



MARIANO MARCOS STATE UNIVERSITY  
Procurement Division  
Request for Quotation (RFQ)  
(Consulting Services)

Document Code  
Revision No.  
Effectivity Date

PD-FRM-006  
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October 14, 2020

**REQUEST FOR QUOTATION**

Date: November 18, 2021  
Quotation No: 2021-08

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 November 26, 2021, 2:00 PM.

For any clarification, you may email us at [algabriel@mmsu.edu.ph](mailto:algabriel@mmsu.edu.ph).

  
NATHANIEL R. ALIBUYOG  
BAC CHAIR

Purpose	ABC	Rate
Hiring of a Law Professional with knowledge and exposure in the operations, administration and management of a state university as per attached Terms of Reference (TOR)	P60,000.00/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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**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
3. Quotations exceeding the Approved Budget for the Contract shall be rejected.
4. Award of contract shall be made to the lowest quotation (for goods and infrastructure), or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

## TERMS OF REFERENCE

**Project Title:** Hiring of Law Professional with knowledge and exposure in the operations, administration and management of a State University

### Qualifications

MMSU is looking to engage law professional with knowledge and exposure in the operations, administration and management of a State University, with the following minimum background, experience and credentials:

1. Broad and extensive knowledge and hands-on experience in the operations and management of a State University, as well as, the implementation, application and/or compliance with government laws, circulars, orders, regulations, directives and policies, particularly those issued by the CHED, COA, CSC, DBM, the GPPB and the PNP.
2. Broad and extensive knowledge and hands-on experience in the application, compliance and/or implementation of the requirements for the offering of a law program, and the operations and maintenance of a college of law, particularly those issued by the Supreme Court of the Philippines and the Legal Education Board (LEB).
3. The above knowledge on experiences acquired via active, functional and direct affiliation in an administrative/managerial capacity and/or a faculty of law, for at least ten (10) years, completed within the last preceding year.
4. A member of the Philippine Bar for at least 25 years, and possess the qualifications required of a Dean of the College of Law.

### Responsibilities of the Consultant.

The **CONSULTANT** shall have direct and active role in the operations and management of the MMSU College of Law (MMSU COL), with duties and responsibilities, consisting of one or a combination of the following:

- a) Address all MMSU COL issues and concerns, on matters of instruction, academe, management, operations and finance.
- b) Guide, counsel and tutor, whenever proper and necessary, law students on all matters relevant and appropriate to their interests and well-being as law students, and future members of the bar.
- c) Make sure government laws, orders and circular affecting the MMSU COL, are complied with, and reportorial requirements submitted.
- d) Oversee student admission processes, and directly supervise law students' compliance with the rules and policies of **MMSU** and the MMSU COL, including the enforcement and implementation thereof.
- e) Draft and post the schedule of classes, and make necessary changes or adjustments as circumstances may require.
- f) Make sure the MMSU COL has a roster of qualified law faculty, and at the beginning of each semester, see to it that each law subject/course offered is assigned to a qualified law faculty, and documented by a formal written appointment, singly or collectively.
- g) Handle 2 units in the law program, per semester, exclusive of time spent for tutoring and counseling law students. Further, in the event a faculty becomes unable to continue handling a course or subject, and/or there is no one able and willing to handle the same, the **CONSULTANT** shall take over, and shall be entitled to honorarium, just like any other affiliate faculty, exclusive of the Consultancy Fee, subject to existing rules and regulations.
- h) Draft, propose and submit the MMSU COL budget, and the MMSU COL PMP, making sure all needed goods, supplies, services, equipment, books, reference materials and other library needs, including

repairs and infrastructure works are listed, procured and delivered/completed on time.

- i) Collect and collate course/subject syllabi, outlines and related materials submitted by the members of the law faculty.
- j) At the end of the semester, make sure all grades are forthcoming and submitted on time.
- k) Coordinate all activities and tasks of the MMSU COL, such as those in the MMSU academic calendar and those related to graduation and conduct of bar exam preparations.
- l) Recommend ways and means to improve the law program, law student interests and welfare, admission and whenever necessary, bar examination performance.
- m) Keep abreast of all relevant directives or issuances from the Supreme Court of the Philippines and the Legal Education Board.
- n) Perform other operational, administrative and executive tasks, relevant and germane to the foregoing; the **CONSULTANT** shall have no managerial or supervisory authority over **MMSU** permanent officials or employees.

**Consultancy Fee**

The consultant should be entitled to a monthly consultancy fee of P60,000.00, payable within the first five (5) days of the month immediately following the month of service, without the necessity of demand. The consultant shall not be entitled to any form of benefit from the government.

However, in case the consultant is tasked to travel by reason of his role, the consultant shall be entitled to reimbursement of the costs and expenses of such travel, up to the extent allowed by law or policy.

**Duration/Period**

The duration/period of this consultancy shall be from December 13, 2021 to June 12, 2022, it may be renewed or extended upon the agreement of both parties.

Prepared by:

**BRIAN JAY CORPUZ**  
OIC Dean

FUNDS AVAILABLE

APPROVED:

**IMELDA C. CORPUZ**  
Chief, Accounting Office

**SHIRLEY C. AGRUPIS**  
President