

## DETAILED INSTRUCTION TO BIDDERS (as of February 2026)

### 1. Expression of Interest

1.1 Parties interested to bid (the “Interested Bidders”) shall be required to comply with the following eligibility requirements (the “Eligibility Requirements”) which must be submitted electronically using the email of its authorized representative indicated in the cover letter signifying interest to join the Bidding (“Expression of Interest”) to the Third-Party Bids and Awards Committee (TPBAC) Secretariat through its email address: [tpbacsecretariat@ngcp.ph](mailto:tpbacsecretariat@ngcp.ph) no later than the Expression of Interest Deadline as specified in the Invitation to Bid:

- i. Notarized Expression of Interest\*;
- ii. Company Profile;
- iii. Securities & Exchange Commission (SEC) Registration Certificate and Articles of Incorporation, or Department of Trade & Industry (DTI) Registration Certificate, whichever is applicable;
- iv. General Information Sheet (GIS);
- v. Bureau of Internal Revenue (BIR) Certificate of Registration (COR);
- vi. Valid & Current Business Permit;
- vii. Certificate of Compliance which shall remain valid for the duration of the ASPA, or Provisional Authority to Operate issued by the Energy Regulatory Commission (ERC);
- viii. Approved Wholesale Electricity Spot Market (WESM) Registration with IEMOP as a Generation Company and an Ancillary Service provider;
- ix. Ancillary Services Certification issued by the NGCP. The bidder shall ensure that the Ancillary Services Certification shall remain valid from bid opening date up to the duration of the ASPA;
- x. Valid Connection Agreement with NGCP, applicable to grid-connected plants only
- xi. Valid Transmission Service Agreement (TSA) and Metering Service Agreement (MSA) with NGCP, applicable to both embedded and grid-connected generators;
- xii. Board Resolution Authorizing the Prospective Bidder to Participate in the AS Bidding;
- xiii. Notarized Non-Disclosure Undertaking\*;
- xiv. Written Acceptance of the Terms of Reference\*;
- xv. Acknowledgement and Consent Form on Data Privacy\*; and
- xvi. Notarized undertaking that all documents submitted are true and correct, and copies of legal and regulatory documents are exact reproductions of the original\*.

\* *prescribed forms available for download at <https://www.ngcp.ph/csp>*

1.2 The Eligibility Requirements must be (i) clearly scanned using .pdf file format, and (ii) in the form and substance made available on NGCP’s website <https://www.ngcp.ph/csp>, as applicable.

1.3 Should the TPBAC receive only one (1) Expression of Interest for RR, CR, DR, RPS, and BSS per Grid, the TPBAC shall declare a failure of the bidding process only for that specific AS Type and Grid.

- 1.4 Upon the TPBAC-Secretariat's receipt of said submission, subject to a later evaluation of the contents of the submitted documents, it will electronically acknowledge the receipt thereof. Following review of all submitted Eligibility Requirements, the TPBAC shall notify each Interested Bidder of the result of the evaluation via email. Only Interested Bidders with submissions that are complete and in order (the "Eligible Bidders") will be given confirmation by the TPBAC of its eligibility to participate in the Bidding.
- 1.5 If the submissions are complete and in order, the Interested Bidder shall be qualified to participate and become an Eligible Bidder. The link to an online repository/folder containing bid-related documents (the "Bidding Documents") shall be sent to the Eligible Bidders, which shall be accessible and available only for that particular bidder through the registered email/s of its authorized representative/s indicated in its Expression of Interest.
- 1.6 After the lapse of the deadline for submission of Expression of Interest, Eligible Bidders may change the names or details of their authorized representative/s no later than five (5) days prior to the Bid Submission Deadline.
- 1.7 The hard copies of the documents enumerated in section 1.1 above, shall be submitted to NGCP in a separate envelope, along with the bid submission, for the TPBAC's file.
- 1.8 There shall be no bid participation fee, nor bid documents fee to be charged.

## **2. Pre-Bid Conference**

- 2.1 The TPBAC shall conduct a Pre-Bid Conference via hybrid face-to-face and virtual video conferencing.
- 2.2 Eligible Bidders shall be requested to submit queries in advance using the prescribed template, as indicated in the timeline in the Invitation to Bid.
- 2.3 Only the authorized representative/s of the bidders as indicated in the Expression of Interest shall be allowed to attend and participate in the Pre-Bid Conference.
- 2.4 Observers from DOE, ERC, and NEA shall also be invited.

## **3. Submission of Bid**

- 3.1 All bids shall be submitted in both electronic and hard copies. It is the duty of the Eligible Bidder to ensure that the electronic copy of the bid documents uploaded in the online repository is complete and the exact copy of the hard copy submitted to the NGCP at Bonaventure Plaza Bldg., Ortigas Avenue, San Juan City. In case of any inconsistency between the electronic copy and the hard copy of the bid documents submitted, the hard copy shall prevail, in which case, the TPBAC may require the Eligible Bidder to submit the electronic copy that is consistent with the hard copy already submitted.
- 3.2 The Eligible Bidder shall be disqualified in case of incomplete submission of hard copy of documents.
- 3.3 Eligible Bidders may still update their AS offer from the Expression of Interest (i.e. AS type and capacities) in their bid submission. However, the AS offer in the bid

submission shall be considered final and shall no longer be modified after the Bid Submission Deadline.

- 3.4 Eligible Bidders shall upload to their assigned online repository/folder, two (2) separate and password-protected zip folders (.zip file) (the “Envelopes”) containing the following:

**3.4.1 Envelope 1**

3.4.1.1 Legal Documents – scanned copies in .pdf format

- a. List of existing Power Supply Agreement(s) (PSA), with data on duration of contract and capacity. This is to ensure that the AS capacity being offered is un-contracted and available. Actual copy of PSA is not required to be submitted.
- b. For Embedded Generators, written consent of Host Distribution Utility that the Embedded Generator can be dispatched anytime for provision of Ancillary Services. This requirement does not apply to grid-connected generators.
- c. 2-year Audited Financial Statement including Income Tax Return (ITR) stamped "Received" by the BIR for 2024 to 2025. If the 2025 AFS and ITR are not yet available, submit the copy from the most recent year, and submit the 2025 AFS and ITR as soon as it becomes available, at any stage of the bidding process. For newly established companies, submit the AFS of the parent company.
- d. Notarized undertaking stating that: (i) all documents submitted in Envelope 1 and Envelope 2 are true and correct, and copies of legal, regulatory, technical, and financial documents are exact reproductions of the original; and (ii) the electronic copies and hard copies of all documents in Envelope 1 and Envelope 2 are the same.

3.4.1.2 Technical Documents

- a. Fill out the Grid Interface Checklist and provide the single line diagram of its revenue metering connection, in .pdf format.

**3.4.2 Envelope 2**

3.4.2.1 Bid Security

- a. Eligible Bidders shall post Bid Security for each AS Type offered with details as specified in the Terms of Reference.
- b. Original physical copies of the Bid Security/ies shall be submitted as part of the bid submission. Electronic copies of the Bid Security/ies shall also be submitted in .pdf format.
- c. Bid Security may be procured by a parent company or affiliate, on behalf of the Eligible Bidder, to be submitted with corresponding documents proving their affiliation.
- d. The Eligible Bidder shall be disqualified for posting insufficient or non-compliant Bid Security.

#### 3.4.2.2 Capacity Offer

- a. Provide the detailed hourly profile of AS capacity offer per month, for each AS type, using the provided template for AS offers in which the filenames are the generating unit's Resource ID, and saved as editable .csv file with no restrictions. The provided template shall be strictly followed and should not be modified.
- b. In the AS capacity offer, the Eligible Bidder shall provide its preferred capacity offer per Unit/per Sector and presented in an hourly profile using the AS capacity offer Excel file provided, as well as its Minimum Capacity Offer, which will be the acceptable minimum capacity that the Eligible Bidder will be willing to offer in case only portion of its capacity will be accepted to meet the required AS level. The filenames of the Excel file shall be per generating unit's Resource ID.
- c. Note that offers for each AS type will be evaluated separately. Bundled AS types (e.g. CR+RPS) shall not be considered and will not be given priority in this bidding.

#### 3.4.2.3 Capacity Payment Rate

- a. For RR, CR, and DR - Offer in PhP/kW per hour, per AS type offered. The Capacity Payment Rate offered shall be adopted in the ASPA, and shall be uniform across all hours for the duration of the ASPA.
- b. For RPS – Offer in PhP/kVAR per hour. The Capacity Payment Rate offered shall be adopted in the ASPA, and shall be uniform across all hours for the duration of the ASPA.
- c. Any changes in Capacity Payment Rate after the bid opening shall render the bid invalid and shall disqualify the Eligible Bidder. Further, the Bid Security shall be forfeited in favor of NGCP.
- d. Basis for the computation of the Capacity Payment Rate shall be part of the ASPA Application to the ERC, to be justified by the AS Provider.

#### 3.4.2.4 Incidental Energy Payment

- a. Eligible Bidders shall provide the basis for Incidental Energy Payment as an attachment to the AS Cost Simulation Summary, and the contents of the said attachment that include the relevant formula and indices, shall be adopted in the ASPA.
- b. Consistent with Annex A Item 3 of the DOE Circular No. 2021-10-0031, the Incidental Energy Payment for purposes of this bidding shall have Energy Fees itemized into Fixed Energy Fee and Indexed Energy Fee as specified in the Terms of Reference.
- c. The formula for Incidental Energy Payment in the Terms of Reference shall be adopted in the ASPA.

- d. Any changes in Incidental Energy Payment rate after the bid opening shall render the bid invalid and shall disqualify the Eligible Bidder. Further, the Bid Security shall be forfeited in favor of NGCP.

#### 3.4.2.5 AS Cost Simulation

- a. Provide a simulated Total AS Cost for RR, CR, DR, RPS, and/or BSS offer using the template for AS Cost Simulation. Cost of technical Pmin for Regulating Reserve and Contingency Reserve are not included. Start-up and shutdown costs for RR and CR shall also be excluded, as it is understood that generating units are already spinning at the start of RR and CR schedule.
- b. Eligible Bidders shall use the formula and data it has declared in its Capacity Payment Rate and Incidental Energy Payment rate in the computation for the AS Cost Simulation. Any inconsistencies between the declared Capacity Payment Rate and Incidental Energy Payment rate, and the AS Cost Simulation data shall render the bid invalid and shall disqualify the Eligible Bidder. The Bid Security shall not be forfeited in this case.
- c. A maximum acceptable AS cost (the "Price Cap") for purposes of AS Cost Simulation shall be established and will be disclosed only during the bid opening. Any offer with AS Cost Simulation above the Price Cap will be disqualified.
- d. Only bids with computed AS Simulation Cost not exceeding the Price Cap (the "Cap-Compliant Bids") shall be included in the tabulation to determine that lowest calculated bid and accordingly considered for award. Cap-Compliant Bids shall be awarded capacities in ascending order starting from the lowest calculated bid until the total capacity opened for bidding is completed.

3.5 Eligible Bidders shall also submit in a sealed envelope the Original Copy of all the documents in section 3.4 above, as well as hard copies of the documents for pre-qualification in section 1.1 above, at the NGCP Lobby, Bonaventure Plaza, Ortigas Avenue, San Juan City, by the Bid Submission Deadline.

3.6 Immediately after the Bid Submission Deadline as provided in the Bid Bulletin, the Eligible Bidders' access to their assigned online repository/folder shall be limited to read-only mode. Hence, the electronic copies of all documents submitted may no longer be replaced.

## **4 Opening of Bids**

4.1 Opening and evaluation of the bid submissions shall be done via hybrid face-to-face and virtual video conferencing.

4.2 The TPBAC shall not accept late submissions at any stage of the Bidding.

4.3 Only the authorized representative/s of the Eligible Bidders as indicated in the Expression of Interest shall be allowed to attend and participate in the opening of bid documents.

4.4 Observers from DOE, ERC, and NEA shall also be invited.

- 4.5 Eligible Bidders shall be instructed to email to the Secretariat (at email address: [tpbacsecretariat@ngcp.ph](mailto:tpbacsecretariat@ngcp.ph)) the password for the Envelopes that contain the electronic copy of the bid documents after they are called during the opening of bids.
- 4.6 Electronic and hard copy of the bids shall be opened simultaneously and shall proceed in the following manner:
  - 4.6.1 Opening of the Envelopes will be in the order of receipt of the Eligible Bidders' submissions (i.e. earliest submission to be opened first);
  - 4.6.2 The Eligible Bidders' Envelope 1 shall be opened first. The Secretariat shall go through a checklist to indicate the presence or absence of the required documents;
  - 4.6.3 Should an Eligible Bidder fail to complete the requirements of Envelope 1, its submission will be set aside and marked as "failed", and Envelope 2 shall not be opened.
  - 4.6.4 Only when the opening of Envelope 1 of all Eligible Bidders is finished, will the Secretariat proceed to the opening of Envelope 2. Only the Eligible Bidders with complete documents in Envelope 1 will have their Envelope 2 opened.
  - 4.6.5 After all the Eligible Bidders are called and their bid submissions are opened, the TWG and Secretariat shall show the complete matrix of offers, in order of lowest to highest AS Cost Simulation, and its corresponding minimum and maximum AS capacity offers. This will still be subject to evaluation by the TPBAC, ensuring that only the required level of AS capacity will be contracted.
- 4.7 For Eligible Bidders whose offer is for more than one AS type, the offers will be evaluated as follows:
  - 4.7.1 The generating unit/sector that has been considered as within the required level for RR will no longer be considered for CR and/or DR, unless the offer for the other AS types coming from the same unit/sector are not on simultaneous hours.
  - 4.7.2 Offers for BSS coming from the same unit/sector as that of RR, CR, DR, and/or RPS shall be accepted, since these AS types are canceled during system blackout and restoration.
  - 4.7.3 Offers for RPS coming from the same unit/sector as that of CR and/or DR shall be accepted, as reactive power can be provided at the same time as CR or DR provision.
  - 4.7.4 The initial results of the bidding shall be shown after the opening of Envelope 2. This will still be subject to evaluation by the TPBAC.
- 4.8 Should there be only one Eligible Bidder with complete requirements for Envelope 1 and Envelope 2 for Regulating Reserve, Contingency Reserve, Dispatchable Reserve, Reactive Power Support, or Black Start Service in any particular grid, the bidding for such AS type in such Grid will be considered a failed bid.
- 4.9 A failed bid for an AS type in a Grid may be a ground to proceed with direct negotiation for the corresponding ASPA.
- 4.10 An Eligible Bidder who wishes to withdraw its bid submission after it has been received by the TPBAC shall submit a written letter to the TPBAC stating its withdrawal, prior to the start of the bid opening proceedings.
- 4.11 An Eligible Bidder who has not submitted any bid on the Bid Submission Deadline shall be disqualified.

## **5 Evaluation of Bids**

- 5.1 The TWG shall conduct the evaluation of documents after the opening of bids.
- 5.2 The lowest Cap-Compliant Bid shall be considered first in the ranking, with its corresponding AS capacity offer for each AS type.
- 5.3 Once the ranking of Cap-Compliant Bids is completed, the detailed AS offer in hourly profile will be laid out in the complete matrix of AS offers in order to determine whether the AS capacity offered will complete the hourly required level.
- 5.4 Should all AS offers fit in the hourly required level, all the Eligible Bidders will be considered for the issuance of Notice of Award.
- 5.5 Should the AS offers exceed the hourly required level, the last Eligible Bidder that will fit in and fulfill the hourly required level (taking into account its Minimum Capacity Offer, if necessary) will be considered, but only up to the required AS level. All other Eligible Bidders (with non-clearing Cap-Compliant bids) that are already in excess of the hourly required level will not be issued a Notice of Award.
- 5.6 In case of a tie, the TPBAC shall require the affected Eligible Bidders to submit their revised bid and best offers, which shall be opened on a date specified by the TPBAC.
- 5.7 Should an Eligible Bidder whose AS offer is included in the hourly required level decide to withdraw its offer, the Eligible Bidder with the next lowest offer will be considered for the award of an ASPA. The Eligible Bidder with the next lowest offer will be notified via e-mail by the Secretariat.

## **6 Issuance of Notice of Award**

- 6.1 TPBAC shall submit to the NGCP-Board of Directors (NGCP-BOD) the evaluation report on the Bidding and the recommendation on Eligible Bidders to be awarded an ASPA (the "Winning Bidders"), as provided in Section 7.9 of the DOE Circular No. 2021-10-0031.
- 6.2 Upon approval of the NGCP-BOD, each Eligible Bidder shall be provided with the final result of the evaluation of its submission.
- 6.3 The TPBAC shall issue Notices of Award to the Winning Bidders and proceed with the finalization and execution of the pertinent ASPAs. Copies shall also be furnished to the DOE, NEA, and ERC.

## **7 Protest Mechanism**

Bidders may seek for a reconsideration of a decision of the TPBAC by filing a request for reconsideration in writing addressed to the TPBAC Chair, consistent with Section 10.1 of the DOE Circular No. 2021-10-0031.

A decision of the TPBAC denying the request for reconsideration may be appealed to the NGCP-BOD by filing a written appeal addressed to NGCP President Mr. Anthony L. Almeda consistent with Sections 10.2 to 10.4 of the DOE Circular No. 2021-10-0031.

In both cases, the request for reconsideration and appeal shall be filed with the Secretariat ([tpbacsecretariat@ngcp.ph](mailto:tpbacsecretariat@ngcp.ph)). A non-refundable Protest Fee as specified in the Terms of Reference shall be paid simultaneous with the filing of the Protest.