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

INVITATION TO BID

(BAC CONTROL NO. IT1026-1002-1)

SUPPLY AND DELIVERY OF SMALL FORM-FACTOR PLUGGABLE (SFP)

Interested vendors are invited to participate in the bidding for the Supply and Delivery of Small Form-Factor Pluggable (SFP).

CALENDAR OF ACTIVITIES:

ACTIVITY	DATE	TIME
Submission of Letter of Intent (LOI) and Eligibility Requirements	October 28 – November 5, 2026	Until 11:59 PM of November 5, 2026
Issuance of Bid Documents	November 17, 2026	Until 11:59 PM of November 17, 2026

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

A. For All Vendors:
1. Certificate of Authorized Distributorship or Authorized Reseller Certificate for Cisco Products

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. 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:
3. Company overview
4. Organization type (must be a Corporation)
5. Line of business
6. Date of registration
7. Chairman/CEO
8. Totals spend for the last three (3) years
9. Securities and Exchange Commission (SEC) Registration Certificate
10. 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.

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: IT1026-1002-1 | LOI | SUPPLY AND DELIVERY OF SMALL FORM-FACTOR PLUGGABLE (SFP) | *VENDOR NAME***
- **Deadline: November 5, 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:

- 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, 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 ₱ 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