



**PHILIPPINE NATIONAL OIL COMPANY  
PNOC BLDG. 6, ENERGY CENTER, RIZAL DRIVE,  
BONIFACIO GLOBAL CITY, TAGUIG CITY**

# **PHILIPPINE BIDDING DOCUMENTS**

**Consultancy Services for the Preparation of a  
Detailed Feasibility Study on 7MW Ground-  
Mounted Solar PV Project at NIA Land Property**

**REI No.: 2025-02-038**

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**Consultancy Services for the  
Preparation of a Detailed  
Feasibility Study on 7MW  
Ground-Mounted Solar PV  
Project at NIA Land  
Property**

**REI No.: 2025-02-038**

**PART I**

# ***Checklist of Eligibility Requirements***

1. Eligibility documents Submission Form (Annex A)

## **Class "A" Documents**

### **Legal Documents**

2. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

### **Technical Documents**

3. Statement of Consultant's Nationality (Annex B)
4. Curriculum Vitae for the Proposed Professional Staff (Annex C)
5. Statement of Completed Contracts (Annex D)
6. Certificate of Good Standing, Acceptance Report, Certificate of Satisfactory Service Rendered, or Any Proof of Satisfactory Completion of Completed Contracts
7. Statement of Ongoing and Awarded but Not Yet Started Contracts (Annex E)

## **Class "B" Document**

8. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

***Section I. Request for Expression of Interest***



## PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 789 – 7662

[www.pnoc.com.ph](http://www.pnoc.com.ph)

[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

### REQUEST FOR EXPRESSION OF INTEREST

#### Consultancy Services for the Preparation of a Detailed Feasibility Study on 7MW Ground-Mounted Solar PV Project at NIA Land Property

##### Request for Expression of Interest No. 2025-02-038

1. The **PHILIPPINE NATIONAL OIL COMPANY. (PNOC)**, through the **2025 Approved Corporate Operating Budget** intends to apply the sum of **Ten Million Pesos (PhP 10,000,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for **Consultancy Services for the Preparation of a Detailed Feasibility Study on 7MW Ground-Mounted Solar PV Project at NIA Land Property**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **PNOC** now calls for the submission of eligibility documents for the **Consultancy Services for the Preparation of a Detailed Feasibility Study on 7MW Ground-Mounted Solar PV Project at NIA Land Property**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **February 25, 2025 (10:00 AM)** at **PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the *PNOC Procurement Management Division* and inspect the Bidding Documents at the address given below during **working days from 8:00 AM to 5:00 PM**.
4. The Bidding Documents (Part 1) may be acquired on **February 18, 2025** by interested Consultants from the address below. **Short Listed Consultants** may only be allowed to acquire the *Bidding Documents (Part 2)* and drop their Technical and Financial Proposals upon payment of the applicable bidding documents fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (PhP 10,000.00)**.

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. Opening of Eligibility Documents will immediately follow after the deadline of submission at the given address below. Eligibility Documents shall be opened

in the presence of the bidders' representatives who choose to attend the activity. Late submissions shall not be accepted

6. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of maximum three (3) bidders who will obtain at least fifty (50) points out of one hundred (100) and will be eligible to submit bids. The criteria and rating system for short listing are:

a. Firm Rating	:	40%
b. Nominated Key Experts Rating	:	50%
c. Ongoing Consultancy Projects	:	10%

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

8. The Procuring Entity shall evaluate bids using the **Quality - Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. The weights to be allocated for the Technical Proposal is **Eighty-Five Percent (85%)** and Financial Proposal is **Fifteen Percent (15%)**. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
9. The contract shall be completed within **one hundred eighty (180) calendar days** from receipt of Notice to Proceed.
10. The **PNOC** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**The Secretariat**  
**Bids and Awards Committee**  
**Philippine National Oil Company**  
G/F PNOC Bldg. 6, Energy Center, Rizal Drive,  
Bonifacio Global City, Taguig City  
Tel. Nos.: 8789 - 7757  
Email: [rgvergara@pnoc.com.ph](mailto:rgvergara@pnoc.com.ph) / [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph)  
Website: [www.pnoc.com.ph](http://www.pnoc.com.ph) / [www.philgeps.gov.ph](http://www.philgeps.gov.ph)

  
**ATTY. JOSEPHINE CASSANDRA. J. CUI**  
**BAC Chairperson**

## ***Section II. Eligibility Documents***

### **Notes on the Eligibility Documents**

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.



## 1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines; or
  - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

## 2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
  - (a) Class "A" Documents –  
*Legal Documents*

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
  - (ii.1) the name and location of the contract;
  - (ii.2) date of award of the contract;
  - (ii.3) type and brief description of consulting services;
  - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
  - (ii.5) amount of contract;
  - (ii.6) contract duration; and
  - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other

documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

### **3. Format and Signing of Eligibility Documents**

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. \_\_\_\_ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the prospective bidder in capital letters;
- (c) be addressed to the Procuring Entity's BAC specified in the **EDS**;
- (d) bear the specific identification of this Project indicated in the **EDS**; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

## **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

## **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

## **7. Modification and Withdrawal of Eligibility Documents**

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

## **8. Opening and Preliminary Examination of Eligibility Documents**

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (a) the name of the prospective bidder;
  - (b) whether there is a modification or substitution; and
  - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall

mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

## **9. Short Listing of Consultants**

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

## **10. Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

## ***Section III. Eligibility Data Sheet***

# Eligibility Data Sheet

Eligibility Documents	
1.2	<p>Consultant shall undertake the following:</p> <ol style="list-style-type: none"> <li>1. Concept Study <ul style="list-style-type: none"> <li>• Initial Modeling and annual energy production estimates <ul style="list-style-type: none"> <li>- Solar resource assessment</li> </ul> </li> </ul> </li> <li>2. Market Study <ul style="list-style-type: none"> <li>• Market Study <ul style="list-style-type: none"> <li>- Analysis on supply and demand</li> </ul> </li> </ul> </li> <li>3. Technical Study <ul style="list-style-type: none"> <li>• Area delineation and negotiation with concerned agencies</li> <li>• Access and Transmission Line Right of Way (ROW)</li> <li>• Final modeling and annual energy production estimates</li> <li>• Geotechnical study</li> <li>• System / Distribution Impact Study</li> <li>• Facilities / Asset Study</li> <li>• Bid documents preparation</li> <li>• Front End Engineering Design (FEED)</li> </ul> </li> <li>4. Management Study <ul style="list-style-type: none"> <li>• Implementation strategy of development and construction of the project</li> </ul> </li> <li>5. Social and Environmental Study</li> <li>6. Financial Study <ul style="list-style-type: none"> <li>• Financial modeling</li> </ul> </li> </ol>
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <b>five (5) years</b> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<p><i>Acceptable proof of satisfactory completion of completed contracts:</i></p> <p style="margin-left: 40px;"><i>a. Certificate of Completion / Acceptance</i></p>
4.2	Each prospective bidder shall submit <b>one (1) original and two (2) copies</b> of its eligibility documents.
4.3(c)	<p><i>All envelopes shall be addressed to:</i></p> <p style="text-align: center;"><b>ATTY. JOSEPHINE CASSANDRA J. CUI</b>  Chairperson  Bids and Awards Committee  Philippine National Oil Company  G/F PNOC Bldg. 6, Energy Center, Rizal Drive,  Bonifacio Global City, Taguig City</p>



4.3 (f)	<p><b><i>Consultancy Services for the Preparation of a Detailed Feasibility Study on 7MW Ground-Mounted Solar PV Project at NIA Land Property</i></b></p> <p><b>Request for Expression of Interest No. 2025-02-038</b></p>
5	<p>The address for submission of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i></p> <p>The deadline for submission of eligibility documents is <b><i>February 25, 2025. (10:00 AM)</i></b></p>
8.1	<p>The place of opening of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i></p> <p>The date and time of opening of eligibility documents is <b><i>February 25, 2025. (10:30 AM)</i></b></p>
9.1	<p>Similar contracts shall refer to:</p> <p>Solar PV System feasibility study with a minimum total aggregate capacity of 7MWp</p>
9.2	<p><i>Please refer to the Terms of Reference (Annex F) for the detailed set of criteria and rating system to be used for the short listing of consultants.</i></p>

## ***Section IV. Eligibility Submission Forms***

Eligibility Documents Submission Form – ANNEX "A".....	19
Statement of the Consultant's Nationality - ANNEX "B".....	200
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Statement of Completed Contracts - ANNEX "D".....	24
Statement of Ongoing Contracts and Awarded But Not yet Started Contract - ANNEX "E" .....	25

**ELIGIBILITY DOCUMENTS SUBMISSION FORM**

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[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated **February 18, 2025** for **Consultancy Services for the Preparation of a Detailed Feasibility Study on 7MW Ground-Mounted Solar PV Project at NIA Land Property** under **2025-02-038, [Name of Consultant]** hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) **[Name of Consultant]** is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address  
Email Address

## ANNEX "B"

### STATEMENT OF THE CONSULTANT'S NATIONALITY

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*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

In compliance with the requirements of the **Philippine National Oil Company**, for the **Consultancy Services for the Preparation of a Detailed Feasibility Study on 7MW Ground-Mounted Solar PV Project at NIA Land Property** under **2025-02-038**, I/We hereby declare the following:

1. [Select one and delete the rest]

*[If domestic entity bidder]* That (Name of Bidder) is a domestic *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the Philippines;

*[If foreign entity bidder]* That (Name of Bidder) is a foreign *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the (Name of Country);

*[If foreign entity bidder]* That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es* \_\_\_\_\_); and

Very truly yours,

Signature: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Consultant/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Nos: \_\_\_\_\_

## ANNEX "C"

### FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position						
<b>Personal Information</b>						
Name of Staff						
Address			Contact No.		Email Address	
Date of Birth		Citizenship		Civil Status		
<b>Project Experience</b> <i>(start from the current employment, add rows if necessary)</i> <i>Similar and Related to the Project</i>						
EMPLOYER (AGENCY / COMPANY NAME) (Write in Full)	CLIENT (COMPANY NAME) (Write in Full)	PROJECT TITLE With Brief Project Description (Write in Full)	PROJECT DURATION (MM/DD/YYYY)		POSITION TITLE (Write in Full)	DETAILED JOB DESCRIPTION
			START	END		
<b>Relevant Training</b> <i>(start from the most recent, add rows if necessary)</i>						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by	
	From	To				
<b>Education</b> <i>(start from the most recent, add rows if necessary)</i>						
School	Inclusive Dates		Degree Course (Indicate if Completed)	Scholarships / Academic Honors Received		
	From	To				

Technical Expertise	
Database	
Operating Systems	
Application Software	
Professional Licenses, Certificates, Other Credentials	
Title	Date Received

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Printed Name and Signature of staff member]* *MM/DD/YYYY*

**CERTIFIED CORRECT:**

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Printed Name and Signature of authorized representative of the firm]* *MM/DD/YYYY*

**STATEMENT OF COMPLETED CONTRACTS**

This is to certify that \_\_\_\_\_ **(consultant)** \_\_\_\_\_ has the following completed contracts:

<b>PROJECT NAME (including NAME, ADDRESS OF CLIENT, CONTACT NO.)</b>	<b>DATE OF CONTRACT (MM/DD/YYYY)</b>	<b>TYPE OF CONTRACT  (BRIEF PROJECT DESCRIPTION)</b>	<b>START DATE (MM/DD/YYYY)</b>	<b>COMPLETION DATE (MM/DD/YYYY)</b>	<b>AMOUNT OF CONTRACT</b>	<b>CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)</b>

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date



**ANNEX "E"**

**STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that \_\_\_\_\_ **(consultant)** \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts:

DATE OF CONTRACT	CONTRACTING PARTY	NAME OF CONTRACT	TYPE OF CONTRACT	BRIEF DESCRIPTION OF CONSULTING SERVICE	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	CONSULTANT IS: a. main consultant b. subcontractor c. partner in a JV

**Note: If the bidder does not have any on-going project, please state "None" in the form above and include the form in the submission of eligibility requirements.**

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

## **TERMS OF REFERENCE**

### **1. Project Description**

The Philippine National Oil Company (PNOC) has signified its intention to pursue the conduct of detailed feasibility study for a 7MW ground-mounted solar PV system at the Magapit Main Canal, Lal-lo, Cagayan. This project reflects PNOC's commitment to advancing renewable energy development to contribute to the country's energy self-sufficiency, environmental sustainability, and economic growth.

The project shall be named "**Consultancy Services for the Preparation of a Detailed Feasibility Study on 7MW Ground-Mounted Solar PV Project at NIA Land Property.**" The project site is located at the **Magapit Main Canal, Lal-lo, Cagayan.**

### **2. Objectives of the Contract**

The objective of this Terms of Reference (TOR) is to define the general and technical requirements for the conduct of Detailed Feasibility Study (DFS). The Consultant will be responsible for conducting a comprehensive analysis, ensuring alignment with applicable engineering standards, industry codes, and government regulations.

The DFS must meet the Department of Energy's (DOE) minimum requirements for the Solar Energy Service Contract (SESC), ensuring compliance with DOE guidelines to facilitate the successful acquisition of the SESC and support the project's subsequent development. The Consultant is obligated to deliver accurate and complete findings, addressing all technical, environmental, financial, and legal aspects necessary for the project's implementation.

- a. **Assess Market Viability:** Evaluate the local and national energy landscape, assess market demand, regulatory conditions, and competitive factors that influence the solar PV project's viability.
- b. **Assess Technical Viability:** Evaluate the suitability of the NIA land property for the installation of a ground-mounted solar PV system, including site conditions, solar irradiance data, and environmental factors affecting performance.
- c. **Establish Energy Production Estimates:** Provide detailed calculations on expected energy generation, performance ratios, and system efficiency, considering local climate conditions and shading analysis.
- d. **Determine Financial Feasibility:** Conduct a detailed cost analysis, including initial capital expenditure (CAPEX), operational expenditure (OPEX), financing options, return on investment (ROI), net present value (NPV) and payback period for the project.
- e. **Evaluate Regulatory Compliance:** Identify and review all local, national, and international regulations, permits, and certifications required for the development and operation of the solar PV system.
- f. **Propose Technology and Equipment:** Recommend the most suitable technology, components, and equipment for the solar PV system, ensuring alignment with best practices in the industry for performance and longevity.
- g. **Promote Transparency and Reporting:** Require regular progress reports from the Consultant to PNOC, detailing project milestones, challenges, and resolutions, fostering transparency and effective project management.

- h. **Support in Stakeholder Engagement:** Outline strategies for engaging with relevant stakeholders, including local communities, government agencies, and environmental organizations, ensuring transparent communication.

### 3. Approved Budget for the Contract (ABC)

PNOC has an approved corporate budget in the amount of ten million pesos (**Php 10,000,000.00**) for the Project.

### 4. Scope of Works

The scope of work for the Consultant includes:

#### 4.1. Concept Study

The Consultant shall conduct a Concept Study to establish the preliminary framework and technical feasibility of the project. This includes defining the project objectives, evaluating initial site conditions, identifying preliminary technological designs, and providing realistic cost estimates for capital and operational expenses. The study will outline key design concepts, system configurations, and preliminary cost estimates to support further detailed analysis. The physical output for this activity is the **Concept Study Report**.

- Initial modeling and annual energy production estimates

The Consultant will conduct initial energy modeling to estimate the annual energy production (AEP) and capacity of the solar PV system in megawatt peak (MWp). This will involve creating a **preliminary layout, a single-line diagram, general specifications, and initial annual energy production estimates** for the system. The estimates will be based on factors such as site conditions, panel orientation, shading analysis, and other relevant technical data.

#### ✓ Solar resource assessment

- The Consultant will perform a Solar Resource Assessment (SRA) to analyze the solar energy production potential of the site, aiming to provide an accurate estimate of the SPP's annual energy production (AEP). The SRA will involve the systematic collection of "ground truth" meteorological data to reduce the uncertainty in the AEP estimates. Solar data will be gathered from reliable sources, including NASA, Vaisala, and Meteonorm, and where possible, on-site data will be used to refine the estimates. This combination of short-term site-specific data and long-term satellite-derived data will ensure the most accurate energy production estimates. The physical output for this activity is **Solar Resource Assessment (SRA) Database**, which includes detailed solar data and adjusted AEP estimates for the SPP site, reflecting the combined short-term and long-term data analysis.
- Based on the data collected during the Solar Resource Assessment (SRA), the Consultant will process and analyze the solar data to estimate the Annual Energy Production (AEP) of the SPP. Industry-standard modeling software, such as PVsyst, will be used to simulate the AEP, taking into

account site-specific conditions like solar irradiance, shading, and panel performance. The results will be **incorporated into the Solar Resource Assessment (SRA) Database** of the SPP, which includes processed and analyzed solar data, along with the simulated AEP estimates.

#### 4.2. Market Study

The Market Study will assess the local and national energy landscape, identifying market demand, regulatory conditions, and competitive factors that influence the viability and sustainability of the solar PV project. The physical output of this study will be a **Market Study Report**, providing comprehensive insights and data supporting the project's feasibility and alignment with market trends.

- Analysis on supply and demand

The Consultant will conduct an analysis of the demand for solar power based on the "70%-20%-10%" policy, which segments supply into base load, mid-merit, and peaking. The analysis will assess the impact of mechanisms under R.A. 9513, such as the Renewable Portfolio Standard, Feed-in Tariff, Green Energy Option, and Distributed Generation, to determine the optimal Solar Power Plant (SPP) capacity. The Consultant will provide a detailed **Supply and Demand Report**, including data-driven insights and projections, as well as considerations of the competitive selection process (CSP), Retail Electricity Supply (RES), and any future regulations.

#### 4.3. Technical Study

The Technical Study will assess the suitability of the project site, including area identification, right of way, and geotechnical conditions. It will involve energy modeling and estimating the annual energy production, as well as conducting a system or distribution impact study to evaluate any effects on the local grid. The study will also include a facilities asset assessment and the development of an engineering design for the solar PV system. Lastly, the Consultant will provide sound recommendations or advice regarding the bidding documents preparation for the EPC (Engineering, Procurement, and Construction) contract. The physical output for this activity is **Technical Study Report**.

- Area delineation and negotiation with concerned agencies

The Consultant will assess the identified land for the solar PV installation, focusing on evaluating accessibility, current site conditions, and land availability. This will help determine the final capacity of the project. A **Map of the Production Area**, clearly delineating the boundaries of the project site will be the physical output of this scope.

- Access and Transmission Line Right of Way (ROW)

The Consultant will evaluate the existing access routes to the site and identify potential transmission line routes for connecting the solar PV system to the grid. This includes assessing land ownership, legal

requirements, and environmental considerations to determine the most feasible and cost-effective right of way (ROW) for the transmission lines. **Transmission Line Layouts**, presenting different routing alternatives for the transmission line, allowing for flexibility in selecting the optimal path based on the study's findings will be the physical output for this scope.

- Final modeling and annual energy production estimates

The Consultant shall conduct the final modeling of the Solar Power Plant (SPP) as soon as all required parameters, such as site-specific data, design specifications, and technical inputs, are confirmed. This activity aims to refine the initial Annual Energy Production (AEP) estimates to ensure accuracy and alignment with the finalized project configuration. The minimum physical output of the activity shall be the **final layout, single line diagram, equipment specifications and annual energy production (AEP) of the SPP**.

- Geotechnical Study

The Consultant will conduct a thorough geotechnical investigation to evaluate the soil mechanics and site conditions at the proposed location for the ground-mounted SPP. This study will provide critical data to inform the foundation design, ensuring that it can support the design loads and withstand environmental factors. The investigation will assess factors to ensure the long-term stability and performance of the foundation. Given the importance of the geotechnical conditions in the overall project success, the Consultant will emphasize the significance of early-stage geotechnical analysis to mitigate potential risks and ensure cost-effective foundation design. The physical output for this activity is a **Detailed Geotechnical Study Report** which includes site characterization, and recommendations for foundation design.

- System/Distribution Impact Study

The Consultant will conduct a comprehensive System/Distribution Impact Study (S/DIS) to evaluate the impact of the proposed SPP on the existing transmission and distribution systems. This study is required to assess the adequacy of the transmission system and its capacity to accommodate the additional power delivery service. The Consultant will ensure that the study includes a detailed analysis of the grid's ability to support the project, including identifying any potential grid reinforcements, and assessing the necessary changes or upgrades to the system.

The S/DIS report will provide critical recommendations, including the proposed connection scheme, any required grid reinforcements, and the establishment of asset boundaries between the SPP and the transmission network. The study will follow the procedures outlined in the Revised Rules, Terms, and Conditions for Open Access Transmission Service (OATS), specifically B15, to ensure compliance with regulatory requirements.

The physical output for this activity is a **Detailed System/Distribution Impact Study Report** which includes the following:

- Recommended connection scheme for the SPP

- Identification of any required grid reinforcements or modifications
- Asset boundary determination
- Full documentation required for DOE clearance and compliance with Grid Code regulations
- Any costs associated with grid reinforcements and power delivery services.

- Facilities/Asset Study

If the System/Distribution Impact Study (S/DIS) indicates the need for new facilities or grid upgrades, the Consultant will conduct a Facilities/Asset Study in accordance with B14 of the Revised Rules, Terms, and Conditions for the provision of Open Access Transmission Service (OATS). The study will evaluate the necessary infrastructure, design, and resources to integrate the SPP into the existing transmission network, ensuring compliance with OATS regulations. The physical output for this activity is the **Facilities/Asset Study Report**.

- Bid documents preparation

This document outlines the detailed requirements, scope of work, technical specifications, and conditions for the Engineering, Procurement, and Construction (EPC) contract. It includes the project timeline, quality assurance measures, health and safety guidelines, contractual terms, and bid evaluation criteria. The TOR ensures that potential EPC contractors have a clear understanding of the project requirements, facilitating a transparent and competitive bidding process. It also provides the foundation for negotiating and finalizing the contract with the selected contractor, ensuring the project is executed efficiently and meets all technical, regulatory, and operational standards. It involves creating the **Terms of Reference (TOR) for the EPC Contract**, which will serve as the physical output.

- Front End Engineering Design (FEED)

The Consultant will develop the Front-End Engineering Design (FEED) of the SPP based on the findings and results of the technical study. The FEED will include comprehensive design specifications, layout plans, system components, and integration details. It will serve as the basis for the procurement and construction of the SPP facility, ensuring that the project meets all technical, regulatory, and operational requirements. A **Front-End Engineering Design** will be the physical output for which it includes complete design specifications, technical drawings, and system integration plans.

#### 4.4. Management Study

The Consultant will conduct a Management Study to assess the organizational structure and its effectiveness in supporting the SPP project. The study will evaluate whether the project's organizational setup is optimally designed, ensuring that functions are carried out efficiently at the lowest manpower level possible. The study will also serve as a basis for selecting qualified personnel for the Engineering, Procurement, and Construction (EPC)

contractor, ensuring the right expertise is in place to successfully execute the SPP. Additionally, the study will analyze the potential net positive gains that the society and economy can derive from the project, considering its overall impact on local communities, employment, and economic growth. The physical output for this is the **Management Study Report**.

- Implementation strategy of development and construction of the project

It involves studying the strategies used by commercially operating SPPs, with a focus on local SPPs and industry best practices. The lessons learned from these projects will be analyzed to inform the development of an effective implementation strategy for the new SPP. This will ensure that the project follows proven methods for successful execution. The physical output of this study will be a **Gantt Chart** detailing the work plan for the project over the **development timeline of Development/Commercial Stage (DCS)**, highlighting key milestones and tasks.

#### 4.5. Social and Environmental Study

The Consultant will conduct a Socio-Economic and Environmental Study to assess the project's feasibility in delivering sustainable economic and social benefits while ensuring compliance with environmental regulations. The study will evaluate the project's economic profitability, its potential to generate net positive socio-economic gains, and its impact on local communities, employment, and economic growth. It will also identify and recommend measures to mitigate any adverse environmental and social impacts, promoting sustainability throughout the project lifecycle.

As part of this scope, the Consultant will provide inputs on permitting requirements, including applications and compliance documentation for regulatory approvals. This will cover permits from concerned agencies such as the Department of Environment and Natural Resources (DENR)—including Environmental Compliance Certificate (ECC) and Certificate of Non-Coverage (CNC)—as well as permits from the National Commission on Indigenous Peoples (NCIP)—including Certificate of Non-Overlap, Certification Pre-condition, and other applicable permits, if required.

The physical output of the activity is a **Socio-Economic and Environmental Study Report**, along with **inputs on permitting requirements**, including checklists and documentation for submissions to concerned agencies.

#### 4.6. Financial Study

The Consultant will conduct a Financial Study to evaluate the economic viability and financial performance of the SPP. A comprehensive financial model will be developed to analyze the project's feasibility under the base case and multiple scenarios. Key financial indicators such as Weighted Average Cost of Capital (WACC), Equity Internal Rate of Return (EqIRR), Financial Internal Rate of Return (FIRR), Economic Internal Rate of Return (EIRR), Net Present Value (NPV), and payback period will be assessed. The physical output for this activity is the **Financial Study Report**.

- Financial modelling

The financial model will incorporate assumptions aligned with financing institution standards and Department of Energy (DOE) requirements. It will account for all applicable incentives and simulate various scenarios, including a **10% cost overrun, 10% benefit shortfall**, and a combination of both, ensuring sensitivity analysis to evaluate potential risks. The physical output of the activity is a **Detailed Report for Financial Modelling**, which will include scenario-based financial indicators, assumptions, cash flow projections, incentives considered, and sensitivity analyses.

## 5. Deliverables

The Consultant shall ensure that the following deliverables are provided to PNOC, with physical copies submitted as the official records and electronic copies as advance submissions. Any subsequent corrections or changes deemed necessary by PNOC, including all resulting costs and delays, shall be the sole responsibility of the Consultant. PNOC reserves the right to reproduce any reports, drawings, or documents received from the Consultant as may be required for project purposes. The Consultant shall deliver all required outputs specified in **Section 4: Scope of Works** within the agreed timelines as shown in **Section 12: Project Timeline**, ensuring completeness, accuracy, and compliance with the Terms of Reference. Deliverables under each scope—**Concept Study, Market Study, Technical Study, Management Study, Social and Environmental Study, and Financial Study**—must be submitted in advance, where applicable, to allow sufficient time for PNOC’s review, evaluation, and approval. All final reports, supporting documentation, and permitting requirements shall be completed and submitted before the conclusion of the consultancy contract.

The Consultant is expected to perform its obligations with the highest level of professionalism, diligence, and efficiency, ensuring compliance with PNOC’s quality standards and timelines.

### 5.1. Physical Output/s of each activity

- Concept Study
  - ✓ Concept Study Report
    - Preliminary layout, single-line diagram, general specifications, and an initial annual energy production estimate
      - ❖ Solar Resource Assessment (SRA) Database
- Market Study
  - ✓ Market Study Report
    - Supply and Demand Report
- Technical Study
  - ✓ Technical Study Report
    - Map of the Production Area
    - Transmission Line Layouts
    - Final layout, single line diagram, equipment specifications and annual energy production (AEP) of the SPP.
    - Detailed Geotechnical Study Report
    - Detailed System/Distribution Impact Study Report
    - Facilities/Asset Study Report
    - Terms of Reference (TOR) for the EPC Contract
    - Detailed Engineering Design of the SPP



- Management Study
  - ✓ Management Study Report
    - Gantt Chart/Work Plan of 5 Years for Development/Commercial Stage
- Social and Environmental Study
  - ✓ Socio-Economic and Environmental Study Report
    - Inputs on permitting requirements (e.g. checklists, etc.)
- Financial Study
  - ✓ Financial Study Report
    - Detailed Report for Financial Modelling

## 6. Commencement Date and Period of Implementation

The commencement date of the Project shall be upon receipt of the **Notice to Proceed (NTP)**. The duration of the consultancy services for the preparation of the **Detailed Feasibility Studies (DFS)** shall be **one-hundred eighty (180) calendar days** from the receipt date of the Notice to Proceed.

## 7. Payment Terms

Milestone payments will be adopted where the payment shall be released upon reaching the specific project milestone, to ensure that these conform to the requirements set for the purpose.

The payments are subject to the usual government accounting and auditing requirements. Hence, the Consultant is expected to be familiar with the Government Accounting and Auditing Manual (GAAM).

Project Milestone*	Percentage of Payment	Billing Period
Submission and acceptance of concept study	10%	At the end of <b>Week 4</b>
Submission and acceptance of market study	10%	At the end of <b>Week 8</b>
Submission and acceptance of technical study	15%	At the end of <b>Week 23</b>
Submission and acceptance of financial study	15%	At the end of <b>Week 23</b>
Submission and acceptance of management study	10%	At the end of <b>Week 20</b>
Submission and acceptance of social and environment study	10%	At the end of <b>Week 22</b>
Submission and acceptance of detailed feasibility study	30%	At the end of <b>Week 26</b>

\*Retention Money: 10% for every progress billing.

## 8. Minimum Expertise Requirements

Bids exceeding the identified Approved Budget for the Contract (ABC) will automatically be disqualified. The selection of the Consultant will be based on:

### 8.1. Experience and track record in similar projects

- Bidders must have a proven track record of five (5) years.

- Bidders must have completed solar PV feasibility study with a minimum total aggregate capacity of 7 MWp.

## 8.2. Technical expertise and key personnel

The Consultant shall employ and certify the competency of the following **minimum key personnel** dedicated to the preparation of the **Detailed Feasibility Studies (DFS)**:

PERSONNEL	QTY	QUALIFICATIONS	EXPERIENCE
Project Lead	1	Shall be Licensed Electrical, Civil, or Mechanical Engineer	<ul style="list-style-type: none"> <li>• Minimum <b>ten (10) years' experience</b> in managing feasibility studies for renewable energy projects.</li> <li>• Completed at least <b>three (3) consultancy contract for solar PV project.</b></li> </ul>
Electrical Lead Design Engineer	1	Shall be Licensed Electrical Engineer	<ul style="list-style-type: none"> <li>• Minimum <b>five (5) years' experience</b> in ground mounted solar PV system design, modeling, and technical evaluation, including energy yield analysis and system optimization.</li> <li>• Completed at least <b>two (2) consultancy contract for solar PV project.</b></li> </ul>
Financial Analyst	1	Bachelor's degree in Finance, Economics, or related field	<ul style="list-style-type: none"> <li>• Minimum <b>three (3) years' experience</b> in financial modeling and feasibility assessments for energy projects, preferably renewable energy projects.</li> <li>• Completed at least <b>one (1) consultancy contract.</b></li> </ul>
Environmental Specialist	1	Bachelor's degree in Environmental Science, Engineering, or related field	<ul style="list-style-type: none"> <li>• Minimum <b>three (3) years' experience</b> in environmental impact assessments and permitting, including work with DENR compliance and environmental clearances.</li> <li>• Completed at least <b>one (1) consultancy contract.</b></li> </ul>
Geodetic Engineer	1	Shall be Licensed Geodetic Engineer	<ul style="list-style-type: none"> <li>• Minimum <b>three (3) years' experience</b> in geotechnical investigations and foundation assessments, preferably for renewable energy or infrastructure projects.</li> <li>• Completed at least <b>one (1) consultancy contract.</b></li> </ul>

The Consultant may nominate the personnel in dual positions, except for the Project Manager, for as long as they are qualified and capable of doing multiple tasks and with the assurance that it can deliver the work on time without compromising the quality. The Consultant shall ensure that all assigned personnel possess the required qualifications and expertise to deliver high-quality outputs as specified in the Terms of Reference. Any replacement of personnel shall be subject to PNOC's prior approval.

#### 8.2.1. Roles of the Key Personnel

- **Project Lead** – Serves as the **single point of contact** with PNOC for all matters related to the preparation of the **Detailed Feasibility Studies (DFS)**. The Project Manager is responsible for **overall project coordination** and ensuring that timelines, deliverables, and quality standards are met. The Project Manager shall ensure that all outputs are **clear, accurate, and DOE-compliant**, and assist in securing the **Service Contract** by preparing all necessary submissions.
- **Electrical Lead Engineer** – Responsible for conducting **technical evaluations, energy yield assessments, and system optimization** for the proposed SPP. The Electrical Lead Engineer shall provide inputs to **engineering, design, and modeling requirements** and be available during meetings related to technical aspects of the DFS.
- **Financial Analyst** – Responsible for developing the **financial model** for the project, conducting **financial feasibility analyses**, and evaluating scenarios as required by financing institutions and the Department of Energy (DOE). The Financial Analyst shall prepare detailed reports on **financial indicators** and ensure compliance with DOE and lender requirements.
- **Environmental Specialist** – Leads the **environmental impact assessment (EIA)** process and ensures compliance with environmental laws and regulations. The Environmental Specialist is tasked with identifying **environmental risks**, proposing **mitigation measures**, and securing **environmental clearances** and permits in coordination with relevant agencies.
- **Geodetic Engineer** – Conducts **site investigations** and assesses **soil and foundation conditions** to support the technical feasibility of the project. The Geotechnical Engineer shall ensure that **geotechnical studies** are properly documented and meet the requirements for **site suitability assessments**.
- **Social Development Expert** – Handles the **socio-economic and community impact assessments** to evaluate the project's effects on local communities. The Social Development Expert is responsible for conducting **stakeholder consultations**, preparing reports on **social impacts**, and proposing **mitigation strategies** to support project development and permitting.

The Consultant shall ensure that each key personnel fulfill their assigned roles with the **highest level of professionalism and accountability**, providing regular updates and maintaining **close coordination** with PNOC throughout the duration of the contract.

## 9. **Evaluation of Bids**

The bid evaluation process will begin with the shortlisting of all submitted bids, after which the technical and financial proposals of the shortlisted bidders will be assessed.

Prospective bidders are required to submit all necessary technical, legal, and financial documents as outlined in the Invitation to Apply for Eligibility and to Bid (IAEB), the Instructions to Bidders (ITB), and any other documents mandated by relevant laws and regulations.

9.1. Shortlisting

A maximum of three qualifying bids with at least fifty (50) points out of 100 shall be shortlisted in the shortlisting round. The breakdown is as follows:

<b>Criteria/ Particulars</b>	<b>Maximum number of points that could be awarded to a bid</b>
<b>I. Firm Rating</b>	<b>40</b>
Years of experience in consultancy services	20
Aggregate Capacity of Consultancy Contracts for Solar PV Projects	20
<b>II. Nominated Key Experts Rating</b>	<b>50</b>
Education	5
Years of Experience	25
Number of Solar PV projects	20
<b>III. Ongoing Consultancy Projects</b>	<b>10</b>
<b>Total</b>	<b>100</b>

**Rating criteria for the firm:**

Firms that meet the minimum requirements as stated in **Section 8** shall be rated based on the following:

**A. Years of Experience in Consultancy Services – 20 Points**

<b>Criteria</b>	<b>Unit of Measure</b>	<b>Points</b>			
		<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
Years of Experience	Number of years	5	6 to <8	8 to <10	10 or more

**B. Aggregate capacity of completed consultancy contract for Solar PV Projects – 20 Points**

<b>Criteria</b>	<b>Unit of Measure</b>	<b>Points</b>		
		<b>5</b>	<b>10</b>	<b>20</b>
Completed consultancy contract for Solar PV Projects	Aggregate Capacity of Solar PV Contract (in MWp)	7	8 to 9	more than 10

**Rating criteria for the Nominated Key Experts:**

The nominated experts shall be rated in three areas: education, experience, and involvement with Solar PV projects. The rating of each bid for each area shall be the average rating of all experts identified in the bid. A rating of 0 points in any of the areas for any identified expert means the automatic disqualification of the bid.

**A. Education - 5 Points**

Criteria	Unit of Measure	Points		
		3	4	5
Educational Attainment	Highest Level of Educational Attainment	BS	MS	PhD

- *Nominated experts that do not have a degree in the field as specified in 8.2 shall be given 0 points.*
- *Nominated experts with master's and/or doctorate degrees shall be rated according to the highest level they attained in the field as specified in 8.2*

*e.g., if a nominated expert has a doctorate, but only their bachelor's and master's degree are in the field as specified in 8.2, then their rating would be 3 or 4*

- *If a nominated expert, despite having a non-related bachelor's degree, has a master's and or doctorate that is/are related to the field as specified in 8.2, then they shall be rated according to the highest level they attained in the field as specified in 8.2.*

*e.g., if a nominated expert has a bachelor's degree that is not compliant to what is specified in 8.2, but has a doctorate that is compliant, then their rating would be 5*

**B. Years of Experience - 25 Points**

Criteria	Unit of Measure	Points	
		2015	25
Project Lead	Number of completed consultancy contract for Solar PV Projects	3	more than 3
Electrical Lead Design Engineer		2	more than 2
Financial Analyst	Number of completed consultancy contracts	1	more than 1
Environmental Specialist		1	more than 1
Geodetic Engineer		1	more than 1
<b>Criteria</b>			
Project Lead	Number of years of professional experience	10	more than 10
Electrical Lead Design Engineer		5	more than 5
Financial Analyst		3	more than 3
Environmental Specialist		3	more than 3
Geodetic Engineer		3	more than 3
Social Development Expert		3	more than 3

- The overall points for years of experience will be calculated as average of the individual points of key personnel.

**C. Number of Consultancy Contract for Solar PV projects - 20 Points**

- The overall points for number of consultancy contract for Solar PV Projects will be calculated as average of the individual points of key personnel.

**Rating criteria for Ongoing Consultancy Projects:**

Points for ongoing consultancy projects will be allocated based on project load, with the consultant handling the fewest projects receiving 10 points, and the second fewest receiving 9 points, and so on.

9.2. Proposal Evaluation

The technical and financial proposals of the shortlisted bidders shall be evaluated using the Quality-Cost Based Evaluation according to pertinent provisions of RA 9184. The rating breakdown shall be as follows:

<b>Criteria/ Particulars</b>	<b>Maximum number of points that could be awarded to a bid</b>
<b>I. Technical Proposal</b>	<b>85</b>
Technical proposal ( <i>Approach and Methodology, Work Plan, Organization and Staffing</i> )	60
Consultant qualification ( <i>Firm and Experts' Qualification</i> )	25
<b>II. Financial Proposal</b>	<b>15</b>
<b>Total</b>	<b>100</b>

**Technical Proposal Evaluation – 85 points**

Shortlisted bidders shall provide documents that would present and/or prove their technical experience, approach, and methodology on all technical and cost parameters detailing professional inputs and time requirements.

**Technical Proposal – 60 points**

The technical proposal shall have and will be evaluated based on the following components:

1. Technical Approach and Methodology

This part covers the understanding of the objectives of the assignment, the approach to the services, the methodology for carrying out the activities and obtaining the required outputs, and the degree of detail of said outputs.

In this component, the bidder shall highlight the problems being addressed and their importance and explain the technical approach they

would adopt to address them. As to the technical approach, they are to present the methodologies they would adopt and highlight the compatibility of the same to the technical approach they are adopting.

2. Work Plan

This segment contains the proposed main activities, their content and duration, phasing and interrelations, milestones (including interim approvals from PNOC), and delivery dates of the reports.

The proposed work plan should be consistent with **Section 5: Deliverables**, showing an understanding of the TOR and the ability to translate the same into a feasible work plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included in this component.

3. Organization and Staffing

The proposed structure and composition of the team, with each member's tasks and responsibilities being described.

The rating for the technical proposal shall be as follows:

A. Technical Approach and Methodology		
Rating	Points	Description
Very Good	25	In addition to the description under 'good', the proposed technical approach and methodology present an efficient and effective way to address the work outlined in this Terms of Reference, an indication that the bidder understood the scope of work outlined in the assignment. The submission illustrates that the bidder has an excellent level of knowledge on the assignment and its surrounding conditions, and a firm grasp of solutions founded on state-of-the-art approaches and knowledge.
Good	15	The proposed technical approach and methodology is discussed in detail and is specifically tailored to the scope of work outlined in this Terms of Reference. The submission is flexible enough to allow it to adapt to changes that may occur during the course of the engagement.
Fair	10	Only a general discussion of the proposed technical approach and methodology was provided by the bidder. The submission, despite being adequate, does not specifically address the requirements as outlined in this Terms of Reference.

B. Work Plan		
Rating	Points	Description
Very Good	20	In addition to the description under 'good', the decision points, sequence, and timing of activities are well-defined, indicating that the bidder has optimized the use of resources.

Good	10	The work plan responds well to the requirements of the TOR and is sufficiently explained to facilitate an understanding of the proposed work plan. All of the important activities are indicated in the activity schedule and the timing for the same is consistent with assignment outputs. The interrelation among the various activities is realistic and consistent with the proposed approach.
Fair	5	All key activities are included but are not explained in detail. Minor inconsistencies are present among the timing, assignment outputs, and the proposed approach.

C. Organization and Staffing		
Rating	Points	Description
Very Good	15	In addition to the description under 'Good', the proposed organization and staffing is integrated, clearly shows lines of responsibility, and contains a detailed discussion proving that the bidder has optimized the deployment of the identified experts.
Good	10	The proposed organization and staffing schedule is complete and complemented with a detailed description of duties and responsibilities for each identified expert. Staffing is consistent with both timing and assignment outputs.
Poor	5	The proposed organization and staffing schedule, along with the description of duties and responsibilities for each identified expert, are adequate but could benefit from additional detail and clarity to fully meet the requirements of the TOR. While the bidder's organization and staffing arrangement shows potential, there are concerns about the ability to deliver the required outputs effectively within the prescribed period of the assignment.

**Consultant qualification – 25 points**

Firms that meet the minimum requirements as stated in 9.1 shall be rated based on the **shortlisting score**. Rating for this criterion shall be determined using the following formula:

$$\text{Consultant qualification rating} = \frac{\text{Shortlisting rating of the bidder}}{\text{Maximum shortlisting rating}} \times 25$$

**Financial Proposal Evaluation – 15 points**

Bidders who quoted a Financial Bid more than the ABC shall be rejected/disqualified.



All ABC-compliant bids shall be ranked, with the lowest bid ranking first and getting the full rating of 15. Rating for other bids (Bidder N) shall be determined using the following formula:

$$\frac{\text{Lowest Financial Bid}}{\text{Financial Bid of Bidder N}} \times 15$$

PNOC shall not be bound to accept the lowest or any other Bid or to assign any reason for non-acceptance or rejection of a bid. PNOC reserves the right to accept any bid in respect of the whole or any portion of the work specified in the submitted bid.

## 10. Project Schedule

As part of the bid submission, the Consultant shall provide a **detailed project schedule** for the preparation of the **Detailed Feasibility Studies (DFS)**. The schedule must outline all **key activities and milestones**, including but not limited to:

- 10.1. Completion of **concept study**, including the initial assessments, project framework, and preliminary evaluations
- 10.2. Completion of **market study** and identification of demand projections and market trends.
- 10.3. Completion of **technical studies**, including site assessments, geotechnical investigations, and system design evaluations.
- 10.4. Completion of **management study**, covering organizational structure, operational requirements, and resource planning.
- 10.5. Completion of **socio-economic and environmental studies**, including impact assessments, permitting requirements, and consultations with stakeholders.
- 10.6. Completion of **financial studies**, including development of financial models, scenario analyses, and economic viability assessments.
- 10.7. Submission of **draft reports** for review and approval by PNOC.
- 10.8. Submission of **final DFS report**, incorporating all revisions and addressing PNOC's comments.

The Consultant shall use applicable software or computer programs to present the project schedule, ensuring clarity and ease of monitoring progress against key deliverables.

The Consultant is expected to ensure timely completion of all tasks within 180 calendar days from the Notice to Proceed (NTP) and to provide regular progress updates to PNOC throughout the implementation period.

## 11. Preliminary Design Drawings

The design drawings must be detailed, accurate, and sufficient to illustrate the engineering concept, structural layout, and electrical configuration of the proposed solar PV system. Drawings shall be submitted in A3 size format and in both physical and electronic copies.

The Consultant shall include the following preliminary design sheets, as applicable:

Sheet	Content
Cover Page	Project Title

G / 1	List of Drawings, Legend and General Notes
G / 2	Project Location Map, Site Development Plan, Project Site Conditions and Technical Features
E / 1	Transmission Line Layout and Tapping Point Connection Details
E / 2	Single Line Diagram (SLD) Showing Grid Interconnection, Inverters, and Transformers
E / 3	Load Flow and Voltage Drop Calculations for AC and DC Circuits
E / 4	Control and Monitoring System Topology
E / 5	Solar PV Array Stringing Plan and Electrical Configuration of Modules and Combiner Boxes
E / 6	DC, AC and Communication Cable Routing Details
E / 7	Proposed Grounding System Location and Wiring
E / 8	CT and Metering Installation
E / 9	Lightning Arrester and Surge Protection Layout
S / 1	Structural Layout of Solar PV Array Mounting System and Foundation Details
S / 2	Substation, Control Room, and Inverter Station Layout and Foundation Plans
S / 3	Access Roads, Perimeter Fencing, and Security Features
S / 4	Drainage and Flood Control Plans
S / 5	Structural Calculations and Geotechnical Considerations for Foundations and Mounting Structures
S / 6	Environmental Protection and Safety Plan for the Project Site

## 12. Weekly Meetings and Progress Reports

The Consultant shall submit progress reports to PNOC on a monthly basis. These reports shall provide a comprehensive update on the status of the Detailed Feasibility Study (DFS) and its associated components. The reports must include the following details:

- 12.1. **Program of Work** – A clear schedule of all DFS-related tasks, utilizing project management tools to track milestones and timelines for each component (market study, technical, social/environmental, and financial studies).
- 12.2. **Data Collection Status** – A status report on the deliverables and documentation for each study, including data collection, analysis progress, and expected submission dates.
- 12.3. **Accomplishment and Target Report** – A summary of completed tasks, milestones made, and any delays or issues encountered, along with mitigation plans to address delays or slippage.

### 13. Project Timeline

Project Timeline: NIA Ground Mounted Solar PV Project		Week																																																	
Item	Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26																								
	<b>Progress Reports</b>																																																		
1.00	Concept Study Report																																																		
2.00	Market Study Report																																																		
3.00	Technical Study Report																																																		
4.00	Management Study Report																																																		
5.00	Socio-economic and Environmental Study Report																																																		
6.00	Financial Study Report																																																		
7.00	Draft DFS																																																		
8.00	Final DFS																																																		

