

Project Title

Annex A-3: List of Documentary Requirements for the proposed changes to the approved PTCs

No.	Document (should be in searchable format)	Description/Remarks
1	Letter of the Head of LGU/LUC to the Approving Body submitting the proposed changes to the approved PTCs	<p>The letter should indicate the following:</p> <ul style="list-style-type: none"> a. project name b. description of the proposed change/s, particularly whether the proposed change/s will entail: (i) additional Government Undertakings/Availability Payments, (ii) changes in the economic and/or financial viability of the project, and (iii) additional contingent liabilities c. estimated project cost, if there will be change/s c. expected output and outcome, if there will be change/s d. updated implementation period e. list of all documents being submitted in support of the proposed change/s to the approved PTCs f. the full and unqualified endorsement of the Head of the LGU/LUC submitting the proposed change/s to the approved PTCs g. certification that the submission is complete pursuant to the PPP Code, its IRR, and this Guidelines and Procedures
2	Proposed changes in Parameters Terms and Conditions (PTC)	<p>PTC Form 1 (Proposed General Parameters, Terms, and Conditions) which includes the general information about the proposed change/s to the approved PTCs.</p> <p><u>Note: Only those items being proposed to be revised should be filled out. A justification for the proposed revision should also be indicated.</u></p>
<p>IMPORTANT NOTE: Only if applicable, the following documents should also be submitted to support the requested revision in the approved PTCs:</p>		
3	Electronic copy of the economic model (<i>if the proposed revision in the approved PTC will impact the economic viability of the project</i>)	<p>The economic model should:</p> <ul style="list-style-type: none"> a. be in traceable formula format <ul style="list-style-type: none"> i. assumptions/inputs should be shown in a summary sheet that are linked to the relevant work sheets of the model. This should include bases/references for all hardcoded values. ii. workbook and sheets should be in editable format, and should not be protected iii. there should be no hidden sheets, and no links to external files b. contain information that are up-to-date and are not older than three (3) years as of the date of submission c. have all monetary values expressed/converted into local currency, i.e., PHP <p>The economic model should also contain the following:</p> <ul style="list-style-type: none"> a. economic benefits of the project b. economic costs of the project c. conversion of financial costs to economic costs, using ICC-prescribed shadow factors d. calculation of economic viability <ul style="list-style-type: none"> - economic internal rate of return - economic net present value, using ICC-prescribed Social Discount Rate - benefits-cost ratio e. sensitivity analysis with respect to changes in costs, benefits, and demand, among others
4	Electronic copy of the Value for Money model (<i>if the proposed</i>)	<p>The value for money model should:</p> <ul style="list-style-type: none"> a. be in traceable formula format

Project Title

Annex A-3: List of Documentary Requirements for the proposed changes to the approved PTCs

No.	Document (should be in searchable format)	Description/Remarks
	revision in the approved PTC will impact the resulting value for money of the project)	<ul style="list-style-type: none"> i. assumptions/inputs should be shown in a summary sheet that are linked to the relevant work sheets of the model. This should include bases/references for all hardcoded values. ii. workbook and sheets should be in editable format, and should not be protected iii. there should be no hidden sheets, and no links to external files b. have cash flows expressed in nominal terms c. have all monetary values are expressed/converted into local currency, i.e., PHP The value for money model should also contain the following: <ul style="list-style-type: none"> a. PPP shadow bid b. Public Sector Comparator c. resulting value for money d. sensitivity analysis with respect to changes in the PPP shadow bid and/or the PSC
5	Electronic copy of the financial model (if the proposed revision in the approved PTC will impact the financial viability of the project)	<ul style="list-style-type: none"> The financial model should: <ul style="list-style-type: none"> a. be in traceable formula format i. assumptions/inputs should be shown in a summary sheet that are linked to the relevant work sheets of the model. This should include i) bases/references for all hardcoded values and ii) the investment incentives that are intended to be availed of for the project. ii. workbook and sheets should be in editable format, and should not be protected iii. there should be no hidden sheets, and no links to external files b. contain information that are up-to-date and are not older than three (3) years as of the date of submission to the Approving Body c. have cash flows expressed in nominal terms d. have all monetary values expressed/converted into local currency, i.e., PHP The financial model should also contain the following: <ul style="list-style-type: none"> a. balance sheet of the project for its full life cycle b. income statement of the project for its full life cycle c. cash flows statement of the project for its full life cycle, including the following: <ul style="list-style-type: none"> -cash flow from operating, investing, and financing activities -free cash flows to firm -free cash flows to equity holders d. calculations on financial viability <ul style="list-style-type: none"> -project internal rates of return -equity internal rates of return -project net present value -equity net present value -weighted average cost of capital -cost of equity components based on established methodologies (e.g., Capital Asset Pricing Model) e. sensitivity analysis with respect to changes in costs, revenues, and demand, among others

Project Title

Annex A-3: List of Documentary Requirements for the proposed changes to the approved PTCs

No.	Document (should be in searchable format)	Description/Remarks
		<p>f. calculations on bankability based on established methodologies including at minimum the debt service coverage ratio, among others.</p> <p>g. amount and schedule of liabilities of the LGU/LUC (e.g., availability payments, viability gap funding, ROW cost, IC cost, among others)</p> <p>h. for JV projects, proposed profit sharing between the LGU/LUC and the private proponent</p>
6	Other proposed project Parameters Terms and Conditions <i>(if the proposed change/s will impact the previously approved PTCs)</i>	<p>The LGU/LUC should submit its Proposed Parameters Terms and Conditions using the following forms:</p> <p><i>Note: The contents of the submitted proposed PTCs should be consistent with the contents of the submitted financial model.</i></p> <p>PTC Form 2 (Government Undertakings, and Other Financial Obligations of the Government) which are compliant with the rules provided under the PPP Code and its IRR.</p> <p>PTC Form 3 (Proposed Risk Allocation and Risk Mitigation Plan) which includes the risk allocation matrix, the possible resulting contingent liabilities for risks taken on by the government, and the proposed risk mitigating measures.*</p> <p>PTC Form 4 (Identified Interconnectivity and Interface Risks, and Mitigating Measures) which includes the assessment of the actual and potential interconnectivity and interface risks between the proposed project and other government project/s.</p>
7	Valuation report on government assets or property, equity contribution of the government and private proponent, and reclaimed land, as applicable <i>(if the proposed revision in the approved PTC requires new government assets or property, equity contribution, or reclaimed land that were not considered during the</i>	<p>A report on the required valuation as determined by a Third Party Appraiser, as applicable based on the PPP Code IRR:</p> <p>The report should not be older than one (1) year from the date of submission.</p> <p>a. For Unsolicited Proposals containing Government Undertakings in the form of payment of ROW related costs and/or contribution of assets, properties and rights, where the government shall receive an appropriate compensation - valuation of government assets or property .</p> <p>For avoidance of doubt, rights contributed by the government in support of the project (e.g., water rights, right to access government data and system, permit to operate under the name of the government agency, and franchise issued to the agency) do not require valuation, unless subjected by the implementing agency/ies to valuation during the negotiation phase.</p>

Project Title

Annex A-3: List of Documentary Requirements for the proposed changes to the approved PTCs

No.	Document (should be in searchable format)	Description/Remarks	
	<p><i>not considered during the previous approval)</i></p>	<p>b. For Joint Ventures - valuation of equity contribution of the government and the private partner</p> <p>This should include contribution of assets, properties, and rights, and other allowable Government Undertakings.</p> <p>For avoidance of doubt: - cash contributions do not require valuation. - rights contributed by the government in support of the project (e.g., water rights, right to access government data and system, permit to operate under the name of the government agency, and franchise issued to the agency) do not require valuation, unless subjected by the LGU/LUC's to valuation during the negotiation phase.</p>	<p>i. valuation of the equity contribution of the government</p> <hr/> <p>ii. valuation of the equity contribution of the private partner</p>
		<p>c. For projects where the investment recovery scheme involves the grant of a portion or percentage of a reclaimed land - valuation of reclaimed land</p>	
8	Project site plan	<p>a. details on the ownership of the proposed project site.</p> <p>b. for transport and road projects, a diagram that illustrates the project alignment, which includes major landmarks and infrastructure/ facilities within/near the project alignment</p> <p>c. Right of Way Acquisition (ROWA)/Resettlement Action Plan (RAP), if applicable</p> <p>i. scope of ROW requirements (e.g., specific location, size and distance, among others, of ROW to be acquired)</p> <p>ii. estimated costs, which must also be specified and itemized in the financial model (if the project does not involve an acquisition of land for the project, indicate 0)</p> <p>iii. at the minimum, the submitted plan(s) should include the following information:</p> <p>1) Project Affected Persons (PAPs):</p> <p>2) Affected structures:</p> <p>3) Utilities (electricity, water, ICT/Telecoms, etc.):</p>	<p>a) estimated number (PAPs, households)</p> <p>b) profile/group: IPs, owners, ISFs, etc.</p> <p>c) compensation package, with estimated amount (per PAP or per household), including livelihood program/Social Development Program, if any</p> <p>a) estimated number</p> <p>b) type: commercial, residential, government asset, etc.</p> <p>c) compensation package, with estimated amount (per affected structure)</p> <p>a) estimated number</p> <p>b) type of utility</p>

Project Title

Annex A-3: List of Documentary Requirements for the proposed changes to the approved PTCs

No.	Document (should be in searchable format)	Description/Remarks														
		<table border="1"> <tr> <td data-bbox="556 269 1234 305"></td> <td data-bbox="1234 269 1976 305">c) relocation cost, with amount (per affected utility)</td> </tr> <tr> <td data-bbox="556 305 1234 341">4) Institutional arrangement on the delivery of the project site</td> <td data-bbox="1234 305 1976 341">a) parties involved</td> </tr> <tr> <td data-bbox="556 341 1234 376"></td> <td data-bbox="1234 341 1976 376">b) responsibilities of parties involved</td> </tr> <tr> <td data-bbox="556 376 1234 412">5) Details of ROW acquisition and resettlement activities and implementation period; and</td> <td data-bbox="1234 376 1976 412">a) activities</td> </tr> <tr> <td data-bbox="556 412 1234 448"></td> <td data-bbox="1234 412 1976 448">b) implementation period</td> </tr> <tr> <td data-bbox="556 448 1976 483">6) Applicable laws, rules and regulations.</td> <td data-bbox="556 448 1976 483"></td> </tr> <tr> <td colspan="2" data-bbox="556 483 1976 574">d. Requirements under relevant laws, rules, and regulations (e.g. Protected Area Management Board resolution or endorsement for projects to be implemented within protected areas identified under Republic Act (RA) No. 7586, as amended by RA No. 11038), as applicable. In case of reclamation projects, the metes and bounds of the area should be included.</td> </tr> </table>		c) relocation cost, with amount (per affected utility)	4) Institutional arrangement on the delivery of the project site	a) parties involved		b) responsibilities of parties involved	5) Details of ROW acquisition and resettlement activities and implementation period; and	a) activities		b) implementation period	6) Applicable laws, rules and regulations.		d. Requirements under relevant laws, rules, and regulations (e.g. Protected Area Management Board resolution or endorsement for projects to be implemented within protected areas identified under Republic Act (RA) No. 7586, as amended by RA No. 11038), as applicable. In case of reclamation projects, the metes and bounds of the area should be included.	
	c) relocation cost, with amount (per affected utility)															
4) Institutional arrangement on the delivery of the project site	a) parties involved															
	b) responsibilities of parties involved															
5) Details of ROW acquisition and resettlement activities and implementation period; and	a) activities															
	b) implementation period															
6) Applicable laws, rules and regulations.																
d. Requirements under relevant laws, rules, and regulations (e.g. Protected Area Management Board resolution or endorsement for projects to be implemented within protected areas identified under Republic Act (RA) No. 7586, as amended by RA No. 11038), as applicable. In case of reclamation projects, the metes and bounds of the area should be included.																

The LGU/LUC may submit other documents that may help support the case of its request.