

PANAY - GUIMARAS EC POWER CONSORTIUM, INC.**CHECKLIST OF REQUIRED DOCUMENTS FOR BID OPENING – LOT NO. 4**

ENVELOPE 1 - ELIGIBILITY REQUIREMENTS (Class "A" Documents)	
A. LEGAL DOCUMENTS: Folder 1 (ENVELOPE 1)	
i	Department of Trade and Industry (DTI) business name registration or Securities and Exchange Commission (SEC) registration certificate, whichever may be appropriate under existing laws of the Philippines;
ii	The Articles of Incorporation and By-Laws or a Memorandum of Association or Partnership duly certified by the relevant authorities, as may be applicable;
iii	Valid and current Mayor's permit or municipal license, or Certification from the LGU that the Bidder is exempted from acquiring Mayor's/Business permit if the Bidder is under the jurisdiction of the Philippine Economic Zone Authority
iv	BIR Tax identification number/BIR Value added tax registration (Form 2303) ;
v	A Board Resolution and Secretary's Certification (Notarized) of the Bidder's Authorized Representative to the PGEPCPI process and the Transaction;
vi	A Board Resolution and Notarized Secretary's Certificate containing the name, address and contact details, including telephone number/s, fax number/s and email address/es, of Bidder and its authorized representative/s who will sign (a) the documents required in this Bid, and (b) the proposed Power Supply Agreement (PSA);
vii	Notarized Statement of the qualified Bidder that it is not "blacklisted" or barred from Bidding by the Government or any of its agencies, offices, corporations, or LGUs, including its non-inclusion in the Consolidated Blacklisting Report issued by the Government of the Philippines (GOP); Note: attachment is Annex D-5
viii	Documentary proof of Bidder's compliance with Tax obligations, such as:
	a) Proof of VAT payments for at least six months prior to opening of bids; Note: November 2021 - April 2022
	b) Tax Clearance from the BIR to prove Bidder's full and timely payment of taxes to the government (valid until opening of bids); and
	c) A certification under oath from Bidder's responsible officers such as President, Chairman and/or Authorized Representative duly supported by notarized Secretary's Certificate or Special Power of Attorney, that the Bidder is free and clear of all liabilities with the government. Note: Attach format is Annex D-5
ix	Special Power of Attorney (for sole proprietorship/partnership) or Board Resolution and Secretary's Certificate (for corporation) authorizing the signatory/ies to certify that the documents are true and faithful reproduction from the original.
x	ITB-Annex D: Other Forms
	a) ITB-Annex D-1
	b) ITB-Annex D-2
B: TECHNICAL REQUIREMENTS : Folder 2 (ENVELOPE 1)	
i	Company profile highlighting experiences and expertise of the company and/or key officers in power plant operation including Organizational Structure.
ii	A notarized undertaking stating adherence to the allowed outages under "Outage Allowance" in the Terms of Reference.
iii	Statement, in matrix form, of customers with power supply contract. The statement shall include, for each customer, the following:
	a) Name and address of company;
	b) Telephone, cellular phone and fax numbers, website URL, and e-mail address of the company;
C : FINANCIAL REQUIREMENTS: Folder 3 (ENVELOPE 1)	
i	The Bidder's audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the last two (2) year (note: 2021 Comparative F/S), showing, among others, the Bidder's total and current assets and liabilities. A sworn statement of current assets and liabilities will be accepted in lieu of audited financial statements for Bidders that have been in existence for less than one fiscal year. Complete set of financial statement includes the following:
	a) Balance Sheet

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	b) Income Statement
	c) Statement of Changes in Equity
	d) Cash Flow Statement
	e) Notes to Financial Statement
	f) Statement of Management Responsibility for Financial Statement
	g) Financial Ratios indicating liquidity measurement ratio, debt ratio, profitability ratio and operating performance ratio
D : Class "B" Documents: Folder 4 (ENVELOPE 1)	
i	A notarized certification issued by Bidder or its authorized representative/s stating that: a) Each of the documents submitted in satisfaction of the Instructions to Bidders is an original or a true and faithful reproduction or copy of the original; and b) Authorizing the PGEPCCI JTPBAC and JTWG or its duly authorized representative/s to verify all of the documents submitted. Note: Attach Format is Annex D-3
ii	Affidavit of Disclosure of Relations in accordance with ITB-8.3; Note: Attach format is Annex D-4
ENVELOPE 2 - TECHNICAL AND FINANCIAL PROPOSAL	
A : TECHNICAL PROPOSAL: Folder 1 (ENVELOPE 2)	
i	Bid Security as to form, amount and validity period
ii	The Technical Proposal shall detail the plan on how the Bidder will supply the power requirement of the Panay & and Guimaras ECs from the following options and based on the Terms of Reference (TOR): A. Specific future generating unit or plant For new generating unit or plant construction, please describe the status, as of the date of submission of Bidder's offer, of all activities required to develop and implement the project including: i. Control over the site ii. Equipment Supply Agreements iii. Construction Agreements iv. Construction Schedule v. Development Schedule vi. Fuel Supply Agreements vii. Permitting viii. Financing ix. Target Commissioning Date (for new plant)
iii	Compliant to Terms of Reference (TOR) a) TOR Compliance Template
iv	Distribution Impact Study (DIS)
B : FINANCIAL PROPOSAL: Folder 2 (ENVELOPE 2)	
i	Bid Evaluation Worksheet in the prescribed bid form