



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

INVITATION TO BID

(BAC CONTROL NO. NG0426-0820-1)

PURCHASE OF DECORS AND ARTWORKS

Interested vendors are invited to participate in the bidding for the Purchase of Decors and Artworks.

REQUIREMENT
VARIOUS DECORATIONS (TYPICALLY USED DURING CHRISTMAS SEASON)

CALENDAR OF ACTIVITIES:

ACTIVITY	DATE	TIME
Submission of Letter of Intent (LOI) and Eligibility Requirements	April 24 – May 05, 2026	Until 11:59 PM of May 05, 2026
Issuance of Bid Documents	May 16, 2026	Until 11:59 PM of May 16, 2026

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

- A. For MERALCO Accredited Vendors:
1. Certificate of MERALCO vendor accreditation. If the accreditation is for renewal, please also submit proof that you are undergoing the accreditation renewal process.

2. Must not have pending case with MERALCO or other companies upon submission of letter of intent.
- B. For Non-Accredited Vendors:
1. Securities & Exchange Commission (SEC) Registration Certificate

2. 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”

3. The following details in Word File:

a. Company Name

b. Company Address

c. Contact Person and Details

d. Date of Incorporation

e. Number of Employees

f. Chairman/CEO

g. President

h. Directors

i. Short Company Overview

4. Three-Year Supply Record (preferably in the Philippines; please include the item supplied, name of client company and the date of purchase)

5. Must not have pending case with MERALCO or other companies upon submission of letter of intent.

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

The Letter of Intent (LOI) and the above-mentioned eligibility requirements must be **submitted via email as PDF file attachments using a business email address only** that includes the company's domain name. 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. Submission of eligibility documents through external document sharing platforms is discouraged.

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 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, change in acquisition 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.

Vendors must submit a Letter of Intent (LOI) in portable document format (PDF) with the required supporting documents **via email to Meralco_BAC_Secretariat@meralco.com.ph and group.CorporateLogistics.Supplies@meralco.com.ph using business email address. The Letter of Intent and eligibility documents must be received not later than 11:59 PM of May 05, 2026. Late submissions, whether complete or partially received in our servers, will be considered invalid.** The Bid Documents shall only be provided to vendors who submit an LOI and meet the eligibility requirements. Subsequent bid submission for eligible vendors must also be as file attachments using business email address only. **LOI email subject format should be: NG0426-0820-1 | LOI | PURCHASE OF DECORS AND ARTWORKS | VENDOR NAME.**

Bid Document Fee (non-refundable): No Bid Fee

(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>