



MANILA ELECTRIC COMPANY (MERALCO)
Ortigas Center, Brgy. Ugong, Pasig City

INVITATION TO BID

(BAC CONTROL NO. NG0826-0952-2)

SUPPLY AND DELIVERY OF VAT OFFICIAL RECEIPT

Interested vendors are invited to participate in the bidding for the Supply and Delivery of VAT Official Receipt (OR).

CALENDAR OF ACTIVITIES:

ACTIVITY	DATE	TIME
Submission of Letter of Intent (LOI) and Eligibility Requirements	September 28 – October 2, 2026	Until 11:59 PM of October 2, 2026
Issuance of Bid Documents	October 12, 2026	Until 11:59 PM of October 12, 2026

Interested vendors must submit the following for eligibility to participate in the bidding:

- A. For all Vendors**
- Certificate of Accreditation issued by the Bureau of Internal Revenue
 - Must not have any pending case with MERALCO or other companies upon submission of the Letter of Intent.
- B. For MERALCO Accredited Vendors (additional requirement):**
- Certificate of MERALCO vendor accreditation. If the accreditation is for renewal, please submit proof that you are undergoing the accreditation renewal process.
- C. For Non-Accredited Vendors (additional requirements):**
- Securities and Exchange Commission (SEC) Registration Certificate
 - Latest Audited Financial Statement (AFS) for the last three (3) years, with the signed and notarized “Sworn Affidavit of Truth and Accuracy of Submitted Documents”
 - Company Profile with the following details in Word File:
 - Company Name
 - Company Address
 - Contact Person and Details
 - Date of Incorporation
 - Number of Employees
 - Organizational Chart
 - Short Company Overview
 - Three-Year Supply Record (preferably in the Philippines; please include the Item Supplied, Name of Client, Company and the Date of Purchase)

Non-accredited vendors must undergo the MERALCO accreditation process and must already be accredited by the time of the award.

SUBMISSION INSTRUCTIONS:

- Submit the LOI and eligibility documents as PDF email attachments using a business email address that includes the company's domain name.
- Keep each email submission within the 15MB size limit. Submissions may be divided into multiple emails.
- Send to Meralco_BAC_Secretariat@meralco.com.ph and group.CorporateLogistics.Supplies@meralco.com.ph.
- Subject: NG0826-0952-2 | LOI | SUPPLY AND DELIVERY OF VAT OR | *VENDOR NAME*
- Deadline: October 2, 2026, 11:59 PM; late submissions, whether complete or partially received in our servers, will be considered invalid.
- Bid documents shall only be issued to vendors who submit an LOI and meet the eligibility requirements.

CLICK HERE TO SUBMIT

As part of cybersecurity protection, email addresses created from non-secure, free, or open third-party domains or sources will not be accepted as company email addresses. Eligibility documents submitted through external document links shall also not be accepted. Subsequent bid submissions by eligible vendors must also be sent as file attachments using business email addresses only.

MERALCO reserves the right to:

- Accept any bid, reject any or all bids, and/or annul the bidding process in its entirety at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the participating bidders of the grounds for MERALCO’s action; and
- Issue an addendum to the Invitation to Bid at any time as a result of questions, changes in schedule, or other relevant matters.

Interested vendors may obtain further information through the MERALCO Bids and Awards Committee Secretariat and Category Management for Core Support via email to Meralco_BAC_Secretariat@meralco.com.ph and group.CorporateLogistics.Supplies@meralco.com.ph, respectively.

Bid Document Fee (non-refundable): Maximum of ₱ 7,000.00, VAT exclusive, shall be paid upon submission of bids.

(sgd.)
LUISITO B. ACUÑA
Chairman, MERALCO Bids and Awards Committee

MERALCO employs strict cybersecurity controls. Kindly refer to the following link for the Vendor Cybersecurity Advisory:
<https://company.meralco.com.ph/news-and-advisories/supply-chain-management-invitations-bid>