothermal)</li> </ul> </li> </ul>
<b>4. Information of Signatories</b>	<ul style="list-style-type: none"> <li>Provide the full name of the Principal Signatory and Witness for the RESC <ul style="list-style-type: none"> <li>Official company name and address</li> <li>Name and Designation of Signatory</li> <li>Photocopy of Passport ID of Signatory</li> <li>Passport No. / Place of Issuance / Date of Issuance / Date of Expiration</li> <li>Name and Designation of Witness</li> </ul> </li> </ul>
<b>5. Acknowledgement of Concurrence</b>	<ul style="list-style-type: none"> <li>Acknowledgement signed by the applicant / authorized representative(s) that they fully understood the information that was discussed to them by the RE-REC Secretariat representative during the orientation in relation to the RESC application process and requirements</li> </ul>
<b>6. Five (5) Copies of RESC Application Documents</b>	<ul style="list-style-type: none"> <li>Four (4) hard copies properly labelled: <ul style="list-style-type: none"> <li>DOE-RECORDS</li> <li>RE-LEGAL</li> <li>RE-TECHNICAL</li> <li>RE-FINANCIAL</li> </ul> </li> <li>One (1) electronic copy for the RE-REC SECRETARIAT in CD or USB</li> </ul>