

## TERMS OF REFERENCE

### OFFICE OF THE UNDERSECRETARY FOR MULTILATERAL AFFAIRS AND INTERNATIONAL ECONOMIC RELATIONS

#### TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE SMALL VALUE PROCUREMENT

##### Power BI Training 10-11 October 2024

#### I. Technical Specifications for Training Service Provider

- Conduct the Power BI Training with a trainer from a company registered with PhilGEPS and accredited by Microsoft, and issue certificates of completion to participants upon fulfillment of all course requirements.
- Learn the configuration and commands of Power BI and the best practices in Data Shaping, Power BI configurations, creating table relationships, differentiate and understand data models, learn the basics of reports and dashboards, and understand how to perform a report analysis.

#### II. Number of Trainees

A total of 11 pax

#### III. Technical Specifications for the Small Value Procurement

| Item/Description  | Details | Unit |
|---|---------|------|
| <b>Training:</b> <ul style="list-style-type: none"><li>- 2 Days</li><li>- In-person</li></ul> <b>Training Requirements:</b> <ul style="list-style-type: none"><li>- Introduction to the functions and properties of Power BI</li><li>- Introduction to Query Editor</li><li>- Data Shaping with Query Editor</li><li>- Understanding different tools</li><li>- Query Editor Configurations</li><li>- Introduction to Data Model</li><li>- Creating Table Relationships</li><li>- Introduction to Reports and Dashboards</li><li>- Perform Report Analysis</li></ul> |         |      |
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| <p><b>Details and Inclusions:</b></p> <ul style="list-style-type: none"> <li>- Power BI Training with qualified trainer</li> <li>- Power BI Pro License with 12 months validity</li> <li>- Classroom facility to accommodate / support the number of participants</li> <li>- Lunch Meals and AM and PM Snacks</li> <li>- Laptop/Computer rental</li> <li>- Certificate upon completion of training</li> </ul>  | <p style="text-align: center;">1<br/>11<br/><br/>10<br/>11</p> | <p style="text-align: center;">pax<br/>pax<br/><br/>pax<br/>pax</p> |
|  |  |   |
| <p><b>Room Requirement and Setup:</b><br/>Function Room - classroom setup good for 11 pax</p>  | <p style="text-align: center;"><b>1</b></p>                    |   |
|  |  |   |
| <p><b>Meeting Proper:</b></p> <ul style="list-style-type: none"> <li>- Use of function/meeting room</li> <li>- Lunch with one round of soda or juice</li> <li>- AM and PM Snacks</li> <li>- Water, coffee and tea</li> <li>- PA / Sound System</li> <li>- LCD Projector and screen or Smart TV</li> <li>- Notepads and pencils</li> <li>- Whiteboard with marker and eraser</li> <li>- Internet Connection of at least 5MB concurrent download and upload rates</li> <li>- Physical arrangement / conference tables and chairs</li> <li>- Extension wire</li> </ul>  | <p style="text-align: center;">2<br/>2<br/>2</p>               | <p style="text-align: center;">days<br/>days<br/>days</p>           |
|  |  |   |
| <p><b>Other Matters &amp; Logistics</b></p> <ul style="list-style-type: none"> <li>- Training Delivery Schedule will be on 10-11 October 2024</li> <li>- Any changes in delivery schedule shall be confirmed as based on the agreement between DFA and the Approved Vendor</li> <li>- The Approved list of Participants will also be provided by the DFA to the Approved Vendor, including, but not limited to, such information as: <ul style="list-style-type: none"> <li>- <b>Full Name of the Participants</b> (as based on their ID and as to how they would want their names to appear on the Certificate)</li> <li>- <b>Company/Official Email Address</b> - for the training registration, confirmation, allocation</li> </ul> </li> </ul> |  |   |

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| of training resources / materials, etc.<br>- <b>Direct Contact / Mobile No.</b> - for issuing reminders prior and during to the training |  |  |
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**IV. Approved Budget for the Contract (ABC)**

Php. 256,000.00

**V. General Conditions**

1. Proposal and rates should be inclusive of all necessary taxes and charges;
2. Proposals must be properly dated and separated;
3. Service provider must be PHILGEPS-Registered and have a copy of their PhilGEPS, Income Tax Return, and Mayor's Permit;
4. Kindly note that DFA settles all billing statements from service providers on a "send- bill" arrangement and payment of claims will be done through bank transfer.

For further queries, your Office may wish to contact Ms. Athena P. Obera at telephone number 8834-3058 or send an email at [athena.obera@dfa.gov.ph](mailto:athena.obera@dfa.gov.ph).