

Attachment 3
Default Service RFP
Bid Proposal Submission Guide

Bid Proposal Submission Window:
10:00 a.m. – 12:00 p.m. (noon) EPT on July 28, 2026

1. Contact Us

If you encounter difficulties in submitting your Bid Proposals online, please contact us:

PPL Electric RFP Team
PPL-Procurement@NERA.com

2. Introduction

The PPL Electric Utilities Corporation's RFP Manager Team ("PPL Electric RFP Team") will notify RFP Bidders whether they are Qualified Bidders for the July 2026 solicitation on or prior to July 20, 2026. Only Qualified Bidders may submit Bid Proposals.

Qualified Bidders submit their Bid Proposals online in the following manner:

- The Qualified Bidder fills out a Bid Proposal Spreadsheet for each Product for which the Qualified Bidder is submitting a Bid Proposal.
- The Qualified Bidder logs into the secure file transfer system and uploads its Bid Proposal Spreadsheet(s).
- The PPL Electric RFP Team may confirm receipt of your Bid Proposal Spreadsheet(s) by phone, on a best efforts basis, and ask you to verbally confirm a portion of your Bid information provided in your Bid Proposal Spreadsheet(s).

Each of these steps is outlined below. Tips and recommendations on how to avoid errors are provided in Section 4.

3. Steps in completing and submitting the Bid Proposal Spreadsheet(s)

Step 1: Download Bid Proposal Spreadsheet(s)

The Bid Proposal Spreadsheets are available under the “[Documents](#)” page of the “Default Service (Full Requirements) RFP” section on the RFP website.

There is a Bid Proposal Spreadsheet specific to each Product in the Default Service (Full Requirements) RFP. You must download a Bid Proposal Spreadsheet for each Product for which you are submitting a Bid Proposal.



PPL Electric's Default Service Program

Home > Default Service (Full Requirements) RFP > Documents

Documents

INFORMATION FOR GENERATION SUPPLIERS

Load Following Full Requirements

- RFP Process and Rules (including Appendices) (.pdf)
 - Addendum 1. RFP Schedule (.pdf)
 - Addendum 2. Online Form Instructions (.pdf)
- Appendix 1. Default Service Supplier Master Agreement (.docx)
 - Appendix E. Adherence to U.S. Stay Protocol (.docx)
 - Exhibit 2. AEPS Obligation (.pdf)
 - Exhibit 3. Form of Notice (.docx)
 - Exhibit 4. Performance Assurance Evergreen Letter of Credit (.docx)
 - Exhibit 5. Unconditional Guaranty (.docx)
- Appendix 3. Confidentiality Agreement (.docx)
- Appendix 4. PJM Qualification Certification Form (.docx)
- Appendix 5. FERC Authorization Certification Form (.docx)
- Appendix 6. Credit Authorization (.docx)
- Appendix 6b. Confirmation of Credit and Financial Information (.docx)
- Appendix 7. Bid Assurance Letter of Credit (Electronic) (.docx)
- Appendix 8. Bid Proposal Spreadsheets
 - RES (12 month) (.xls)
 - RES (24 month) (.xls)
 - SCI (12 month) (.xls)
 - SCI (24 month) (.xls)
- Appendix 9. Binding Bid Agreement (.docx)

Step 2: Fill Out a Bid Proposal Spreadsheet

- Open the Bid Proposal Spreadsheet and confirm that it is for the Product for which you are submitting a Bid Proposal.

Example of Residential 24-Month Product Bid Proposal Spreadsheet:

PPL Electric Utilities Corporation Default Service RFP Process and Rules APPENDIX 8 Bid Proposal Spreadsheet - Default Service Fixed Price Supply July 2026 Solicitation Full Requirements Service Bid Proposal Due Date: Tuesday, July 28, 2026 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT Residential - 24 Month 24-Month Delivery Period: December 1, 2026 – November 30, 2028
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- Fill in your Bidder Information:
 - The Company Name should be the full legal name of the party executing the Default Service SMA.
 - The Contact Name should be the name of a person with whom receipt can be confirmed.
 - The PPL Electric RFP Team will confirm receipt (on a best efforts basis) using the contact name and phone number provided.

Bidder Information:		Enter your Bidder Information here * Required Field * Required Field * Required Field
Company Name	Electric Co.	
Contact Name	Jane Doe	
Phone Number	(555) 555-5555	

- Enter your bids:
 - Fill in a price for 1 Total Tranche Supplied.
 - For additional Total Tranches Supplied, fill in a price or enter an “X”.
 - If you have filled in an “X” for a given number of Total Tranches Supplied, you **MUST** put an “X” for all subsequent (larger) numbers of Total Tranches Supplied.
 - For every number of Total Tranches Supplied you **MUST** put either a price or an “X”.
 - **All price quotes are limited to two (2) decimal places.**
- Confirm that your Bid Proposal Spreadsheet is complete. The indicator at the bottom of the page will say “Complete”. Any incomplete Bid Proposal Spreadsheet submitted will be deemed a non-conforming proposal and will be eliminated from consideration.

Example of Residential 24-Month Product Bid Proposal Spreadsheet:

Bid Information:		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	75.00	* Required Field	
	2	\$1,000,000	75.00	* Required Field	
	3	\$1,500,000	75.00	* Required Field	
	4	\$2,000,000	75.00	* Required Field	
	5	\$2,500,000	X	* Required Field	
	6	\$3,000,000	X	* Required Field	
	7	\$3,500,000	X	* Required Field	
	8	\$4,000,000	X	* Required Field	
Complete/Incomplete:		COMPLETE			

All cells shaded gray must be completed.

- Save your Bid Proposal Spreadsheet somewhere easily accessible, as the PPL Electric RFP Team may need you to confirm your bids.

Step 3: Submit Your Bid Proposal Spreadsheet(s) Online

Bid Proposal Spreadsheet(s) must be submitted to the PPL Electric RFP Team by secure file transfer during the Bid Proposal Submission Window as follows:

Tuesday, July 28, 2026: 10:00 a.m. – 12:00 p.m. (noon) EPT

To use the secure file transfer system:

- Go to <https://securebidtransfer.com/>
- Enter the username and password supplied to you by the PPL Electric RFP Team in the Notification of Qualification. Note that the password is case-sensitive.

The image shows a login interface for NERA Economic Consulting. At the top is the NERA logo. Below it is a form with two input fields: 'Username or Email Address' and 'Password'. The 'Username or Email Address' field contains the text 'Bidder1'. The 'Password' field is masked with dots. Below the password field are two checkboxes: 'Remember Me' and 'Log In'. A red callout box points to the 'Username or Email Address' field with the text: 'Enter the username provided in your Notification of Qualification. This guide uses the username "Bidder1"'. Another red callout box points to the 'Password' field with the text: 'NOTE: Password is case-sensitive'.

- Click “Upload Form” on the sidebar.

NERA Secure Bid Transfer

Upload Form

Logout



PPL Electric Utilities

Instructions for submitting the Bid Proposal Form

To return to these instructions at any time, click “NERA Secure Bid Transfer” at the top of the left-hand side toolbar.

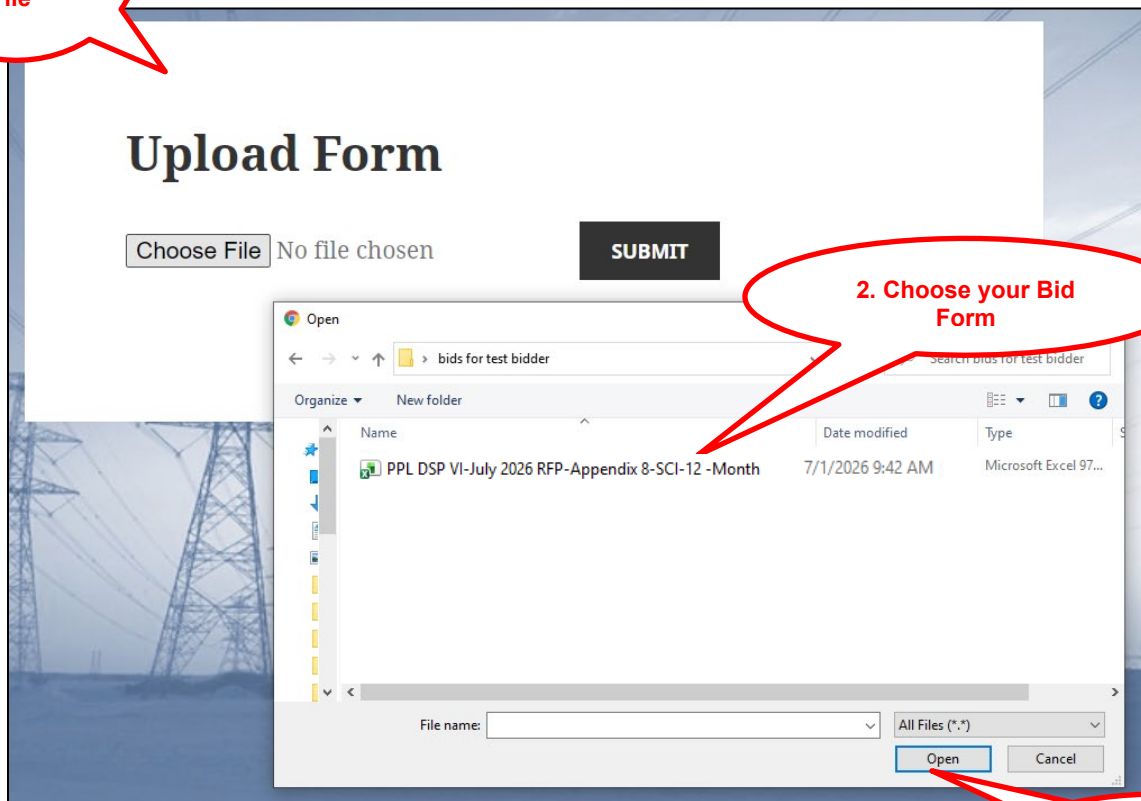
1. DOWNLOAD AND COMPLETE THE BID PROPOSAL SPREADSHEET(S).

Download the Bid Proposal Spreadsheet(s) from the “Documents” page of the “Default Service RFP” section on the RFP website. Complete the Bid Proposal Spreadsheet(s). For assistance completing the Bid Proposal Spreadsheet(s), please consult the [Bid Form Guide](#).

2. SUBMIT THE BID PROPOSAL SPREADSHEET(S).

- To upload the file:
 1. Click on “Browse” or “Choose File” to access the file upload window.
 2. Navigate to the folder where you saved the Bid Proposal Spreadsheet. Click on the Bid Proposal Spreadsheet.
 3. Click “Open” in the dialog box.

1. Click
“Browse” or
“Choose
File”



2. Choose your Bid
Form

3. Click “Open”

- Once the file has uploaded successfully, the filename will be visible. Ensure this is the file you intend to use and then click “Submit.”



Upload Form

PPL-DSP-VI- ...eadsheet.xls

- After submission, the filename will appear in the upload window with the time of submission to the right of the filename.



Upload Form

- PPL DSP VI - July 2026 RFP - Appendix 8-SCI-12-Month.xlsx uploaded 2026-7-8 at 10:20am

No file selected

Step 4: Receipt of Confirmation

- Bidders are encouraged to email PPL-Procurement@NERA.com to ask for confirmation of receipt of the Bid Proposal Spreadsheet(s).
- The PPL Electric RFP Team will download your Bid Proposal Spreadsheet(s).
- The PPL Electric RFP Team may confirm receipt of your Bid Proposal Spreadsheet(s) by phone, on a best efforts basis, and ask you to verbally confirm a portion of your Bid information provided in your Bid Proposal Spreadsheet(s).

4. Tips and Recommendations on How to Avoid Errors

The examples below are examples of Bid Proposal Spreadsheets that have been filled out **incorrectly**. Bidders should note that the Bid Proposal Spreadsheets contain some pop-up warnings to prevent incorrect entries. However, the secure file transfer process will not prevent you from submitting incorrect or incomplete Bid Proposal Spreadsheets.

Example 1: Incomplete Bidder Information

- You must complete all bidder information including company name, contact name, and phone number.

Bidder Information:	
Company Name	Electric Co. * Required Field
Contact Name	Jane Doe * Required Field
Phone Number	* Required Field

Tranche Information:	
Solicitation Load Cap	85%
Aggregate Load Cap	50%
Total Available Tranches	8
Tranche Size (% of Total Residential Default Service Load)	2.50%

Bid Information:																																							
	<table border="1"> <thead> <tr> <th></th> <th>Total Tranches Supplied</th> <th>Bid Assurance Collateral Amount</th> <th>Price (US\$/MWh)</th> <th></th> </tr> </thead> <tbody> <tr> <td rowspan="8">Bids</td> <td>1</td> <td>\$500,000</td> <td>75.00</td> <td>* Required Field</td> </tr> <tr> <td>2</td> <td>\$1,000,000</td> <td>75.00</td> <td>* Required Field</td> </tr> <tr> <td>3</td> <td>\$1,500,000</td> <td>75.00</td> <td>* Required Field</td> </tr> <tr> <td>4</td> <td>\$2,000,000</td> <td>75.00</td> <td>* Required Field</td> </tr> <tr> <td>5</td> <td>\$2,500,000</td> <td>x</td> <td>* Required Field</td> </tr> <tr> <td>6</td> <td>\$3,000,000</td> <td>x</td> <td>* Required Field</td> </tr> <tr> <td>7</td> <td>\$3,500,000</td> <td>x</td> <td>* Required Field</td> </tr> <tr> <td>8</td> <td>\$4,000,000</td> <td>x</td> <td>* Required Field</td> </tr> </tbody> </table>		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)		Bids	1	\$500,000	75.00	* Required Field	2	\$1,000,000	75.00	* Required Field	3	\$1,500,000	75.00	* Required Field	4	\$2,000,000	75.00	* Required Field	5	\$2,500,000	x	* Required Field	6	\$3,000,000	x	* Required Field	7	\$3,500,000	x	* Required Field	8	\$4,000,000	x	* Required Field
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	8	\$4,000,000	x	* Required Field																																			

Complete/Incomplete: **INCOMPLETE** ← Bid Proposal Spreadsheet Incomplete

- If you only wish to supply 4 tranches, you MUST enter an “X” in the Price column for all greater numbers of Total Tranches Supplied.

Bidder Information:																																							
Company Name	Electric Co. * Required Field																																						
Contact Name	Jane Doe * Required Field																																						
Phone Number	(555) 555-5555 * Required Field																																						
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Total Available Tranches	8																																						
Tranche Size (% of Total Residential Default Service Load)	2.50%																																						
Bid Information:																																							
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Total Tranches Supplied</th> <th style="width: 30%;">Bid Assurance Collateral Amount</th> <th style="width: 30%;">Price (US\$/MWh)</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td rowspan="8" style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">Bids</td> <td>1</td> <td>\$500,000</td> <td>75.00</td> <td style="text-align: right; font-size: small;">* Required Field</td> </tr> <tr> <td>2</td> <td>\$1,000,000</td> <td>75.00</td> <td style="text-align: right; font-size: small;">* Required Field</td> </tr> <tr> <td>3</td> <td>\$1,500,000</td> <td>75.00</td> <td style="text-align: right; font-size: small;">* Required Field</td> </tr> <tr> <td>4</td> <td>\$2,000,000</td> <td>75.00</td> <td style="text-align: right; font-size: small;">* Required Field</td> </tr> <tr> <td>5</td> <td>\$2,500,000</td> <td></td> <td style="text-align: right; font-size: small;">* Required Field</td> </tr> <tr> <td>6</td> <td>\$3,000,000</td> <td></td> <td style="text-align: right; font-size: small;">* Required Field</td> </tr> <tr> <td>7</td> <td>\$3,500,000</td> <td></td> <td style="text-align: right; font-size: small;">* Required Field</td> </tr> <tr> <td>8</td> <td>\$4,000,000</td> <td></td> <td style="text-align: right; font-size: small;">* Required Field</td> </tr> </tbody> </table>		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)		Bids	1	\$500,000	75.00	* Required Field	2	\$1,000,000	75.00	* Required Field	3	\$1,500,000	75.00	* Required Field	4	\$2,000,000	75.00	* Required Field	5	\$2,500,000		* Required Field	6	\$3,000,000		* Required Field	7	\$3,500,000		* Required Field	8	\$4,000,000		* Required Field
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Complete/Incomplete: INCOMPLETE ← Bid Proposal Spreadsheet Incomplete																																							

You must enter a price or "X" for all Total Tranches Supplied

Example 3: Not Providing a Price for All Smaller Numbers of Total Tranches Supplied

- If you wish to supply, for example, 8 tranches, you must also enter a price for 1 – 7 Total Tranches Supplied.
- If you wish to supply multiple Total Tranches Supplied at the same price, you must enter the price for each number of Total Tranches Supplied you wish to supply at that price.

Bidder Information:																													
Company Name	Electric Co.	* Required Field																											
Contact Name	Jane Doe	* Required Field																											
Phone Number	(555) 555-5555	* Required Field																											
Tranche Information:																													
Solicitation Load Cap	85%																												
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Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)																											
1	\$500,000																												
2	\$1,000,000																												
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6	\$3,000,000																												
7	\$3,500,000																												
8	\$4,000,000	75.00																											
Complete/Incomplete:	INCOMPLETE	← Bid Proposal Spreadsheet Incomplete																											

Example 4: Entering a Price After Entering an “X”

- You cannot enter an “X” for a number of Total Tranches Supplied and then enter a price for a greater number of Total Tranches Supplied.
- If you enter a price for a number of Total Tranches Supplied, you must enter a price for all smaller numbers of Total Tranches Supplied.

Bidder Information:					
Company Name	Electric Co.			* Required Field	
Contact Name	Jane Doe			* Required Field	
Phone Number	(555) 555-5555			* Required Field	
Tranche Information:					
Solicitation Load Cap				85%	
Aggregate Load Cap				50%	
Total Available Tranches				8	
Tranche Size (% of Total Residential Default Service Load)				2.50%	
Bid Information:					
		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1		\$500,000	X	* Required Field
	2		\$1,000,000	75.00	* Required Field
	3		\$1,500,000	75.00	* Required Field
	4		\$2,000,000	75.00	* Required Field
	5		\$2,500,000	75.00	* Required Field
	6		\$3,000,000	75.00	* Required Field
	7		\$3,500,000	75.00	* Required Field
	8		\$4,000,000	75.00	* Required Field
Complete/Incomplete:		INCOMPLETE		You must enter a price for 1 Total Tranche Supplied Bid Proposal Spreadsheet Incomplete	

Example 5: Multiple Errors

- You must enter a price or an "X" for all cells in the Price column.
- You cannot enter an "X" for a number of Total Tranches Supplied and then enter a price offer for a greater number of Total Tranches Supplied.
- If you wish to make a price offer for 7 tranches, you must also enter a price offer for all smaller numbers of Total Tranches Supplied (1, 2, 3, 4, 5 and 6) and must enter an "X" for 8 Total Tranches Supplied.

Bidder Information:		
Company Name	Electric Co.	* Required Field
Contact Name	Jane Doe	* Required Field
Phone Number	(555) 555-5555	* Required Field

Price

Please enter a price with at most two decimal places. If you choose not to bid on a particular tranche, then you must enter an "X" for that and all subsequent tranches.

Bid Information:				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000		* Required Field
	2	\$1,000,000	X	* Required Field
	3	\$1,500,000	75.00	* Required Field
	4	\$2,000,000	75.00	* Required Field
	5	\$2,500,000	75.00	* Required Field
	6	\$3,000,000	75.00	* Required Field
	7	\$3,500,000	75.00	* Required Field
	8	\$4,000,000	X	* Required Field

Complete/Incomplete:
INCOMPLETE

← Bid Proposal Spreadsheet Incomplete

Example 6: Violating Aggregate Load Cap Restrictions

- If a bidder has an Aggregate Load Cap of eight (8) tranches in the Residential Customer Group, the maximum number of tranches bid across the 24-month and 12-month fixed price products for the Residential Customer Group must not exceed eight (8) tranches.
- In the example below, although a bid of nine (9) tranches bid across the 24-month and 12-month fixed price products for the Residential Customer Group is compliant with the Solicitation Load Cap of ten (10) tranches, it violates the Aggregate Load Cap for a bidder with an Aggregate Load Cap of eight (8) tranches.
- The Aggregate Load Cap is specific to each Bidder and is provided in the Bidder's Notification of Qualification.

July 2026 Solicitation Full Requirements Service Bid Proposal Due Date: Tuesday, July 28, 2026 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT				
Residential - 24 Month 24-Month Delivery Period: December 1, 2026 - November 30, 2028				
Bidder Information:				
Company Name	Electric Co.	* Required Field		
Contact Name	Jane Doe	* Required Field		
Phone Number	(555) 555-5555	* Required Field		
Tranche Information:				
Solicitation Load Cap	85%			
Aggregate Load Cap	50%			
Total Available Tranches	8			
Tranche Size (% of Total Residential Default Service Load)	2.50%			
Bid Information:				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	75.00	* Required Field
	2	\$1,000,000	75.00	* Required Field
	3	\$1,500,000	75.00	* Required Field
	4	\$2,000,000	75.00	* Required Field
	5	\$2,500,000	75.00	* Required Field
	6	\$3,000,000	75.00	* Required Field
	7	\$3,500,000	X	* Required Field
	8	\$4,000,000	X	* Required Field
Complete/Incomplete: COMPLETE				

July 2026 Solicitation Full Requirements Service Bid Proposal Due Date: Tuesday, July 28, 2026 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT				
Residential - 12 Month 12-Month Delivery Period: December 1, 2026 - November 30, 2027				
Bidder Information:				
Company Name	Electric Co.	* Required Field		
Contact Name	Jane Doe	* Required Field		
Phone Number	(555) 555-5555	* Required Field		
Tranche Information:				
Solicitation Load Cap	85%			
Aggregate Load Cap	50%			
Total Available Tranches	4			
Tranche Size (% of Total Residential Default Service Load)	2.50%			
Bid Information:				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	75.00	* Required Field
	2	\$1,000,000	75.00	* Required Field
	3	\$1,500,000	75.00	* Required Field
	4	\$2,000,000	X	* Required Field
Complete/Incomplete: COMPLETE				
IMPORTANT: Aggregate Load Cap: Please refer to Attachment 6 of your Notification of Qualification for information regarding the bid Aggregate Load Cap applicable to the RFP Bidder.				

The maximum number of tranches bid across products for a customer group must not exceed the Aggregate Load Cap for that bidder.