ACUMEN
IT TRAINING INC.
Your Partner in Building & Growing IT Expertise

Learning & Development Proposal

for

On

POWER BI BASIC
TRAINING PROGRAM

Submitted in Confidence:

Dennis G. Briones
Managing Director

ACUMEN IT TRAINING, INC.

11/F SM Aura Office Tower, 26th St., McKinley Parkway, BGC, Taguig City, 1634 Metro Manila Philippines

2/F Bonifacio Technology Center, 31st St. cor. 2nd Ave., Bonifacio Global City (BGC), Taguig City, 1634 Metro Manila Philippines

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09 Oct. 2024

Ms. Athena Obera
Economic Research Unit
DEPARTMENT OF FOREIGN AFFAIRS (DFA)
DFA Bldg. 2330 Roxas Blvd, Pasay, NCR, Metro Manila, Philippines
Email: athena.obera@dfa.gov.ph
Mobile/Contact No: + 63 (2) 8834-3058 / 3570

Dear Athena,

Thanks again for reaching and for conveying further information and some required revisions / inclusions for our proposal. More importantly, also for sharing with us the satisfaction of DFA's Director on our Proposal.

Accordingly, please allow us to share with you a copy of our ==UPDATED FORMAL PROPOSAL==, covering:

1) Power BI Basic Training Program,

Aligned with the above Program Coverages, we have also provided **OPTIONS** based on the no. of pax attending the program, as well as the bundling of one (1) power BI Pro User License valid for one (1) year.

The Key Components of the UPDATES / REVISIONS on this proposal include the following:

1) ==PROPOSAL FOR 11 PAX== *(Training Delivery within Acumen Facility in BGC, Taguig City)*

    i. Basic Power BI
   ii. With one (1) User License for Power BI Pro

2) ==POWER BI PRO LICENSE (1 User for 1 Year)==. As also indicated on Item 1 above, we have also retained of bundling of One (1) User License for Power BI Pro (For 1 Year).

3) ==CLASS SCHEDULES==. As required, the class schedules are set for delivery on 10-11 Oct. 2024, or on other dates as agreed by both parties (DFA and Acumen)

4) PHILGEPS CERTIFICATION. Yes, ==ACUMEN IT TRAINING, INC. is a PHILGEPS PLATINUM MEMBER.== All other document requirements are also included in our submissions.

We have provided on the succeeding sections the information & details on the Training Program, Schedules, and Investment Value for your kind consideration and confirmation.

Please feel free to let us know should you require any further information.

Sincerely,

Dennis G. Briones
Managing Director

ACUMEN IT TRAINING, INC.

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OUR COMPANY OVERVIEW – ACUMEN IT TRAINING, INC.

About Us

In a rapidly evolving market, the prevalence of both innovative and disruptive technologies have proven their significance in laying the competitive advantages of every organization. Having seen this significance and value of Technological know-how towards building and furthering the strength of every organization, **ACUMEN IT TRAINING INC.** has established its presence.

As a Learning and Development Organization, **ACUMEN IT TRAINING INC.**, aims to bridge the skillset-gap and further the expertise of the people – be it for a business entity or an individual. That is, as aligned with following the dictum of spearheading the avenue by which people and organizations can build and strengthen their competitive advantages.

The defining **Core Attributes of ACUMEN IT TRAINING INC.** can be shown as follows:

Established by Learning & Development Experienced Professionals

Management Team with Global Experiences

Track Record on Quality Training Delivery

With up-to-date Learning Programs, Lab, and Highly-Qualified & Certified Instructors

COURSE PROGRAMS

Course Name	: MICROSOFT POWER BI – BASIC LEVEL
Duration	: 2 Days / 16 hours
Delivery Method	: Virtual Instructor-Led Training (vILT) Delivery with hands-on
Level	: Fundamentals

COURSE DESCRIPTION

This is an introductory course for Microsoft Power BI where students will learn the Basic commands and configuration of Microsoft Power BI Power Query Editor. Students on this course will learn the best practices of Data Preparation, Data Transformation and Data Cleaning which is a very critical stage in Data Analysis. At the end of this training students will also learn the Process of Data Modeling and Basic Data Visualization using Power BI Report View

PREREQUISITES

- Knowledge on Microsoft Office Excel
- Knowledge on Basic Database Management

INTENDED AUDIENCE

- Data Analyst, Engineers, and Administrators
- Sales
- Human Resource
- Admin Executives

LEARNING OBJECTIVES

At the end of this course, the student must be capable on the following skillsets.

- Connecting and shaping data using Query Editor
- Creating a Data Model by connecting tables with BI relationship tools
- Create Dynamic Dashboards using Power BI Visuals

BRING YOUR OWN DEVICE

Please note that this class requires you to bring your own device. Plan to come / attend to class with the following:

- A notebook computer with LAN and Wi-Fi
- Needed access rights to install applications that may be required for the Training.
- IE / Edge, Chrome, Firefox, or Safari

COURSE OUTLINE

MODULE 1: MEET MICROSOFT POWER BI

- Setting up Power BI Properties
- The Power BI Interface and Workflow
- Helpful Resources

MODULE 2: INTRODUCTION ON QUERY EDITOR

- Types of Data Connectors
- The Query Editor Interface
- Basic Table Transformations

MODULE 3: DATA SHAPING WITH QUERY EDITOR

- Text-Specific Tools
- Number-Specific Tools
- Date-Specific Tools
- Index and Conditional Columns
- Grouping and Aggregating Data
- Merging Queries
- Appending Queries
- Appending Queries from a Folder

MODULE 4: QUERY EDITOR CONFIGURATIONS

- Data Source Settings
- Query Refresh Settings
- Additional Types and Categories
- Defining Hierarchies
- Column Quality and Profile

MODULE 5: INTRODUCTION TO DATA MODEL

- What is a Data Model?
- Database Normalization
- Data Tables vs Lookup Tables
- Relationship vs Merge Tables

MODULE 6: CREATING TABLE RELATIONSHIPS

- Star Schema
- Snowflakes Schema
- Managing and Editing Relationships
- Active vs Inactive Relationships
- Relationship Cardinality
- Connecting Multiple Tables
- Understanding Filter Flow
- Hiding Fields from Report View

MODULE 7: INTRODUCTION TO REPORTS AND DASHBOARDS

- The Report View
- Inserting Basic Charts and Visual
- Formatting Options
- Report Filtering Options
- Matrix Visuals
- Bar and Column Chart
- Text and Date Slicers
- Cards
- Map Visuals
- Line and Area Charts
- Pie and Donut Chart

MODULE 8: PERFORM REPORT ANALYSIS

- Explore statistical summary.
- Use the Analyze feature.
- Use the AI visuals.
- Explore Q and A Visuals
- Forecast and Trendlines

TRAINER PROFILE

CHRIS G.

PROFILE SUMMARY

Chris is a National award-winning academics professional with over 10 years of experience in training for corporate clients in different industries and noted as an esteemed leader of academics and corporate learning divisions. With demonstrated skills as an effective trainer, Chris gained recognition as one of the most requested Information Technology (IT) Instructors by several clients – be it for private and public entities.

One of his defining characterizations is his inclination to motivate and inspire professionals and students alike, giving learners the chance to enhance their capabilities and skills on a world-class level sense of duty.

Chris is a holder of Bachelor of Science in Computer Engineering, and a Microsoft Certified Professional, also holding certifications as Microsoft Certified Data Analyst Associate using Power BI, Microsoft Office Specialist Certification for Microsoft Excel, and Microsoft Access. Previously, he was able to manage the Academic department for the corporate learning Institutions of Informatics Philippines.

To date, Chris already handled Corporate Training for more than 60+ different companies, industries and Government Departments alike including Coca-Cola, Jollibee Food Corporation, San Miguel Corporation, Filinvest Land, SM Supermalls, DILG, DepED, etc. all over the country. Currently, He was also one of the industrial partners and Academic Director of Asian Institute of Computer Studies in Cebu, with specialization in curriculum management, corporate learning, and industry-based certification programs. Proficient and intimately trained in the technical, conceptual, and content development of Office Productivity, Database Management and Computer Programming.

QUALIFICATION HIGHLIGHTS

- Microsoft Certified Data Analyst Associate using Power BI
- Microsoft Office Specialist Certified
- Microsoft Technology Associate (i.e, Software Development Fundamentals, Windows Development Fundamentals, HTML5 Application Development Fundamentals, Database Fundamentals, Networking Fundamentals)
- Academic Excellence Award for Most Outstanding Academic Trainer for the Year 2014 for Informatics Philippines
- Managed the Academic department for the Corporate learning Institutions of Informatics Philippines in Ortigas, Pasig, Ayala and the Makati Branch for the year 2014
- Handled Corporate Training for more than 60+ different companies, industries and Government Departments alike including Coca-Cola, Jollibee Food Corporation, San Miguel Corporation, Filinvest Land, SM Supermalls, DILG, DepED, etc. all over the country.
- Became one of the Certified Information Technology Trainers of the different Government institutions namely: Banko Sentral ng Pilipinas, Department of Trade and Industry and Pag-ibig, Cebu City Hall
- Passed the National Certification II Computer Hardware Servicing Assessment and Electronic Product Assembly Servicing NCII under TESDA

MICROSOFT CERTIFICATIONS

- Microsoft Certified Professional (E078-0359) (MICROSOFT)
- DA-100 Microsoft Certified Data Analyst Associate (MICROSOFT)
- PL-300 Microsoft Power BI Data Analyst Associate (MICROSOFT)
- MOS: Microsoft Office Excel 2010 (77-882) (MICROSOFT)
- MOS: Microsoft Office Access 2010 (77-885) (MICROSOFT)
- MTA 98-361 Software Development Fundamentals (MICROSOFT)
- MTA 98-362 Windows Development Fundamentals (MICROSOFT)
- MTA 98-375 HTML5 Application Development Fundamentals (MICROSOFT)
- MTA 98 - 364 Database Fundamentals (MICROSOFT)
- MTA 98 - 366 Networking Fundamentals (MICROSOFT)
- MOS: Microsoft Office Excel 2010 (77-882) (MICROSOFT)

- MOS: Microsoft Office Access 2010 (77-885) (MICROSOFT)
- MOS: Microsoft Office PowerPoint 2013 (77-422) (MICROSOFT)
- MOS: Microsoft Office Word 2013 (77-418) (MICROSOFT)
- Tableau Certified Desktop Specialist
- Tableau Certified Data Analyst

TESDA

- National Certification II Computer Hardware Servicing
- National Certification II Computer System Servicing
- National Certification II Electronic Product Assembly Servicing
- Trainer's Methodology I Certificate Holder
- National TVET Trainer's Competency Holder in Computer Systems Servicing NCII

TRAININGS HANDLED

- Microsoft Power BI (Business Intelligence – Basic, Intermediate, Advance, and Customized Power BI Training Programs)
- Microsoft Excel (Basic, Intermediate, Advanced, Visual Basic Excel)
- Microsoft Word (Basic and Advanced)
- Microsoft PowerPoint (Basic and Advanced)
- Microsoft Project
- End-user Adoption Trainings (Windows Client 8, 10, 11)
- End-user Adoption Training (Microsoft Productivity Tools)
- Windows 11 for End-Users
- Microsoft Access (Basic and Advanced)
- Power Pivot (Power B.I. Self-Service)
- Tableau Data Analyst
- Tableau Desktop Analyst
- Project Management Fundamentals
- Leadership and Management
- SQL Server Fundamentals
- HTML Fundamentals
- Computer Hardware and Network Fundamentals
- Cisco Certified Network Associate (Introduction to Networking Module)
- Cisco Certified Network Associate (Routing and Switching Module)
- Cisco Certified Network Associate (Scaling Network Module)
- Cisco Certified Network Associate (Connecting Network Module)

INVESTMENT DETAILS

BASIC POWER BI TRAINING PROGRAM

Training Delivery at ACUMEN IT TRAINING, INC. in BGC, Taguig City

(for 11 Pax Attendees, Bundled with 1 User License for Power BI Pro for 1 Year)

COURSE NAME	DURATION	TRAINING DATE	TRAINING VENUE	STANDARD INVESTMENT VALUE PER PAX *(before 12% VAT)*	SPECIAL DISCOUNTED RATE PER PAX *(before 12% VAT)*	NUMBER OF PAX	TOTAL DISCOUNTED INVESTMENT VALUE *(before 12% VAT)*
Power BI - Basic Level Training	2 Days (16 hours)	10 - 11 Oct. 2024 *(or on other dates as agreed by both parties - DFA and Acumen)* 9:00AM to 5:00PM	**ACUMEN IT TRAINING, INC.** *2/F Bonifacio Tech Center, 31st. cor 2nd Ave., BGC, Taguig City* *(Pls. click HERE for Vicinity Map)*	PhP20,000	**PhP17,500**	11 Pax	PhP192,500
Laptop Rental during Training	2 Days (16 hours)			PhP5,000	**PhP3,365**	10 Pax	PhP33,650
						SUB-TOTAL:	PhP226,150
						ADD - 12% VAT:	*PhP27,138*
				TOTAL DISCOUNTED INVESTMENT VALUE (Inclusive of 12% VAT): *Training Delivery at ACUMEN IT TRAINING, INC. in BGC, Taguig City*			**PhP253,288**

NOTES:

1) The provided rates are inclusive of training materials/references, training hands-on exercises, and certificate of completion.

2) The provided **Proposal is** inclusive / bundled with <mark>One (1) User License for Power BI Pro for one (1) Year</mark>.

   To this effect, upon Order Confirmation by DFA to deliver the Power BI Basic Training Program,

   a. We will require the **ENTERPRISE EMAIL** of the aforementioned user (that is, the official DFA Email of the User) which will be allocated on for the User License on Power BI Pro, valid for one (1) year.

   b. The corresponding handling, management, systems administration, permissions, etc. will then be within the internal operations/management of DFA SysAd. This way, any required setting changes or configurations updates that may be associated with or required of for the aforementioned User License will be within the full control of DFA.

3) Training confirmation / PO is required at least 3 – 4 weeks before the start of the course.

4) The above rates are exclusively for the **DEPARTMENT OF FOREIGN AFFAIRS (DFA)**. No other promotions apply on top of this offer

5) **Acumen IT Training will be handling and managing the full program delivery,** which includes, but not limited to, the following:

   a. *Training Delivery to be handled by an MS Certified Power BI Instructor*
   b. *Provision of Laboratory Exercises and Power BI Digital Courseware*
   c. *The Training Program will be delivered through a <mark>CLASSROOM-BASED, INSTRUCTOR-LED TRAINING DELIVERY METHOD</mark>.*
   d. *Admin Support prior to and during the Training*
   e. *Provision of the <mark>Certificate of Training Completion</mark> for each attendee.*
      - *Kindly note that a minimum of 75% Training Attendance is required to be entitled to receive the Certificate of Training Completion.*

6) *<mark>Post-Training Guidance and Support for 30 days</mark>, through a Virtual Classroom (Google Workspace).*

   a. *On the 30 Days Post Training Guidance & Support Services, a separate Google Classroom will be set-up for the attendees and the instructor, which will be made available after the Training Delivery. On this platform, the learners are then able to still reach for training-related support, assistance, and clarifications from the instructor, even after their training. The trainer's response timeline on this platform is within the next 24-hours.*

b. All questions/clarifications/assistance request as posted / raised by ANY of the attendees will be visible to ALL, as well as the Trainer's Responses and/or Recommendations. In this manner, every attendee will be of equal footing in terms of their knowledge elevation and understanding, as relating to the said posted questions/clarifications/assistance requests

7) All pricing provided in **Philippine Pesos (PHP), before 12% VAT** (unless stated).

8) Quote valid for a period of 30 days from the date of proposal. After the 30-day period, kindly contact us for price validation and/or a quote refresh.

9) Invoice will be immediately sent upon order confirmation, payable within thirty (30) days upon invoice issuance. Exam booking (if any) will only be proceeded upon payment. Once confirmed, Exam Vouchers will be valid for a period of six (6) months from the date of confirmation.

10) For PEZA-Certified Organizations, kindly provide a copy of your organization's UPDATED PEZA Certificate and Certificate of Zero-Tax Rating to be eligible for VAT Exemption.

11) Upon order confirmation, pls. provide the List of Participant/s and their Details for the Programs*, indicating

   a. Full Name (as shown in ID)
   b. Programs and/or Exams being taken
   c. Email Address
   d. Contact Nos.

   * The Participants' information will be used for their Certificate issuance, as well as Email Notifications/Booking Confirmations, and Gentle Reminders for their upcoming Class / Exam schedules, whichever is applicable.

12) For TRAINING DELIVERY WITHIN THE PREMISES OF ACUMEN, the following are provisioned for by Acumen:

   a. Classroom facility to accommodate / support the number of participants
   b. Wide Screen Smart TV for the Presentation Decks / Exercises
   c. Reliable Internet Connection of at least 5MB concurrent download and upload rates
   d. White Board and White Board Markets
   e. Provision / Allocation of ten (10) Laptop Devices as indicated on the Investment Summary.
   f. Inclusion of AM and PM Snacks as well as Lunch Meals for the Delegates / Program Attendees, Trainer, and 1-2 Admin Support Team of Acumen.

13) **CLASS SCHEDULES.** For the DFA's plan / initiative of initially taking the Power BI Basic Level, and then followed by Power BI – Intermediate Level next year, we have then indicated and allocated on for the Training Delivery on 10-11 Oc.t 2024 in terms of the Schedule for the POWER BI BASIC PROGRAM.

Accordingly, just kindly then help advise on for us your indicative / target dates for both the Power BI – Basic and Intermediate Level Training for this year and next year, and we will then help arrange for the schedule as also aligned with in terms of the Trainer's Availability as well.

TERMS & CONDITIONS

A) **PAYMENT TERMS:** Invoice will be immediately sent upon order confirmation, payable within thirty (30) days from date of invoice issuance.

B) **COURSE PRE-REQUISITES**

   a. It is the responsibility of the company and/ or participant(s) to ensure that they meet the pre-requisite of the course(s) on the course outline.

   b. Acumen will not be held responsible for any participant(s) who faces difficulties during course(s) who do not meet the pre-requisite.

   c. Acumen reserves the right to charge up to US$1000 for courses that has commenced and client request to change course due to not meeting course pre-requisite.

C) **COURSE CANCELLATION**

   a. Acumen reserves the right to cancel a course without liability if it is not able to meet the minimum class size or for any unforeseen circumstances. Participants will be given written notice of cancellation at least 3 working days before course commencement.

   b. In cases that the registered student(s) intend(s) to cancel his/her Class Registration less than ten (10) working days before the start of class, no refund will be provided. All unpaid dues/bills are also considered demandable and must be settled by the registering organization. The registered program(s) by the student(s) will instead be replaced with an alternate training program of equal value.

D) **CONSUMPTION OF COURSE**

   a. Full course / Exam(s) attendance must be utilized within six (6) months upon registration, without extensions.

   b. Upon lapse of the six (6) months period, the course(s) registered on by the participant(s) will be considered as having been fully consumed/utilized and are billable. No refunds will be allowed for paid unconsumed course(s) / exam(s). However, substitution of candidate(s) or Course(s) or Exam(s) of similar/equal value is allowed provided that the replacement course will be consumed within the allotted six (6) month timeframe

E) DEFERMENT / POSTPONEMENT OF COURSE ATTENDANCE

    a. More than 10 Working Days before the start of Class – No Penalty

    b. 10 Working Days or Less before the start of Class – Penalty of up to US1,000 may be charged.

F) MODE OF PAYMENT

    a. By **Cheque**: payable to ACUMEN IT TRAINING, INC.

    b. By **Bank Transfer:**

ACCOUNT NAME : **ACUMEN IT TRAINING, INC.** TIN : **010-157-507-000**	ACCOUNT NUMBER : **661-7-661-00202-2** **(PHP)**
BANK CODE : **MBTC**	BRANCH/CODE : **661**
SWIFTCODE : **MBTCPHMM**	BANK NAME : **Metropolitan Bank & Trust Company (Metrobank)**
BANK ADDRESS : **Metrobank Fort Finance Centre, 26th Street, Bonifacio Global City, Taguig, Metro Manila**	

CONFIRMATION

Customer	: **DEPARTMENT OF FOREIGN AFFAIRS (DFA)**
Contact Person	: **MS. ATHENA OBERA** Economic Research Unit
Address	: DFA Bldg. 2330 Roxas Blvd, Pasay, NCR, Metro Manila, Philippines
Telephone / Mobile No.	: + 63 (2) 8834-3058 / 3570
Email Address	: athena.obera@dfa.gov.ph
Details of Training	: **POWER BI BASIC TRAINING PROGRAM**
Payment Terms	: Invoice will be immediately sent upon order confirmation, payable within thirty (30) days from date of invoice issuance. Exam booking (if any) will only be proceeded upon full payment.
Investment Value	: As detailed on page 12

INVESTMENT SUMMARY, TERMS, and CONDITIONS ARE ACCEPTED BY:

CUSTOMER	VENDOR
Signed for and on behalf of:	Signed for and on behalf of:

DEPARTMENT OF FOREIGN AFFAIRS (DFA)

ACUMEN IT TRAINING, INC.

CHARLES C. JOSE
Undersecretary

Dennis G. Briones

NAME   **NAME**

                                     Managing Director

DESIGNATION   **DESIGNATION**

Dennis G. Briones

DENNIS G. BRIONES
Managing Director

ACUMEN IT TRAINING, INC.
Dennis.Briones@acumenph.com

SEC Reg. No. CS201822086
TIN 010-157-507-000
www.acumenph.com

AUTHORISED SIGNATORY & COMPANY STAMP   **AUTHORISED SIGNATORY & COMPANY STAMP**

09 Oct. 2024   09 Oct. 2024

DATE   **DATE**