

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

**GUIDELINES IN THE SELECTION OF SERVICE PROVIDERS FOR THE
PHILIPPINE UPSTREAM PETROLEUM DATA ENHANCEMENT, ACQUISITION,
PROCESSING, INTERPRETATION AND MARKETING**

I. Procedure for Nomination, Publication, and Submission of Applications

- A. Prospective project proponents for upstream petroleum data enhancement, acquisition, processing, interpretation and marketing shall formally submit their project proposals through written communication addressed to the Review and Evaluation Committee (REC) with all relevant supporting documents which may aid the REC in the evaluation thereof.
- B. The REC shall acknowledge receipt of the proposal within five (5) working days therefrom indicating that the proposal will be undergoing initial evaluation.
- C. After due evaluation and upon recommendation of the TWG, the REC may accept the proposal, require the proponent to clarify certain matters in the proposal in the manner the REC deems appropriate, including but not limited to the submission of additional documents relative thereto, allow the proponent to submit a modified proposal, or altogether reject the proposal. In all instances, the proponent shall be duly notified of any action of the REC on the proposal.

In the case the REC receives more than one proposal involving the same or similar scope of work prior to acceptance of the proposal, the first in time approach shall be used whereby the first proposal received by the REC shall be evaluated and decided upon. The second proposal will only be evaluated in the event the proceedings relative to the first proposal is terminated.

- D. Within seven (7) calendar days from receipt of the notice of acceptance of the proposal through any of the acceptable modes of service thereof, the proponent shall publish, at its own expense, the existence of its proposal as accepted by the DOE in two (2) broadsheets of general circulation. The publication shall contain an invitation to prospective applicants to participate in the selection process and clearly providing

the deadline for the submission of applications. Proof of such publication shall be submitted to the DOE within seven (7) calendar days therefrom. The REC shall likewise post the same invitation in the DOE website from the date of publication until the deadline for the submission of documents.

Should the proponent, for whatever reason, fail to publish the project proposal or fail to present proof of such publication within the required period, the proposal shall be nullified and the proceedings relative thereto shall be terminated.

- E. Within thirty (30) calendar days from the date of publication, all applicants, including the project proponent, shall submit the legal, technical and financial documents under Item II hereof. All applications and documentary requirements must be stamped received by the DOE Records Division on or before 1100H Philippine time (GMT +8). The opening and evaluation on the completeness of the applications/requirements shall be held on the same day at 1330H (GMT +8).
- F. Except for the project proponent, all applicants shall pay to the DOE a non-refundable fee of One Hundred Thousand Pesos (Php 100,000.00) prior to the submission of its application and documentary requirements. Proof of payment thereof should be attached to the application.
- G. Applicants shall submit their applications in three (3) separately sealed envelopes, each containing a copy of its legal, technical and financial documents. These envelopes shall then be enclosed in a bigger envelope, submitted to the DOE and addressed to:

The Chair
Review and Evaluation Committee
Department of Energy
Energy Center, Rizal Drive
Bonifacio Global City (BGC), Taguig City
Metro Manila, 1632 Philippines

II. Documentation Requirements

A. Legal Documentation

1. Duly filled out covering information sheet showing a summary of the application:

SAMPLE COVERING SHEET FORM

Company Name	Country of Registration	Parent Company (If Applicable)
Address:		
Authorized Contact person/s	Telephone:	Fax:
Email Address:	Website:	
It is certified that the foregoing information are true and correct. It is understood that any omission or misinterpretation of the required information shall be sufficient cause for the rejection of this application.		
_____ Authorized Representative and Signature		

2. Certified true copies of the Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and By-Laws. The corporate purpose of the proponent shall include the exploration, development and utilization of petroleum resources.
3. Certified true copy of the General Information Sheet (GIS) stamped-received by the Securities and Exchange Commission (SEC) not more than twelve (12) months old at the time of filing of application.
4. Original Copy of the Certificate of Authority from the Board of Directors of the proponent authorizing a designated representative/s to apply, negotiate, sign any documents and execute the Service Provider Contract (SPC). The said Certificate of Authority shall be executed under oath by the Corporate Secretary.
5. Any interested party organized in a foreign country shall submit legal and financial documents, or its equivalent, as required hereunder, issued by the appropriate governing body and duly authenticated by the Philippine consulate having appropriate jurisdiction.

B. Technical Documentation

Technical documents should have the following details:

1. Background/General Description of the Project;
2. Objectives/Rationale;
3. Project Outline/timeline;
4. Technical Description/Focus;
5. Work Program with Budget (estimate)
6. Benefits on both parties;
7. Deliverables
8. Company Information/Similar projects completed;

Particulars of the technical and industrial qualifications, eligibilities and work-related experiences of the proponent and its employees. Particulars on the experiences, achievements, and track records of the proponent and its employees related to technical and industrial undertakings. Operational organization, including expertise, and experience.

C. Financial Documentation

1. For corporations existing for more than two (2) years at the time of filing of application:
 - a. Original Copy of the Annual Report or Audited Financial Statements (FS) for the last two (2) years from the filing date and Original Copy of the 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;
 - b. Original Copy of the Bank Certification to substantiate the cash balance as of the latest unaudited FS;
 - c. Original Copy of the Projected Cash Flow Statement for two (2) years covering fund if applicable; and
 - d. For domestic corporations, certified true copy of the latest income tax return filed with the Bureau of Internal Revenue, and duly validated with the tax payments made thereon.
2. For newly-organized corporations existing for less than two (2) years at the time of filing of application:
 - a. Original Copy of the Audited Financial Statements (FS) or unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer;
 - b. Original Copy of the Bank Certification to substantiate the cash balance as of the latest unaudited FS; and

- c. Original Copy of the Projected Cash Flow Statement for two (2) years covering fund sources if applicable.
3. For Parent Company that guarantees for corporations with insufficient working capital, the Parent Company's fund guarantee shall be limited to the corresponding participating interest and shall submit the following:
 - a. Original Copy of the Parent Company's financial documents per C.1.a and C.1.b hereof; and
 - b. Original Copy of duly notarized Letter of Undertaking / Support from the Parent Company to fund the Work Program.
4. Minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the first contract year of the proposed work program and budget. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.

III. Evaluation and Awarding Procedures

- A. Applications with incomplete documents/requirements based on the checklist attached as Annex "B" shall be automatically disqualified during the opening of the applications. After the deadline for the submission of documents, no applicant shall be allowed to submit additional documents to rectify any defect or lacking document in its application.

The disqualified applicant may file for a request for reconsideration within three (3) calendar days from the date of opening of applications, which shall be decided upon by the REC within seven (7) working days from receipt thereof.

- B. After the opening of the application documents, the REC shall immediately convene and shall conduct evaluation of qualified applications based on the following criteria:
 1. Legal qualification - Pass or Fail
 2. Technical qualification - 70%
 3. Financial qualification - 30%
- C. The highest ranked proponent who meets the legal, technical and financial requirements shall be selected.
- D. After complete review and evaluation of the legal, technical, and financial qualifications of the applicants, the REC shall endorse to the Secretary the results of the evaluation and recommend to the Secretary the award and selection in favor of the highest-ranked applicant.

- E. The DOE Secretary will issue the corresponding Notice of Award to the winning applicant. The REC TWG and Secretariat shall then prepare the final Agreement, which shall be signed by the winning applicant within the specified period stated in the Notice of Award.
- F. In case of failure, refusal or inability of the winning applicant to enter into contract within the above period, or to commence the implementation of the project within a reasonable time, the REC may recommend to the DOE Secretary to cancel the award and consider the next highest ranked applicant.

---Nothing Follows---