

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

**SERVICE PROVIDER CHECKLIST FOR SUBMISSION OF PROPOSALS**

**- APPLICATION CHECKLIST - LEGAL**  
**(Petroleum)**

All applications shall be submitted with a cover letter addressed to the REC and a digital copy (preferably contained in a USB drive) of its legal, technical and financial documents enumerated herein:

I. LEGAL	DOCUMENT FORMAT
<input type="checkbox"/> 1) Duly filled-out covering information sheet (DOE Format);	<i>Original</i>
<input type="checkbox"/> 2) SEC Certificate of Registration or Incorporation;	<i>Certified True Copy</i>
<input type="checkbox"/> 3) SEC Articles of Incorporation and By-Laws (The corporate purpose of the proponent shall include the exploration, development and utilization of petroleum resources);	<i>Certified True Copy</i>
<input type="checkbox"/> 4) General Information Sheet (GIS) stamp-received by the SEC not more than twelve (12) months old at the time of filing of application;	<i>Certified True Copy</i>
<input type="checkbox"/> 5) Certificate of Authority from the Board of Directors of the proponent authorizing designated representative/s to apply, negotiate, sign all documents, and execute the Service Provider Contract (SPC). The said Certificate of Authority shall be executed under oath by the Corporate Secretary;	<i>Original</i>
<input type="checkbox"/> 6) For applicants other than the project proponent, proof of payment of Php 100,000.00	<i>Certified True Copy</i>

**NOTE: For foreign proponents:**

*Document Nos. 2 - 5, proponents shall submit equivalent legal documents issued by the appropriate governing body and duly authenticated by the Philippine Consulate having the appropriate jurisdiction.*

**For local proponents:**

*Document Nos. 2 - 4 shall be duly authenticated by the SEC*

**APPLICATION CHECKLIST – TECHNICAL**  
**(Petroleum)**

<b>II. TECHNICAL (Project Proposal)</b>	<b>DOCUMENT FORMAT</b>
<b>1) Background</b>	
<input type="checkbox"/> a) Summary of general description of the project proposed, work program and estimate expenditure for each proposed activity  - Main Objectives or Rationale	<i>Digital and printed copy</i>
<input type="checkbox"/> b) Project Timeline/Outline - Flowchart or - Gantt Chart	<i>Digital and printed copy</i>
<input type="checkbox"/> c) Work Program and Budget (item each activities)	<i>Digital and printed copy</i>
<input type="checkbox"/> d) Benefits / Disadvantages of the Project	<i>Digital and printed copy</i>
<input type="checkbox"/> e) Deliverables	<i>Digital and printed copy</i>
<input type="checkbox"/> f) Technical description and Map of the proposed area coverage	<i>Digital and printed copy</i>
 <b><u>Additional Documents for Data Enhancement and/ or Interpretation Proposal</u></b>	
<input type="checkbox"/> g) Technology to be used / proposed improvement to be done  - data to be used	<i>Digital and printed copy</i>
<input type="checkbox"/> h) sequences of activities to be employed	<i>Digital and printed copy</i>