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

INVITATION TO BID

(BAC CONTROL NO. IT1126-1020-1)

PURCHASE OF SUBSCRIPTION TO AN E-LEARNING CONTENT PLATFORM

Interested vendors are invited to participate in the bidding for the Purchase of Subscription to an e-Learning Content Platform with the following requirements:

A. Content Quality & Capability Building

- **A1 Leadership Development:** Leadership content for first-line, middle and senior leaders, covering topics such as but not limited to: leading self, leading teams, leading change, strategic thinking, coaching and decision-making, with instructors who are industry practitioners, professors of known academic institutions and/or recognized thought leaders.
- **A2 Content Breadth & Quality:** A library of at least 10,000 relevant, high-quality courses covering Leadership, Technical/Functional, AI and Digital, Professional, Core Competency and Career Development topics. Each course has embedded pre- and post-tests, and AI coaching is available.
- **A3 Technical Depth:** An established curriculum beyond introductory level in engineering (power, electrical, electronics, mechanical), IT, cybersecurity, data, supply chain and energy/utility-related disciplines, with embedded pre- and post-tests.
- **A4 Utility Industry Relevance:** Content specific to the energy and utility sector, covering energy, utilities, engineering operations, asset management, grid modernization and sustainability.
- **A5 Content Freshness:** An actively maintained library. Bidders state the new courses added, courses retired and average age of content in the last 12 months, and commit to a minimum volume of new content per year.
- **A6 Instructor Credibility:** Content developed or delivered by industry practitioners, faculty of recognized academic institutions and/or recognized thought leaders, with a clear instructor selection and quality review process.
- **A7 Content Ownership & Licensing Rights:** Disclosure of proprietary versus third-party licensed content, and confirmation of the rights to resell or sublicense all offered content to MERALCO for the full subscription term.
- **A8 Industry Certifications:** Industry-recognized certifications or certification exam preparation content (e.g., PMP, ITIL, cloud, cybersecurity, data), with continuing education credits where applicable.
- **A9 Hands-On Learning:** Sandboxes, virtual labs, simulations or practice environments for applied skills.
- **A10 Emerging Skills:** Content on future-ready capabilities, covering at minimum AI and generative AI, data literacy and analytics, digital skills, and sustainability/energy transition, refreshed as new skills emerge.
- **A11 Localized Content:** Content in Filipino or with local subtitles, or with Philippine/Asia-Pacific context.
- **A12 Skills Mapping:** Content mapped to a skills taxonomy, able to align with or import MERALCO's competency framework/skills ontology.
- **A13 Skills Assessments:** Pre/post or standalone assessments that measure skill proficiency, with individual and group reporting, separate from the tests embedded in each course.
- **A14 Career Pathing:** Learning linked to target roles and career moves, showing learners the skills needed for their next role.

B. Content Consumption Experience

- **B1 Learning Paths:** Content organized into curated and custom learning paths by role, level or competency. Administrators can combine vendor and MERALCO content and assign paths to MERALCO role groups (Leaders, Professional/Technical).
- **B2 Mobile Experience:** Full access to the content library through native iOS and Android apps, with offline/downloadable content and progress sync.
- **B3 AI-Enabled Learning Support:** AI features that personalize content and support learning, such as AI coaching, AI role play, AI-driven content recommendations or a learning assistant.
- **B4 Push Notifications & Nudges:** Automated reminders, deadline alerts and personalized nudges that drive content consumption, through app push notifications and e-mail, configurable by administrators.
- **B5 Content Discovery:** Effective search, personalized recommendations, skills-based suggestions and curated collections that help learners find relevant content quickly.
- **B6 Ease of Use:** An intuitive, accessible interface on standard web browsers, requiring minimal training for learners.
- **B7 Social Learning:** Discussions, content sharing, peer recommendations and learning communities.
- **B8 Gamification:** Badges, points, leaderboards, streaks or similar engagement mechanics.

C. Administration & Integration

- **C1 HR System Compatibility:** Proven compatibility with major HR systems, including but not limited to SAP SuccessFactors and Darwinbox, to support user data synchronization, organization hierarchy, and transfer of learning completion records. Vendors should provide relevant integration examples or references, where available.
- **C2 Content Standards Compatibility:** Ability to host, deliver and track MERALCO's own learning content alongside the provider's library, using industry-standard e-learning formats (such as SCORM, xAPI or equivalent), with export of learning records.
- **C3 Single Sign-On & Access Management:** Support for Single Sign-On (SSO) with MERALCO's identity provider using industry-standard authentication protocols, with secure user provisioning and deprovisioning, subject to validation by MERALCO ICT.
- **C4 Information Security & Data Privacy:** Adherence to recognized information security standards and practices (such as ISO/IEC 27001, SOC 2 or equivalent), with supporting proof; compliance with the Philippine Data Privacy Act of 2012 (Republic Act No. 10173), its Implementing Rules and Regulations, and issuances of the National Privacy Commission; disclosure of data hosting location; MERALCO ownership of its data, with full export upon contract end; and timely security updates. The solution shall comply with MERALCO's information security and cybersecurity policies, as validated by MERALCO ICT and Cybersecurity.
- **C5 Course and Learning Analytics & Reporting:** Dashboards and exportable reports on content enrollment, usage, completion, time spent and skills progress, filterable by organization unit, role group and individual, with scheduled report delivery.
- **C6 User Management & Learning Assignments:** Bulk user upload, role-based administrator permissions and organization hierarchy, including curator/assignment access for people leaders; assignment of courses and paths with due dates, reminders and completion tracking.

- **C7 Content Curation:** Tools for administrators and people leaders to curate, tag and recommend content collections for specific audiences.

D. Commercial and Vendor Value

- **D1 Vendor Support:** Dedicated customer success/account manager, service desk via e-mail, web portal and phone, support during Philippine business hours, and quarterly business reviews.
- **D2 Scalability:** Ability to scale from the initial license count to enterprise-wide rollout without re-implementation; platform availability of at least 99.5%; flexible prorated addition of licenses.
- **D3 Implementation Support:** Named implementation lead, project plan, configuration, administrator training, launch, activation, adoption and sustaining support, and trial/sandbox access during evaluation.

CALENDAR OF ACTIVITIES:

ACTIVITY	DATE	TIME
Submission of Letter of Intent (LOI) and Eligibility Requirements	November 9 — 19, 2026	Until 11:59 PM of November 19, 2026
Issuance of Bid Documents	November 26, 2026	Until 11:59 PM of November 26, 2026

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

A. For All Vendors:
1. Certificate of Authorized Distributorship

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

C. For Non-Accredited Vendors (additional requirements):
1. Company Profile
2. Securities and Exchange Commission (SEC) Registration Certificate
3. Latest Audited Financial Statement (AFS) with the signed and notarized "Sworn Affidavit of Truth and Accuracy of Submitted Documents"
4. Duly updated Department of Labor and Employment (DOLE) Department Order (DO) 174 Certificate of Registration

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

In addition, the vendor must have the following:

a. Local and global presence;
b. Experience in providing enterprise learning content and its delivery platform of at least 10 years;
c. Have at least three (3) enterprise clients, preferably a local or global conglomerate with at least 1,000 users each currently using the proposed platform; and
d. With client references that MERALCO may contact.

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: IT1126-1020-1 | LOI | PURCHASE OF SUBSCRIPTION TO AN E-LEARNING CONTENT PLATFORM | *VENDOR NAME***
- **Deadline: November 19, 2026, 11:59 PM**; late submissions, whether complete or partially received on 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.

The following shall also serve as basis during bid evaluation:

- As part of the eligibility screening, bidding vendors will undergo a financial review to assess their financial condition. To be considered for the award, vendors must be able to show a gross revenue or capitalization that exceeds the total project value.

MERALCO reserves the right to:

1. 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
2. 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 ICT via email to Meralco_BAC_Secretariat@meralco.com.ph and group.enterprise@meralco.com.ph, respectively.

Bid Document Fee (non-refundable): Maximum of ₱ 13,000.00 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