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REQUEST FOR QUOTATION (RFQ)

Date: September 6, 2022
 Quotation No: 2022-07

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 September 14, 2022.

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


NATHANIEL R. ALIBUYOG
 BAC Chair

Purpose	ABC	Rate
Hiring of Consultant for the College of Medicine (COM) as 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 or BIR Certificate of Registration
 - 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.



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 25,000.00/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 international collaboration, research and curricular development, mental health education and new high tech development strategies involving use of such advanced technology in the medical sciences like the use of augmented reality, artificial intelligence, and medical robotics

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. With a study on curricular development, such areas may include offering such courses as tropical medicine and public health in the area of the academe, clinical practice and research with the use of advanced technology, medical anthropology and psychosocial engagements and redefined community extension services.

III. Qualification Standards

The MMSU-College of Medicine is in need of one (1) medical professional to assist in the advanced curricular development of its Doctor of Medicine program, in the academic, research and clinical tracks along tropical medicine and public health and in its preparation to address such issues as government regulations, synchronicity with government health delivery policies along Universal Health Care and other health advancement strategies 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



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- c) Administration/management in medical school and/or hospital, or any related discipline
- d) Faculty recruitment, hiring and development.
- e) Orientation on medical anthropology and public health

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

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 a curricular revisit of the MD program to incorporate new tracks like tropical medicine in its postgraduate or simul courses;
2. Assist in the evaluation of new developments in the medical curriculum to keep abreast with the changing needs of the students, the educational sphere (like hybrid educational models) and the public sector;
3. Perform external linkages and prepare communication related to the college's operation, maintenance, and stability especially in relation with the LGUs and other stakeholders;
4. Support the Dean in its leadership of the College on instructions, standards, and quality operations and crisis situations;
5. Revisit and help in the finetuning on the College's VMGO
6. Continue to support and help in the 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. Revise and integrate the mentorship program of the college in the curriculum; and
10. Perform other duties assigned by the VPAA or the President.

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
5. External Accreditation of the College
6. Offering of a Triple-track areas on Tropical Medicine – Academe, Research, Clinical



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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 month and as the need arises.

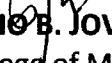
IX. Duration and Renewal of Contract

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 25,000.00 payable within the first five working days of the month immediately following the month of service. The consultant shall not be entitled to any benefit except free lodging and accommodation in available University facilities during official visits.

Prepared by:


POLICARPIO B. JOVES, JR., MD, PhD
Dean, College of Medicine
End-User

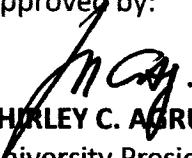
Funds Available:


IMELDA CORPUZ
Chief, Accounting

Noted by:


PRIMA FERRERO FRANCO
Vice President for Academic Affairs

Approved by:


SHIRLEY C. AGRUPIS
University President

INCLUDED IN THE
2022 PPMP