



## REQUEST FOR QUOTATION / PROPOSAL

The Civil Aviation Authority of the Philippines – Central Office (CAAP-CO), through its Canvass and Contract Committee (CCC), will undertake a Small Value Procurement for the project described below for Fiscal Year 2025, in accordance with Section 34 of the **Implementing Rules and Regulations (IRR) of Republic Act No. 12009**, otherwise known as the “New Government Procurement Act.”

RFQ No.	:	C25-158-11
Name of the project	:	Procurement of 1-Year subscription to Remote Access Software for Network Troubleshooting
Approved Budget for Contract (ABC)	:	Php24,000.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery period	:	One (1) year
Delivery location	:	CAAP Information Technology Division (ITD)

### I. SUBMISSION OF DOCUMENTS

Interested suppliers are required to submit the following valid and current documents, which must be: properly paginated, with tabbing, and placed in a sealed long brown envelope; and chronologically arranged in accordance with the list below:

1. Valid PhilGEPS Registration Certificate (Platinum Membership) – all pages;
2. Valid Mayor’s/Business Permit;
3. Valid Tax Clearance Certificate;
4. Latest Income and/or Business Tax Return (Annual or Quarterly);
5. Duly accomplished and original Omnibus Sworn Statement (OSS) in the form prescribed by the NGPA Standard Forms, and if applicable:
  - Original Notarized Secretary’s Certificate, for corporations, partnerships, or cooperatives; or
  - Original Special Power of Attorney, for joint ventures, authorizing the signatory to represent the Bidder and sign the OSS (required for ABCs above ₱50,000.00);
6. Original brochure or product literature (if applicable);
7. Duly accomplished Price Quotation Form, in the prescribed format.

Upon claiming the Contract, the winning supplier shall present the original copies of all documents listed above for verification purposes, or submit a Certified True Copy issued by the relevant government agency. However, original copies of the Omnibus Sworn Statement, Brochure (if applicable), and Price Quotation Form must be included in the submitted sealed quotation/proposal.



## II. QUOTATION VALIDITY AND SUBMISSION DETAILS

All price quotations shall remain valid for a period of one hundred twenty (120) calendar days from the date of submission. Interested suppliers must submit their quotation or proposal in person, enclosed in a sealed long brown envelope, on or 12 DEC 2025, not later than 10:00 A.M., at the 3rd Floor, Procurement Division, General Services Building, Civil Aviation Authority of the Philippines, Old MIA Road, Pasay City, Metro Manila. Late submissions shall not be accepted and will be deemed non-compliant.

Addressed to:

### THE SECRETARIAT

Canvass and Contract Committee (CCC)  
Civil Aviation Authority of the Philippines  
Old MIA Road, Pasay City, Metro Manila

Likewise, any quotation or proposal exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.

## III. EVALUATION AND AWARD OF CONTRACT

The contract shall be awarded to the supplier, contractor, or consultant determined to have submitted either the Single or Lowest Calculated and Responsive Bid (S/LCRB) for goods and infrastructure projects, the Most Economically Advantageous and Responsive Quotation (MEARQ), or, in the case of consulting services, the Single or Highest Rated and Responsive Proposal (S/HRRP), in accordance with Section 66 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009.

## IV. INSPECTION AND ACCEPTANCE

The CAAP Technical Inspection and Acceptance Committee (TIAC) reserves the right to inspect and/or test the goods to verify compliance with the technical specifications.

## V. OTHER CONDITIONS

Any interlineations, erasures, or overwriting in the submitted documents shall be considered valid only if they are signed or initialed by the bidder or their duly authorized representative. In the event of delay or failure to perform contractual obligations, liquidated damages, if applicable, shall be imposed in accordance with Section 71 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009, or as otherwise provided in the contract.

Issued, this 05 DEC 2025, at the Civil Aviation Authority of the Philippines – Central Office Complex, Pasay City.

*for: EsPachalino*  
**ATTY. MARK NESTER T. MENDOZA**  
Chairperson  
Canvass and Contract Committee  
Civil Aviation Authority of the Philippines

**TERMS OF REFERENCE**

<b>Name of Project</b>	:	<b>Procurement of 1-Year Subscription to Remote Access Software for Network Troubleshooting</b>
<b>Approved Budget</b>	:	Php 24,000.00
<b>Background</b>	:	<p>Efficient and timely network support is vital to maintaining uninterrupted operations. However, system issues often arise when technicians are off-site, causing delays in troubleshooting and service restoration. To address this, the ITD requires a secure remote access solution that enables technicians to access and manage systems anytime and anywhere.</p> <p>Subscribing to a reliable remote access software will empower ITD to provide immediate support, perform maintenance, and resolve technical issues remotely, ensuring faster response times, reduced downtime, and improved overall service efficiency.</p>
<b>Objectives</b>	:	<p>The main objectives of this procurement are to provide authorized IT personnel with secure, real-time remote access to network devices and computers for troubleshooting and maintenance; and enhance responsiveness and minimize service interruptions by enabling off-site technical support.</p>
<b>Delivery Location</b>	:	The subscription shall be delivered at the Information Technology Division, CAAP Head Office.
<b>Scope of Work</b>	:	<p>The procurement covers the following:</p> <ol style="list-style-type: none"><li>1. One (1) year subscription to a secure, enterprise-grade Remote Access Software.</li><li>2. Subscription access for at least two (2) concurrent users or technicians.</li><li>3. Full functionality including, but not limited to:<ul style="list-style-type: none"><li>▪ Secure remote desktop access and control</li><li>▪ Real-time screen sharing, file transfer, and chat support</li><li>▪ Multi-platform compatibility (Windows, macOS, Linux, Android, iOS)</li><li>▪ Multi-monitor support</li><li>▪ Remote command line access and session recording</li><li>▪ Role-based access management and user authentication controls</li><li>▪ Centralized management console for monitoring and reporting</li><li>▪ Access to software updates, patches, and feature improvements during the subscription period.</li></ul></li></ol>

		<ul style="list-style-type: none"> <li>Availability of technical support and assistance from the service provider.</li> </ul>
<b>Deliverables</b>		<p>The Supplier/Service Provider shall deliver the following:</p> <ol style="list-style-type: none"> <li>One (1) year active subscription license with valid access credentials for authorized users.</li> <li>Confirmation of activation or license certificate.</li> <li>Access to technical documentation, tutorials, and support services.</li> <li>Regular software updates and system maintenance notifications.</li> </ol>
<b>Period of Subscription</b>		The subscription shall be valid for a period of <b>one (1) year</b> from the date of activation or issuance of access credentials.
<b>Mode of Procurement</b>		The procurement shall be conducted through Small Value Procurement in accordance with the provisions of RA 9184 and its 2022 Revised Implementing Rules and Regulations (IRR).
<b>Payment Terms</b>		Payment shall be made upon delivery and activation of the subscription and submission of complete billing documents, subject to government accounting and auditing rules and regulations.
<b>Evaluation Criteria</b>		<p>Proposals shall be evaluated based on the following criteria:</p> <ol style="list-style-type: none"> <li>Compliance with the technical requirements and features specified;</li> <li>Proven track record or user base of the AI tool;</li> <li>Availability of technical support; and</li> <li>Data privacy and security compliance.</li> </ol>
<b>Terms of Payment</b>	:	100% payment of the total cost shall be made upon the final completion and acceptance of the project subject to usual government accounting and auditing rules and regulations.

**Technical Specifications:**

<b>Technical Specifications</b>	
<b>1.</b>	<b>1-year Subscription to Remote Access Software for Network Troubleshooting</b>
1.1	Compatible with commonly used operating systems (Windows 10/11, macOS 12+, Linux distributions).
1.2	Compatible with mobile platforms (Android 10+, iOS 14+)
1.3	Integration with enterprise authentication (LDAP, Active Directory, or SSO).

1.4	Centralized dashboard for managing users, sessions, and endpoints.
1.5	Remote deployment and installation options.
1.6	Support for bulk import/export of devices.
1.7	Notification system for connection attempts and policy violations.
1.8	24x7 technical support via phone, email, or chat.
1.9	At least 20 licensed users in a team.

**Prepared By:**

  
**ALLIAH SUIZA**  
System Researcher

**Approved By:**

  
**JOSE DENNIS S. AREVALO**  
Information Technology Officer II, OIC



**Annex "A"**

Date: \_\_\_\_\_

**PRICE QUOTATION FORM**

**The Chairperson**

Canvass and Contract Committee  
 Procurement Division, CAAP  
 MIA Road, Pasay City

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

<b>Procurement of 1-Year (1) Subscription to Remote Access Software for Network Troubleshooting</b>					
	<b>Technical Specifications</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>1.</b>	<b>1-year Subscription to Remote Access Software for Network Troubleshooting</b> <ul style="list-style-type: none"> <li>▪ Compatible with commonly used operating systems (Windows 10/11, macOS 12+, Linux distributions).</li> <li>▪ Compatible with mobile platforms (Android 10+, iOS 14+)</li> <li>▪ Integration with enterprise authentication (LDAP, Active Directory, or SSO).</li> </ul>				

	<ul style="list-style-type: none"> <li>▪ Centralized dashboard for managing users, sessions, and endpoints.</li> <li>▪ Remote deployment and installation options.</li> <li>▪ Support for bulk import/export of devices.</li> <li>▪ Notification system for connection attempts and policy violations.</li> <li>▪ 24x7 technical support via phone, email, or chat.</li> <li>▪ Atleast 20 licensed users in a team</li> </ul>				
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(Amount in Words) \_

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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Name/Signature of Representative

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Position

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Name of Company

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Contact No.

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Email Address