

## CONTRACTING ROUND APPLICATION CHECKLIST (Petroleum)

|                             |   | DOCUMENT<br>FORMAT              |
|-----------------------------|---|---------------------------------|
| I. <b><u>LEGAL</u></b>      |   |                                 |
| <input type="checkbox"/>    | 1) Duly filled-out covering information sheet (DOE format)  | <i>Original</i>                 |
| <input type="checkbox"/>    | 2) Resume/ profile of the prospective contractor, its incorporators, stockholders or officers   | <i>Original</i>                 |
| <input type="checkbox"/>    | 3) General Information Sheet or Company Profile submitted to SEC (required for local applicants without existing service contracts or in case of amendments on previously submitted documents)  | <i>Certified copy</i>           |
| <input type="checkbox"/>    | 4) Articles of Incorporation (required for applicants without existing active service contracts OR in case of amendments on previously submitted documents)   | <i>Original</i>                 |
| <input type="checkbox"/>    | 5) By-Laws of the prospective contractors (required for applicants without existing active service contracts OR in case of amendments on previously submitted documents)  | <i>Original</i>                 |
| <input type="checkbox"/>    | 6) Certificate of Incorporation (required for applicants without existing active service contracts OR in case of amendments on previously submitted documents)  | <i>Original</i>                 |
| <input type="checkbox"/>    | 7) Certificate of Authority from Board of Directors of Applicant Contractor authorizing the designated representative/s to negotiate the service contract; The certification must be executed under oath by the Corporate Secretary   | <i>Original</i>                 |
| <input type="checkbox"/>    | 8) Joint Venture Agreement, if applicable   | <i>Certified copy</i>           |
|                             | <b>NOTE:</b> <i>For foreign applicants:<br/>Documents #'s 4 -8 should be duly authenticated by the Philippine Consulate in the country of origin<br/>For local applicants:<br/>Documents #'s 3 - 8 should be duly authenticated by the Applicant Company / SEC</i>  |                                 |
| <input type="checkbox"/>    | 9) Proof of payment for processing/application fee (DOE Official Receipt);  | <i>Original</i>                 |
|                             | <b>NOTE:</b> <i>Payment Order / Remittance Slip to be secured from the Legal Services before payment to the Treasury Division<br/>Petroleum = Php 0.48 per hectare</i>  |                                 |
| II. <b><u>TECHNICAL</u></b> |   |                                 |
| <input type="checkbox"/>    | 1) Work Program   | <i>Digital and<br/>Hardcopy</i> |
| <input type="checkbox"/>    | a) Proposed Service Contract based on existing DOE Model Contracts including comments and proposed amendments, if any; if applicable, a comparative analysis in tabulated form of items in the service contract proposal which deviate from the model contract must be submitted; Reasons for the proposed changes must be likewise presented |                                 |
| <input type="checkbox"/>    | b) Geological and geophysical evaluation of the area applied for<br>- database<br>- petroleum potential analysis<br>- prospect lead evaluation  |                                 |
| <input type="checkbox"/>    | c) Development and economic concepts of possible discoveries<br>- reservoir technology<br>- technological assumptions<br>- economics  |                                 |
| <input type="checkbox"/>    | d) Summary of proposed work program and minimum expenditure per Sub-Phase for each proposed activity with respect to the area specified in the proposal<br>- Gantt Chart format<br>- Minimum Exploration and Work Commitment / Minimum Financial Commitment Matrix  |                                 |
|                             | <b>NOTE:</b> <i>Each item in the exploration and work commitment matrix must be given a stipulated cost figure, the sum of which will constitute the minimum cost of the work program</i>   |                                 |

2) Technical documentation

- |                          |   |                             |
|--------------------------|---|-----------------------------|
| <input type="checkbox"/> | a) Particulars of the technical and industrial qualification, eligibilities and work-related experiences of the interested party and its employees  | <i>Digital and Hardcopy</i> |
| <input type="checkbox"/> | b) For companies availing the services of consultants/contractual employees/geoservice companies, a certification that their services will be availed of once the service contract is signed and that the contract between them and the company shall cover at least until the end of the first sub-phase of the exploration period; the certification should have a conforme by the concerned consultants/contractual employees/geoservice companies | <i>Original</i>             |
| <input type="checkbox"/> | c) Particulars of the technical and industrial resources available to the interested party for the exploration, development and production of the resource  | <i>Digital and Hardcopy</i> |
| <input type="checkbox"/> | d) Particulars on the experiences, achievement and track record of the interested party and its employees related to technical and industrial undertaking   | <i>Digital and Hardcopy</i> |
| <input type="checkbox"/> | e) Particulars of organizational and management structure relative to administration, financial and technical aspect of the interested party  | <i>Digital and Hardcopy</i> |

**NOTE:** *Items under technical documentation (a - d) are required only for applicants without existing active service contracts OR in case of amendments on previously submitted documents.*

**III. FINANCIAL**

- |                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | 1) Audited financial statement and annual reports for the last three (3) years or comparative audited financial statement not more than 6 months at the date of filing                               | <i>Original</i>  |
| <input type="checkbox"/> | 2) If the annual report / audited financial statement is more than 6 months old at the time of filing, an unaudited financial statement corresponding to the date of filing should also be submitted | <i>Original or Certified Copy</i>  |
| <input type="checkbox"/> | 3) Bank certification on cash balance as of date of latest financial statement   | <i>Original or Certified Copy</i>  |
| <input type="checkbox"/> | 4) For newly-organized subsidiary corporations, with insufficient funds to finance the proposed work program, a financial statement of the applicant's parent company                                | <i>Original or Certified Copy</i>  |
| <input type="checkbox"/> | 5) Parent Company guarantee certifying commitment to support financial obligation of the subsidiary (for foreign applicants)   | <i>Authenticated by the Consular office in the country of registration (for foreign)</i> |
| <input type="checkbox"/> | 6) Latest income business tax returns filed with the Bureau of Internal Revenue and duly validated with the tax payments made thereon, if applicable   | <i>Certified Copy</i>  |

**NOTE:** *For foreign applicants:  
Certified copies should be duly authenticated by the Philippine Consulate in the country where company is registered  
For local applicants:  
Certified copies should be duly authenticated by the Applicant Company / SEC / banks or other establishments where documentation was secured from*

**For legal, technical and financial qualification, if the interested party is a joint venture, all entities forming part of the joint venture shall comply with the above requirements**