

Summary Matrix on the Guidelines and Procedure on Processing PPP Proposals for NEDA Board/ICC Evaluation and Approval

No.	Procedure	Responsible Person/Unit(s)	Timeline	Action taken/ document	Count of Days
1	Agency submission of PPP proposal to Approving Body (Section 2.7 and 10.4 of the BOT Law IRR)				N/A
	Agency submission of complete project documents, including the accomplished ICC List of Documentary Requirements (indicating the location of each ICC requisite document in the submission of the Agency) to the ICC Chairpersons, copy furnished the PPP Center. ¹	Head of Agency	N/A	ICC requisite documents, and duly accomplished ICC List of Documentary Requirements	N/A
2	Assessment of completeness and compliance of Agency submission (Section 2.7 and 10.7 of the BOT Law IRR)				5 WDs
	2.1. Validation of completeness and compliance of the Agency submission by PPP Center ² 2.1.1. PPP Center may convene validation meeting(s) with the Agency, as necessary. ³	PPP Center	5 WDs	2.1. Validated ICC Checklist of Documentary Requirements	5 WDs

¹ It is recommended that only the endorsement letter (see Annex A-1, Item No. 1) with the electronic copies of the documentary requirements be submitted to the ICC Chairpersons, while **both** the printed and electronic copies of the documents be submitted to the PPP Center. -The electronic versions of documentary submissions should be in searchable/ machine-readable/ optical character recognition (OCR) format.

² DOF shall provide additional manpower/support in cases when there is an influx of submission.

³ For unsolicited proposals, the Agency may invite technical representatives from the private proponent as resource persons to the validation meeting; and no substantial changes in the submission shall be allowed, only refinements on previous submissions.

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<p>2.2. PPP Center to convey the results of its validation to the Agency</p> <p>2.2.1. If the submissions have been found to be complete and compliant, the PPP Center shall issue a letter to the Agency confirming completeness and compliance of the submission. The proposal shall then be included in the ICC Project Appraisal Monitor (IPAM) and processed for project evaluation.⁴</p> <p>2.2.2. If the submissions have been found to be incomplete and/or noncompliant, the PPP Center shall issue a letter to the Agency returning the submission with the list of lacking requirements, and informing the Agency that the project shall not be included in the IPAM.</p>	<p>PPP Center</p>		<p>2.2. Letter to Agency with corresponding Validated ICC Checklist of Documentary requirements; Updated IPAM</p>	
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⁴ PPP Center shall ensure NEDA-IPG and DOF-PCAG have access to copies of the Agency submission; Following confirmation of completeness and compliance of the submission, the Agency shall not be allowed to submit new proposals that has substantive change or inconsistency in project structure and content as compared with the original submission. Should there be such submissions, the submission shall be treated as a new proposal and shall again undergo completeness check (solicited proposals) and completeness and compliance check (unsolicited proposals). In this regard, the PPP Center shall return the project to the Agency for resubmission and the ICC Core Secretariat shall delist the original project from the IPAM.

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3	Project evaluation				20 WDs
	<p>3.1. Phase 1: Review by Area of Expertise (Respective project evaluation by PPP Center, NEDA and DOF)</p> <p>PPP Center, NEDA, and DOF may coordinate directly with the Agency for additional information/documents, copy furnished the co-evaluating agencies of each communication exchanges.⁵</p>	PPP Center, NEDA and DOF	To commence within 15 WDs upon confirmation of completeness and acknowledgement of the submission; and inclusion of the project in the IPAM	3.1. Individual reports of PPP Center, NEDA, and DOF	15 WDs (3 weeks)
	<p>3.2. Phase 2: Harmonization of Evaluation Results. PPP Center shall consolidate the results of the respective project evaluation conducted by PPP Center, NEDA and DOF, and prepare the consolidated PPP Project Evaluation Report (PER) for the ICC-TB.</p>	PPP Center, NEDA and DOF; Agency	5 WDs	3.2. Consolidated PPP PER for the ICC-TB signed by the PPP Center	5WDs (1 week)
	3.3. Submission of PPP PER for the ICC-TB	PPP Center		3.3. Memo to the ICC Core Secretariat; and PPP PER signed by PPP Center	

⁵ Agencies may only be allowed to submit additional requirements and/or respond to the comments/provide clarifications on their submission up to the 10th day of the evaluation period. No new Agency submission shall be accepted beyond this period; Any substantial changes in the proposal (e.g., submission of new financial and/or economic models, etc.) shall be treated as a new submission and will have to be resubmitted by the Agency); PPP Center may convene technical meetings among DOF, NEDA, PPP Center to harmonize the results of the evaluation. Agency may be requested to participate in technical meetings.

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	3.4. Issuance of advisory on ICC-TB meeting and circulation of PER to the ICC-TB members	ICC Core Secretariat	<p>Within 10 WDs upon receipt of memo advice from PPP Center, the ICC Core Secretariat will schedule an ICC-TB meeting, and include the project in the agenda of the meeting.</p> <p>The PPP PER will be circulated to the ICC-TB at least 3 WDs before the ICC-TB meeting</p>	3.4. ICC Core Secretariat Advisory on ICC-TB meeting/email to ICC-TB members providing the PPP PER for the ICC-TB	
4	ICC – Technical Board action				10 WDs
	4.1. Presentation of the project to the ICC-TB for deliberation ⁶	Agency, ICC-TB, PPP Center, ICC Core Secretariat	By default, an ICC-TB meeting is scheduled every two weeks, subject to confirmation of quorum.	4.1. ICC-TB discussion/action (endorsement to ICC-CC or recommendation to provide additional	

⁶ In cases where the ICC-TB meeting will be held through hybrid set-up (i.e., face-to-face with web conferencing platform), the Agency is required to be physically present during the ICC-TB meeting

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				information/ clarification on the project)	
	4.2. Issuance of ICC-TB letter to Agency ⁷	ICC Core Secretariat	Within 2 WDs following ICC-TB decision on the project	4.2. Letter to Agency conveying the results of the ICC-TB deliberation	2 WDs
4.3. Preparation for ICC-CC Deliberation of the Project					
4.3.1 Scenario A: If ICC-TB endorsement of the project has conditions					22 WDs
	4.3.1.1.a. Agency submission to the ICC Chairpersons of response to the ICC-TB instructions, copy furnished PPP Center, NEDA-IPG and DOF-PCAG	Agency	For simple instructions, within 2 WDs after ICC-TB meeting For complex instructions, within the deadline set by the ICC-TB	4.3. Agency response letter to ICC-TB with required additional documents, clarifications or revisions to the documents	2 WDs or as instructed by the ICC
	4.3.1.1.b Validation of Agency compliance with the ICC-TB instructions	PPP Center, NEDA and DOF	Within 20 WDs upon receipt of Agency submission		20 WDs

⁷ If there are substantial changes that need to be done in the proposal, the current proposal shall be returned to the Agency. The Agency may opt to reject the proposal and revoke the Original Proponent Status issued to the private proponent, or re-submit the complete proposal to the ICC.

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			<p>Core Secretariat will include the project in the agenda of the next planned ICC-CC meeting. At least one (1) ICC-CC meeting will be held per month, subject to confirmation of quorum.</p> <p>The PPP PER will be circulated to the ICC-CC at least 3 WDs before the ICC-CC meeting.</p>	<p>providing the Updated PER for the ICC-CC signed by the PPP Center</p>	
4.3.2. Scenario B: If ICC-TB endorsement of the project has no conditions					
	4.3.2.1. Endorsement of project to the ICC-CC	PPP Center		4.3.2.1. Memo to the ICC Core Secretariat; Updated PER for the ICC-CC signed by PPP Center	
	4.3.2.2. Issuance of advisory on the ICC-CC meeting	ICC Core Secretariat	Within 10 WDs upon receipt of	4.3.2.2. Within 10 WDs upon receipt of memo	

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			<p>memo advice from PPP Center, the ICC Core Secretariat will include the project in the agenda of the next planned ICC-CC meeting. At least one (1) ICC-CC meeting will be held per month, subject to confirmation of quorum.</p> <p>The PPP PER will be circulated to the ICC-CC at least 3 WDs before the ICC-CC meeting.</p>	<p>advice from PPP Center, the ICC Core Secretariat will include the project in the agenda of the next planned ICC-CC meeting. At least one (1) ICC-CC meeting will be held per month, subject to confirmation of quorum.</p> <p>The PPP PER will be circulated to the ICC-CC at least 3 WDs before the ICC-CC meeting.</p>	
5	ICC-Cabinet Committee action				30 WDs⁸
	5.1 ICC-CC <i>en banc</i> meeting				

⁸ For projects where the ICC is the Approving Body (i.e., projects costing up to PHP 300 million), in accordance with Section 2.7 of the Revised 2022 BOT Law IRR.

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	5.1.1. Presentation of the project to the ICC-CC <i>en banc</i> meeting ⁹	PPP Center, ICC-CC, Agency	For solicited projects where ICC-CC is the Approving Body: 30 WDs upon receipt of the ICC-TB's endorsement for ICC approval By default, an ICC-CC meeting is scheduled once a month, subject to confirmation of quorum.	5.1.1. ICC-CC approval or discussion/recommendation for NEDA Board approval	
	5.1.2. Issuance of ICC-CC letter to Agency ¹⁰	ICC Core Secretariat, in coordination with PPPC	Within 2 WDs following ICC-CC decision on the project	5.1.2. Letter to Agency conveying the results of the ICC-CC deliberation (including PTCs)	2 WDs

⁹ In cases where the ICC-CC meeting will be held through hybrid set-up (i.e., face-to-face with web conferencing platform), the Agency is required to be physically present during the ICC-CC meeting.

¹⁰ If there are substantial changes that need to be done in the proposal, the current proposal shall be returned to the Agency. The Agency may opt to reject the proposal and revoke the Original Proponent Status issued to the private proponent, or re-submit the complete proposal to the ICC.

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	5.2. ICC-CC <i>ad referendum</i> approval of the project				6 to 8 WDs + period for soliciting signatures
5.2.1. Preparation of the ICC Approval <i>ad referendum</i> documents	ICC Core Secretariat	Within 3 WDs following receipt of instructions from the ICC-Chairperson(s)	5.2.1. Memorandum for the ICC-CC requesting approval <i>ad referendum</i> of the project and ICC members' signature sheet	3 WDs	
5.2.2. Secure ICC member's approval/signature	ICC Core Secretariat, ICC-CC	Within the deadline indicated in the approval <i>ad referendum</i> document	5.2.2. Signed signature sheets of the ICC members	<i>Estimated at 5-10 WDs</i>	
5.2.3. Issuance of ICC-CC letter to Agency ¹¹	ICC Core Secretariat	Within 2 WDs following ICC-CC decision on the project	5.2.3. Letter to Agency conveying the results of the ICC-CC decision <i>ad referendum</i> (including PTCs to be set)	2 WDs	
	5.3. Preparation for the NEDA Board presentation of the project				
	5.3.1. Scenario A: If ICC-CC recommends approval/acceptance of project w/o conditions or further instructions				

¹¹ *If there are substantial changes that need to be done in the proposal, the current proposal shall be returned to the Agency. The Agency may opt to reject the proposal and revoke the Original Proponent Status issued to the private proponent, or re-submit the complete proposal to the ICC.*

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	5.3.3.1. Preparation and submission of materials for the NEDA Board	PPP Center, NEDA Board Secretariat	Within five (5) working days from ICC-CC endorsement or 10 working days before the scheduled NEDA Board meeting, subject to instructions of the NEDA Board/the President	5.3.1. Memorandum for the NEDA Board/the President prepared by the PPP Center, coursed through the ICC-CC Chairpersons.	10 WDs before the NEDA Board meeting
5.3.2. Scenario B: If ICC recommends endorsement with additional ICC-CC instructions					
	5.3.2.1.a. Agency submission of response to the ICC-CC instructions to the ICC Chairpersons, copy furnished PPP Center, NEDA-IPG, and DOF-PCAG	Agency	For simple instructions, within 2 WDs after ICC-CC meeting For complex instructions, within the deadline set by the ICC-CC	5.3.2.1.a. Agency response letter to ICC-CC with required additional documents, clarifications, or revisions to the documents	2 WDs or as instructed by the ICC

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	5.3.2.1.b. Validation of Agency compliance with the ICC-CC instructions and consolidation of report ¹²	PPP Center, NEDA, DOF	Validation of submission: Within 15 WDs upon receipt of Agency submission Preparation of consolidated validation report: 5 WDs	5.3.2.1.b. Consolidated validation reports of PPP Center, NEDA and DOF (prepared by PPP Center)	20 WDs
	5.3.2.2. If no Agency submission/ response to ICC instructions within the deadline, inform Agency that the ICC-CC is returning the project, and it will be delisted from the IPAM.	ICC Core Secretariat	Within 3 WDs from the deadline given to the Agency	5.3.2.2. Letter to Agency informing that the ICC is returning the project, and will be delisted from the IPAM	
	5.3.2.3. Preparation and submission of materials for the NEDA Board	PPP Center, NEDA Board Secretariat	Within 5 WDs upon completion of the memorandum for the NEDA Board/the President	5.3.2.3 Memorandum for the NEDA Board/the President with the result of validation of Agency compliance with ICC-CC instructions prepared by the PPP Center.	

¹² For issues where the PPP Center, NEDA, and DOF have different findings/positions, the issue, and the recommendations of PPP Center, NEDA, and DOF, may be elevated to the NEDA Board.

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5.3.3. Scenario C: If ICC-CC recommends disapproval/rejection of project					
	5.3.3.1. Preparation and submission of materials for the NEDA Board	PPP Center, NEDA Board Secretariat	Within five (5) working days from ICC-CC endorsement or 10 working days before the scheduled NEDA Board meeting, subject to instructions of the NEDA Board/the President	5.3.3.1. Memorandum for the NEDA Board/the President prepared by the PPP Center.	10 WDs before the NEDA Board meeting
6	NEDA Board Approval				For Solicited PPPs: 30 WDs (6 weeks) For Unsolicited PPPs: 120 CDs (16 weeks)¹³

¹³ If Approving Body is the NEDA Board:

(i) For solicited proposals, approval shall be within **30 working days** pursuant to Section 2.11 (Deadline for Approval of Solicited Projects) of the Revised 2022 BOT Law IRR.

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6.1. NEDA Board approval <i>en banc</i>				
6.1.1. Presentation of the project to the NEDA Board <i>en banc</i> meeting	Head of the Agency of the proposed project or the ICC-CC Chairpersons	For solicited projects: 30 WDs upon receipt by the NEDA Board of the ICC-CC's endorsement for approval For unsolicited projects: 120 CDs upon receipt by the NEDA Board of the ICC-CC's endorsement for approval/ acceptance	6.1.1. NEDA Board decision	
6.1.2. Preparation of final sets of PTCs	PPP Center	Within 3 WDs following NEDA Board decision on the project	6.1.2. Final set of NEDA Board-approved PTCs	

*(ii) For unsolicited proposals, approval shall be within **120 calendar days** pursuant to Section 10.7 (Approval of the Unsolicited Proposal Prior to Negotiation with the Original Proponent) of the Revised 2022 BOT Law IRR.*

For solicited projects, NEDA Board Action shall be approval/disapproval while for unsolicited proposals, it shall be acceptance/rejection.

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	6.1.3 Issuance of NEDA Board letter to Agency	NEDA	Within 5 WDs following NEDA Board decision on the project	6.1.3. Letter to Agency conveying the results of the NEDA Board deliberation on the project (including final set of PTCs)	
6.2 NEDA Board approval <i>ad referendum</i>					
	6.2.1 Preparation of the NEDA Board approval <i>ad referendum</i> documents and final set of PTCs	ICC Core Secretariat, PPP Center, NEDA Board members	Within the deadline indicated in the approval <i>ad referendum</i> document	6.2.1. Memorandum for the NEDA Board requesting approval <i>ad referendum</i> of the project and NEDA Board members' signature sheet	
	6.2.2 Secure ICC member's approval/signature	ICC Core Secretariat, NEDA Board Vice-chair and members		6.2.2. Signed signature sheets of the ICC members	
	6.2.3 Preparation of final sets of PTCs	PPP Center	Within 3 WDs following NEDA Board decision on the project	6.2.3. Final set of NEDA Board-approved PTCs	
	6.2.4 Issuance of NEDA Board letter to Agency	NEDA	Within 5 WDs upon receipt of approval of the majority of the NEDA Board members	6.2.3. Letter to Agency conveying the results of the NEDA Board action on the project (including final set of PTCs)	

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For Unsolicited Proposals:

7	Agency submission of Results of Negotiation				
	7.1. In case of successful negotiation, Agency submission of Results of Negotiation to the NEDA Board, copy furnished the ICC-CC Chairpersons, PPP Center, NEDA-IPG, and DOF-PCAG	Head of Agency	Within 7 CDs after the conclusion of negotiation or the end of the negotiation period, whichever comes first	7.1. Letter to the NEDA Board, copy furnished the ICC Chairpersons and PPP Center, submitting the report regarding the successful negotiation and the signed certification that an agreement has been reached by both parties (stating that the negotiated terms comply with the PTCs approved by the NEDA Board).	7 CDs ¹⁴

¹⁴ Section 10.9.d - Successful Negotiation

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	7.2. In case of failure of negotiation, Agency submission of Results of Negotiation to the NEDA Board, copy furnished the ICC-CC Chairpersons, PPP Center, NEDA-IPG, and DOF-PCAG	Head of Agency	Within 7 CDs from lapse of the negotiation period	7.2. Letter to the NEDA Board, copy furnished the ICC Chairpersons and PPP Center, submitting the report informing of the failure of negotiation, the reasons therefor, and which among the options stipulated in Section 10.9.c ¹⁵ of the Revised 2022 BOT Law IRR the Agency intends to undertake.	7 CDs ¹⁶
8	Validation of Results of Successful Negotiation				
	8.1. PPP Center, NEDA and DOF validation of the results of negotiation	PPP Center, NEDA and DOF	Within 15 WDs upon receipt of Report from the Agency	8.1. PPPC confirmation of readiness to submit to NEDA Board;	15 WDs

¹⁵ Section 10.9.c - Failure of Negotiation

¹⁶ Section 10.9.c - Failure of Negotiation

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	8.2. Consolidation of the results of validation and submission to the NEDA Board	PPP Center, NEDA and DOF	Within 5WDs from completion of validation of Agency report	8.2. Report to the NEDA Board on Validation of the negotiated terms in accordance with the approved PTCs prepared by the PPP Center.	5 WDs
9	NEDA Board action on the Results of Negotiation				
	9.1. Submission of the Validation Report on the Results of the Negotiation to the NEDA Board ¹⁷	Head of Agency or the ICC Chairpersons	Within 20 WDs upon receipt of the NB Secretariat of the Report on the results of negotiation and validated PTCs from the PPP Center	9.2. NEDA Board action	20 WDs ¹⁸
	9.2. Issuance of NEDA Board letter to Agency	NEDA	Within 5 WDs following NEDA Board decision on	9.2. Letter to Agency conveying the results of the NEDA Board deliberation	5 WDs

¹⁷ If there are no changes on the ICC/NEDA Board-approved PTCs, as validated by PPP Center, NEDA, and DOF, the results of the negotiation shall be presented for notation of the NEDA Board or as Matters Arising only, subject to the instructions of the ICC-CC Chairpersons.

¹⁸ Section 10.9.e - Action of the Approving Body on the Negotiated PTCs following Successful Negotiation

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