



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

INVITATION TO BID

(BAC CONTROL NO. IT0926-0960-1)

PURCHASE OF AUTOCAD
LICENSE SUBSCRIPTIONS (2027)

Interested vendors are invited to participate in the bidding for the Purchase of AutoCAD License Subscriptions.

REQUIREMENTS:

Item Description	Continuation of various AutoCAD products for 1 year starting from February 1, 2027 to January 31, 2028.	
	ITEM	QTY
	AEC Collection (Multi-user moved to subscription)	238
	AutoCAD (Multi-user moved to subscription)	70
	AutoCAD (Single user moved to subscription)	1
	AutoCAD LT	116
Total		425
Technical Specifications	Standard software package as provided by the manufacturer	
Warranty Requirements	<ul style="list-style-type: none">Provide 8x5 support for incident resolutionOnline availability of latest version of the software	

CALENDAR OF ACTIVITIES:

ACTIVITY	DATE	TIME
Submission of Letter of Intent (LOI) and Eligibility Requirements	September 21 – 28, 2026	Until 11:59 PM of September 28, 2026
Issuance of Bid Documents	October 7, 2026	Until 11:59 PM of October 7, 2026

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

- A. For MERALCO Accredited Vendors under the Specified Products:
 - Certificate of MERALCO vendor accreditation. If the accreditation is for renewal, submit proof of ongoing accreditation renewal process.
- B. For Non-Accredited Vendors:
 - Company Profile
 - 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”.

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: IT0926-0960-1 | LOI | PURCHASE OF AUTOCAD LICENSE SUBSCRIPTIONS (2027) | VENDOR NAME
- Deadline: September 28, 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.

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

- Certified Autodesk partner or reseller.
- Compliance with required software types and quantities as specified in the Request for Proposal (RFP).
- Compliance with MERALCO standard terms and conditions.

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 because 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 ₱ 6,500.00, 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>