

		MARIANO MARCOS STATE UNIVERSITY		Document Code	PD-FRM-002	
Procurement Division		Request for Quotation (RFQ) (Goods and Services)		Revision No.	5	Page 1 of 2
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### REQUEST FOR QUOTATION (RFQ)

Date: June 1, 2022  
Quotation No: 2022-05

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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 not later than June 10, 2022.

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

  
**NATHANIEL R. ALIBULOG**  
 BAC Chair

Purpose	ABC	Rate
Hiring of Senior Consultant for Agri-Fisheries Research Programs per attached Terms of Reference (TOR)	25,000.00/month	

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. Bidders shall submit a copy of the following documents along with the Quotation:
  - a. PhilGEPS Registration Number
  - b. Mayor's Permit / Business Permit
  - c. Professional License/Curriculum Vitae
5. Award of contract shall be made to the higher rated offer which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.



# **MARIANO MARCOS STATE UNIVERSITY**

## **Office of the Vice President for Research and Extension**

### **TERMS OF REFERENCE OF SENIOR CONSULTANT FOR AGRI-FISHERIS RESEARCH PROGRAMS**

**PROJECT TITLE:** Tapping the expertise of an operations and management adviser for MMSU agri-fisheries research grants to guide the project/study leaders in the planning, implementation, and monitoring of strategic directions and operations of research activities.

**Budgeting and Funding:** ABC for the hiring of Senior Consultant is 25,000 per month. All cost of on-site visits as initiated by the University, which includes cost of transportation, food and accommodation, and other related expenses shall be to the account of the University.

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

**Qualifications:** The Consultant must have broad knowledge and experience in planning, implementation and monitoring of research programs. He/she must possess the knowledge, skills, competency, and strong management skills that can be imparted to the project/study leaders and personnel to ensure success of the research programs.

#### **Scope of Work:**

The operations and management adviser shall provide expert advisory in the planning, implementation, monitoring of research projects and programs and in writing technical papers. As such, the adviser is expected to fulfill the following duties and responsibilities:

1. Mentor project/study leaders on how to generate funds for consortium-wide, R,D&E projects, and in the development of regional plans, programs, and identification of regional R&D activities, and packaging of programs on identified regional priorities aligned with the Regional Development Council;
2. Assist in monitoring and evaluating RDE programs/projects implemented by the University;
3. Assist in reviewing plans and programs of University units related to research management and accreditation, and agriculture and related academic programs;
4. Review the liquidation reports of all PCAARRD fund transfers to MMSU;
5. Provide information for reports and records through research, data retrieval, compiling and/or tabulating statistics
6. Assist MMSU in the smooth operation of Ilocos Agriculture, Aquatic Resources Research and Development Consortium (ILAARRDEC) as the host agency to ensure smooth operation of the consortium.

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**MARIANO MARCOS STATE UNIVERSITY**  
**Office of the Vice President for Research and Extension**

**Prepared by:**

**Nathaniel R. Alibayog**

Vice President for Research and Extension

**Approved by:**

**Shirley C. Berupis**  
President

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