	MARIANO MARCOS STATE UNIVERSITY Procurement Division		Document Code	PD-FRM-006
	Request for Quotation (RFQ) (Consulting Services)		Revision No.	1
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REQUEST FOR QUOTATION

Date: October 20, 2021
 Quotation No: 2021-06

The Mariano Marcos State University through its Bids and Awards Committee, hereby invites all interested consultants to quote their lowest rate based from the attached Terms of Reference (TOR). Please submit your proposal together with your Curriculum Vitae not later than October 29, 2021.

For any clarification, you may email us at algabriel@mmsu.edu.ph.


NATHANIEL R. ALIBUYOG
 BAC Chair

Purpose	ABC	Rate
Hiring of a Technical Consultant for the College of Medicine of MMSU as per attached Terms of Reference (TOR)	60,000.00/mo	

After having carefully read and accepted your general conditions, I am offering the rate as noted above.

 Printed name/Signature

 Tel. No./cellphone No.
 E-mail address _____
 TIN _____
 Date: _____

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MARIANO MARCOS STATE UNIVERSITY

Vice President for Academic Affairs

TERMS OF REFERENCE

Project Title: Hiring of Consultant for the College of Medicine (COM)

Location: City of Batac, Ilocos Norte

Approved Budget for the Contract: PHP 60,000.00/month

I. Purpose

The Mariano Marcos State University (MMSU) intends to engage the services of a technical consultant to advise and guide on its regular operation especially on compliance to laws, rules and regulations.

II. Rationale/Background of the Project

The Doctor of Medicine offered by the College of Medicine is one of the prestigious programs of the Mariano Marcos State University with its pioneer batch garnering 100% passing rate in the Physician's Licensure Examination. As such, it needs a lot of guidance on several aspects of its operation especially in the preparation, maintenance and development of standards on instruction and recruitment of faculty members. It needs timely and relevant coordination with other agencies, especially with CHED, PRC, and the Association of Philippine Medical Colleges (APMC) in which the COM is an automatic member represented by the Dean. The consultants shall assist and provide advice in the preparation of relevant documents, evaluation of relevant advance technology and artificial intelligence in the medical sciences as well as facilitate documentary requirements and actions needed for the operation of the College.

III. Qualification Standards

The MMSU-College of Medicine is in need of one (1) medical professional to assist in the administration and management of its Doctor of Medicine program and in its compliance to government regulations, with the following qualifications:

1. Licensed physician in good standing for the last 10 years;
2. Teaching administration and/or research experience in any health related discipline;
3. Experience of two years in managing medical education as Dean or Department Chair; and
4. Advance studies and/or extensive exposure/experience in the following:
 - a) Medical school government licensing, compliance process and maintenance
 - b) Doctor of Medicine curriculum formulation and development in both clinical and community practice
 - c) Administration/management in medical school and/or hospital, or any related discipline
 - d) Faculty recruitment, hiring and development.

IV. Required Competencies

The following competencies listed by the Civil Service Commission are required from the technical consultants, to wit:

1. Exemplifying integrity and professionalism
2. Delivering service excellence
3. Interpreting and implementing policies
4. Formulating and integrating development plans

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V. Scope of Work

The duties of the technical consultant will include, but are not limited to:

1. Ensure the viability of the operation of the college by lending both honorific and physical support, and administrative guidance as the college enters its full government recognition of the MD program;
2. Assist in the preparation and compliance to applicable laws and regulations, especially those that relate to college operations and instructions from accreditation and monitoring bodies such as the Commission on Higher Education (CHED), Department of Health (DOH), Professional Regulations Commission (PRC), Association of Philippine Medical Colleges (APMC);
3. Perform external linking and prepare communication related to the college's operation, maintenance, and stability;
4. Guide the Dean in its leadership of the College on instructions, standards, and quality operations and crisis situations;
5. Guide and help in the planning, implementation and monitoring of the overall operation of the College towards the attainment of the Vision, Mission, Objectives of the University in general;
6. Support and help in the preparation, readiness and review of the medical graduates as Post Graduate Interns for their Philippine Licensure Examination for Physicians;
7. Assist and guide in crafting Faculty Development Plan of the College and recruitment, retention and promotion of staff;
8. Assist in the development of Research Agenda for the college as culled from both the faculty specialty or orientation and student investigative works in class and the clinic and community;
9. Mentor the College Dean and COM faculty members; and
10. Perform other duties assigned by the immediate supervisor.

VI. Expected Outcome and Deliverables

1. Project proposal for the establishment of review program for the Doctor of Medicine in MMSU
2. Operational/Development Plan for COM
3. Faculty Development Plan for COM
4. Research Agenda of COM

VII. Institutional Arrangement

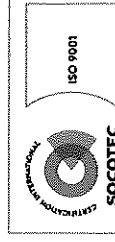
The hired consultant shall work in close coordination with the Dean of the College of Medicine and shall directly be under the supervision of the Vice President for Academic Affairs.

VIII. Duty Station

The hired consultant shall be mostly on call for the duration of the consultancy. The consultant shall be required to report to MMSU-COM at least once a week and as the need arises.



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IX. Duration and Renewal of Contract

The duration of the contract is one year, renewable every six (6) months depending on the performance evaluation of the consultant which requires a Very Satisfactory (VS) rating.

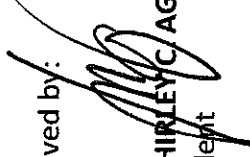
X. Consultancy Fees and Terms of Payment

The consultant shall be entitled to a monthly consultancy of PhP 60,000.00 payable within the first five working days of the month immediately following the month of service. The consultant shall be not be entitled to any benefit except free lodging and accommodation in available University facilities during official visits.

Prepared by:


DR. PRIMA FER. FRANCO
VP for Academic Affairs

Approved by:


DR. SHIRLEY C. AGRUPIS
President

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