

## INVITATION TO PARTICIPATE AS CSP OBSERVER

This refers to the Competitive Selection Process (the “CSP”) conducted by the Aklan Electric Cooperative, Inc. (“AKELCO”) for the 10 MW baseload supply of AKELCO.

The duly constituted AKELCO CSP Bids and Awards Committee (“AKELCO CSP BAC”) for this CSP invites the following entities or groups to act as *CSP Observer* for the **Pre-Bid Conference** for the CSP on **02 December 2025 starting at 9:00 AM** at the Besana Hall, AKELCO Main Office, Mayor Saturnino G. Fernandez compound, Poblacion, Lezo, Aklan:

- a. Consumer representatives from the Department of Trade and Industry (DTI)-accredited consumer groups or from the Securities and Exchange Commission (SEC)-registered consumer groups;
- b. Community representatives, such as the local chamber of commerce, homeowners associations, local pastoral councils, academe, parent-teachers associations, and/or for ECs, representatives from Multi-Sector Electrification Advisory Council and/or Barangay-Member Consumer Electrification Committee; and
- c. Interested civil society organizations and consumers.

The above identified entities or interested consumers shall inform the AKELCO CSP BAC of its/his/her interest to participate as a CSP Observer by sending a scanned copy of the duly accomplished **Letter of Interest to Participate as CSP Observer** (attached hereto as Annex “A”) and the **Sworn Undertaking** (attached hereto as Annex “B”) to the AKELCO CSP BAC Secretariat’s email address <csp@akelco.com.ph> no later than 5:00 P.M., 01 December 2025.

For orderly conduct and administrative efficiency of the CSP proceedings, only the **first two (2)** groups/entities/consumers for each category identified in paragraphs (a) to (c) above which/who successfully completed the requirements on or before the stated deadline shall be given access to and shall be allowed to **physically** attend the Opening of Bids.

Other interested groups, entities, or consumers may observe the proceedings **virtually** through a live stream, with the link to be posted on the AKELCO’s social media page.

**Annex A**

**LETTER OF INTEREST TO PARTICIPATE AS CSP OBSERVER  
(FOR CONSUMER REPRESENTATIVE GROUP/ COMMUNITY GROUP/CIVIL SOCIETY  
ORGANIZATION)**

The \_\_\_\_\_ is interested to participate as a CSP Observer for the Competitive Selection Process conducted by the Aklan Electric Cooperative, Inc. CSP Bids and Awards Committee for the 10 MW baseload supply of AKELCO.

In accordance with Section 9, Article IV of the Energy Regulatory Commission's Resolution No. 16, Series of 2023, \_\_\_\_\_ is hereby authorizing \_\_\_\_\_, of legal age, residing at \_\_\_\_\_ as its duly authorized representative/designated CSP Observer.

\_\_\_\_\_  
**AUTHORIZED  
SIGNATORY**

Date: \_\_\_\_\_

Annex B

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF AKLAN ) S.S.  
MUNICIPALITY OF KALIBO )  
X-----X

SWORN UNDERTAKING

I, \_\_\_\_\_, of legal age, Filipino, and residing at \_\_\_\_\_, after having been duly sworn in accordance with law, hereby voluntarily state and declare that:

- 1. I am participating as an Observer in the conduct of the Competitive Selection Process (CSP) of Aklan Electric Cooperative, Inc. (AKELCO);
- 2. I hereby undertake and commit to strictly adhere and comply with the National Electrification Administration (NEA) 2023 CSP Guidelines and the Energy Regulatory Commission (ERC) 2023 CSP Guidelines, including all procedures, requirements, and standards prescribed therein;
- 3. I further commit to perform my duties with utmost integrity, transparency, and impartiality, and to avoid any act that may compromise the credibility of the CSP proceedings;
- 4. I understand that any violation of this undertaking may result in my disqualification as an Observer and may subject me to applicable administrative, civil, or criminal liabilities under existing laws, rules, and regulations.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_ 2025 at \_\_\_\_\_.

(Name of Affiant)  
Affiant  
(Proof of Identification)  
(Validity Period)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ at Kalibo, Aklan, Philippines, by the above named person who presented his/her identity written below *his/her* name who is personally known to me to be the same person who personally signed the foregoing and acknowledge that *he/she* executed the same.

