



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

Document Code	PD-FRM-006
Revision No.	1
Effectivity Date	October 14, 2020

REQUEST FOR QUOTATION

Date: January 24, 2022
Quotation No: 2022-03

The Mariano Marcos State University through its Bids and Awards Committee, hereby invites all interested medical consultants to quote their lowest rate based from the attached Terms of Reference (TOR). Please submit your proposal together with your Philgeps ID Number and Curriculum Vitae not later than February 2, 2022, 2:00 PM.

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

NATHANIEL R. ALIBUYOG
BAC CHAIR

Purpose	ABC	Rate
Hiring of Senior Medical Consultant for the College of Medicine. Kindly see attached terms of Reference (TOR)	P300,000.00	

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.

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MARIANO MARCOS STATE UNIVERSITY

College of Medicine

Terms of Reference for the College of Medicine Senior Consultant

Project Title : Hiring of Senior Medical Consultant for the College of Medicine to guide the newly appointed Dean in the planning, implementation, and monitoring of the strategic directions & operations of the College.

Brief Background : The College of Medicine is in its 5th year at Mariano Marcos State University. It had faced numerous challenges since its inception but it still stands tall and proud of its accomplishment especially in the performance of its graduates in the Physician Licensure Examinations. Now on its 3rd year of full operation, the College still needs the guidance of its consultant in maintaining the quality standards on instructions, faculty acquisition and development. Cooperation with other agencies, especially with CHED, PRC, and the Association of Philippine Medical Colleges (APMC) must be strongly established. The consultant's inputs are valuable in the preparation of the relevant documents necessary for accreditation, evaluation of the necessary technology and artificial intelligence needed in the field of basic & clinical sciences, and the day-to-day operations of the College of Medicine.

Budget and Funding: ABC for the hiring of an Administrative Consultant is 25,000 per month (inclusive of transportation, free lodging and accommodation at University facilities during official visit).

Duration : The contract is good for one (1) year; renewable every six (6) months

Qualifications: The Consultant must have knowledge of the operation of a College of Medicine and preferably one who has been a previous Dean or conversant with the demands of a College of Medicine. He must possess the knowledge, skills, competency, and strong management skills that can be imparted to the leadership of the college; ergo a licensed medical doctor with proven administrative competency.

SCOPE OF WORK :

1. To ensure the viability of the operation of the College in its developmental stage by lending both honorific and physical support, and administrative guidance as the college enters its full government recognition of the MD program,
2. To 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. To do external linkage and communications related to the college's operation, maintenance, and stability,



MARIANO MARCOS STATE UNIVERSITY

College of Medicine

4. To guide the Dean in its leadership of the College on instructions, standards, and quality operations and crisis situations
5. To guide and help in the planning, implementation and monitoring of over-all College operation in the attainment of the Vision, Mission, Objectives of the University at large,
6. To 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. To assist and guide in crafting Faculty Development Plan of the college and its Staff Recruitment, Retention and Promotion,
8. To assist in the development of Research Agenda for the college as culled from both the Faculty and students' investigative works in class, clinic and the community,
9. To mentor the newly-appointed College Dean.

Prepared by:

Thiago B. Joves, Jr.
POLICARPIO B. JOVES, JR., MD, PhD
 Dean, College of Medicine

Approved by:

Shirley C. Agrupis
SHIRLEY C. AGRUPIS, PhD
 University President

INCLUDED IN THE
 MOBILE APP

