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

INVITATION TO BID

(BAC CONTROL NO. IT0926-0972-1)

BUSINESS CONSULTANCY SERVICES FOR FINANCEPROCESS MANAGEMENT

Interested vendors are invited to participate in the bidding for the Business Consultancy Services for Finance Process Management (FPM). The main coverage of this engagement includes business process management, SAP application support, enhancement delivery, project implementation, user assistance for internal and external customers, governance documentation, data management, regulatory compliance support, project management, and continuous process improvement.

SCOPE OF WORK:
The CONTRACTOR shall support MERALCO's evolving Finance technology landscape, including the coexistence, transition, migration, cutover, stabilization, and steady-state operation of the existing SAP ERP Central Component (ECC), SAP Treasury and Risk Management (TRM), SAP S/4 HANA RISE, and related SAP cloud and analytics solutions implemented under the ERP Modernization Project.

The CONTRACTOR shall manage and support FPM operations covering the following existing and future SAP Finance modules and capabilities:

- SAP ECC Financial Accounting and Controlling (FI/CO), including Accounts Payable, Accounts Receivable, Asset Accounting, General Ledger, and Controlling
- SAP Project Systems (PS)
- SAP Bank Accounting (FI-BL)
- SAP Sales and Distribution (SD) Finance-related processes
- SAP Treasury and Risk Management (TRM), including the existing TRM environment and its future-state S/4 HANA implementation
- SAP Cash Management, Cash and Liquidity Management, liquidity forecasting, and cash position reporting
- SAP Bank Communication Management (BCM)
- SAP Business Intelligence and SAP Business Planning and Consolidation (BI/BPC)
- SAP S/4HANA Finance, including the Universal Journal, Advanced Asset Accounting, Management Accounting, Margin Analysis, and financial close capabilities
- SAP S/4HANA Group Reporting and Group Reporting Data Collection (GRDC), including consolidation, intercompany reconciliation and elimination, currency translation, and group financial reporting
- SAP Document and Reporting Compliance (DRC), including statutory and regulatory reporting and electronic invoicing requirements
- SAP Analytics Cloud (SAC), embedded analytics, CDS views, management dashboards, financial planning, budgeting, forecasting, and executive reporting
- SAP Fiori and related user experience solutions
- SAP Business Technology Platform (BTP), workflow automation, integration services, APIs, and approved extensions
- Other SAP products, modules, tools, cloud services, or Finance-related technologies implemented, activated, subscribed to, replaced, or migrated during the contract period.

The CONTRACTOR shall also manage and support the integration of SAP applications, including SAP ECC, SAP TRM, and SAP S/4HANA RISE, with MERALCO's internal and external applications. This obligation shall apply to existing interfaces and to interfaces redesigned, migrated, remediated, replaced, or newly implemented under the ERP Modernization Project and the Modernization Program of MERALCO, including:

- Customer Management System
- Supply Chain Legacy Systems
- Enterprise Asset Management System
- UiPath
- Microsoft 365 Tools
- Bloomberg
- Banks and banking platforms
- ServiceNow
- MERALCO Data Platform
- MERALCO Wellness System
- BIR EIS Portal
- Other internal or external systems, middleware, integration platforms, APIs, data services, and regulatory portals required to support Finance processes.

COVERAGE PERIOD: January 1, 2027 to December 31, 2029 (3 Years)

CALENDAR OF ACTIVITIES:

ACTIVITY	DATE	TIME
Submission of Letter of Intent (LOI) and Eligibility Requirements	September 25 – 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:
1. Documentary evidence demonstrates at least 20 years of collective experience in engagements with Distribution Utilities, covering process owners, ICT, and business units, across strategic consulting, solution implementation, operations, and support services.
2. Documentary evidence demonstrates adherence to recognized business analysis best practices (e.g., BABOK) for requirements analysis and management, supported by substantial experience in delivering similar services within the Distribution Utility industry.

B. For MERALCO Accredited Vendors (additional requirement):
1. Certificate of MERALCO vendor accreditation If the accreditation is for renewal, submit proof of ongoing accreditation renewal process.

C. For Non-Accredited Vendors (additional requirements):
1. Latest Audited Financial Statement (AFS) for the last three (3) years, accompanied by a signed and notarized "Sworn Affidavit of Truth and Accuracy of Submitted Documents"
2. Company Profile with the following details:
   a. Company overview
   b. Organization type (must be a corporation)
   c. Line of business
   d. Date of registration
   e. Chairman/CEO
   f. Totals spend for the last three (3) years

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.enterprise@meralco.com.ph.**
- **Subject: IT0926-0972-1 | LOI | BUSINESS CONSULTANCY SERVICES FOR FINANCE PROCESS MANAGEMENT | *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 a company's email address. Eligibility documents submitted through external document links shall also not be accepted. Subsequent bid submission by eligible vendors must also be sent as file attachments using a business email address only.

The following shall also serve as basis during the bid evaluation:

- Assessment of vendor's financial condition through financial review. To be considered for the award, vendors must be able to show a gross revenue for the year or capitalization that exceeds the total project value.

MERALCO reserves the right to:

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

Bid Document Fee (non-refundable): Maximum of ₱17,500.00, VAT exclusive, shall be paid upon submission of bids.

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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