



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

REQUEST FOR INFORMATION

(SCM RFI NO. NG1026-0999-1i)

END-TO-END EVENT MANAGEMENT SERVICES FOR MERALCO MARKETING

MERALCO invites interested vendors to provide general information and their expertise in end-to-end event management services for MERALCO Marketing, including webinar deployment and management services, live streaming, webinar platform and software management, technical production, and end-to-end webinar support.

- 1. To engage qualified partners that can professionally plan, deploy, and manage seamless and reliable webinars for MERALCO customers.
- 2. To educate customers through timely, relevant, and accessible content that supports informed business decisions.
- 3. To provide customers with valuable industry updates, expert insights, and practical guidance to improve operational and energy efficiency.
- 4. To increase awareness and understanding of MERALCO’s latest products, services, solutions, and programs that can support business growth.
- 5. To ensure consistent, high-quality webinar experiences through reliable technology, livestreaming, audience engagement, and technical support.
- 6. To engage partners that comply with Meralco’s technical, service, data privacy, cybersecurity, and brand standards.
- 7. To secure responsive pre-event, live-event, and post-event support, including registration, analytics, recordings, and performance reports.
- 8. To engage partners that offer cost-effective, scalable, and value-driven solutions aligned with MERALCO’s customer engagement objectives

The Request for Information (RFI) will provide the Marketing team with additional information for developing a comprehensive Request for Proposal (RFP) to define the project requirements, scope of work, and selection criteria, and to make a well-informed decision on the most suitable vendors for the project.

CALENDAR OF ACTIVITIES:

| ACTIVITY                             | DATE                  | TIME                               |
|--------------------------------------|-----------------------|------------------------------------|
| Submission of Letter of Intent (LOI) | October 20 – 27, 2026 | Until 11:59 PM of October 27, 2026 |
| Release of RFI documents to Vendors  | October 30, 2026      | Until 11:59 PM of October 30, 2026 |

Interested vendors are requested to submit the following:

- A. Company Background/ Profile
- B. Products/Services/Solutions that the company offers
- C. Experience working on similar projects
  - **Onsite Events** (Event Management and Coordination Services, Participant Registration and Attendance Management Services, Program Management and Event Operations Services, Technical Production and Event Operations Services, Creative and Event Branding Services, Hosting Services, Tokens / Giveaways and Event Materials, Catering and Event Hospitality Services, Event Setup and Venue Operations Services, Crew Logistics Services, Event Contingency and Safety Support Services)
  - **Online events** (Participant Registration and Attendance Management Services, Post-Event Video Production Services, Technical Production and Event Operations Services)
- D. Timeline for providing the Products / Services / Solutions
- E. Approximate Cost of the Products / Services / Solutions

Supplemental Information:

- This RFI is non-binding and does not constitute a commitment to acquiring vendor’s products or services.
- Vendors will shoulder all costs associated in the preparation of their responses (e.g., preparation of budgetary quotation, conduct of Proof of Concept/ Product Demo, among others).
- Responses received are to be used solely for informational and benchmarking purposes only.
- Documents or information provided with the responses shall become property of MERALCO.
- No bid fees are to be imposed in relation to this RFI.
- NDA is required prior to the release of TDS, drawings, and confidential data to the vendors

MERALCO reserves the right to:

- 1. Issue an addendum to the RFI at any time as a result of questions, changes in submission schedule, or other matters; and,
- 2. Cancel or re-issue the RFI on a reasonable basis.

The Letter of Intent (LOI) must be submitted in portable document format (PDF) via email to **group.CorporateLogistics.Supplies@meralco.com.ph** no later than **11:59 PM, October 26, 2026**. LOI email subject format should be **NG1026-0999-1i END-TO-END EVENT MANAGEMENT SERVICES FOR MERALCO MARKETING <VENDOR NAME>**. For inquiries or clarifications prior to the submission deadline, respondents may communicate directly through the indicated email address.

(sgd.)  
**LUISITO B. ACUÑA**  
Head, Supply Chain Management

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>