

**Annex “A”**

***Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>ITEM NUMBER</b>	<b>DESCRIPTION</b>	<b>DELIVERY</b>
1	Delivery and Acceptance of six (6) months orientation and training intervention.	Within one (1) week from receipt of Notice to Proceed (NTP)
2	Submission of Training Manual / Hand-outs and practical activities/exercises per MS Application per level of proficiency.	Within two (2) weeks from receipt of Notice to Proceed (NTP)
3	Completion of the four (4) batches of live sessions for DAR Central Office to 45 participants with orientation, documentation, and monitoring reports.	Within one (1) month from receipt of Notice to Proceed (NTP)
4	Completion of the twenty (20) batches of Basic Course live sessions for DAR Field Office to 400 participants with orientation, documentation, and monitoring reports.	Within four (4) months from receipt of Notice to Proceed (NTP)
5	Completion of the twenty-one (21) batches of live sessions for DAR Field Office to 400 participants orientation, documentation, and monitoring reports.	Within six (6) months from receipt of Notice to Proceed (NTP)
6	Provide 24/7 online and/or onsite technical support services within the contracting period.	Within the contracting period

I hereby commit to comply and deliver all the above requirements in accordance with the above-cited schedules.

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date : \_\_\_\_\_

## *Technical Specifications*

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
DESCRIPTION		STATEMENT OF COMPLIANCE
<p><b>The Service Provider shall be responsible for the following deliverables:</b></p>		
1.	Provide orientation and training intervention to the Eight Hundred Forty-Five (845) identified participants of DAR within six (6) months period;	
2.	Provide Digital Competency Development courseware on MS Applications (Word, Excel, PowerPoint) with at least 2016 version in three proficiency levels (Basic, Intermediate and Advanced);	
3.	Ensure Zoom and/or Microsoft Teams meeting link for every session;	
4.	Provide minimum of four (4) competent Subject Matter Experts/Instructors, two (2) reserved Instructors and accompanied	

by Technical Staff who shall facilitate simultaneous conduct and assist live sessions;	
5. Provide set of training manual/handouts, additional reading materials, practical activities/exercises as part of the courses;	
6. Ensure pre and post training assessment are included in the course to evaluate the participants' strengths and weaknesses, as well as the knowledge acquired;	
7. Ensure transcript of sessions and video recordings conducted to be available for the participants and Agrarian Reform Capacity Development Service (ARCDS) Project Team;	
8. Must be flexible to tailor-fit/adjust course outline and requirements depending on the learning capacity of participants, as required by the End-User;	
9. Provide 24/7 online and/or onsite technical support services to the participants and Agrarian Reform Capacity Development Service (ARCDS) Project Team, as required, within the contracting period;	
10. Must provide information/copy of completed similar contracts and certification of at least satisfactory performance with other government agencies/clients within the last five (5) years;	
11. Ensure the absolute confidentiality of all information, documents or records required in the course of or as incidents to this project. It shall not use or disclose to any person, firm or corporation any information hereto acquired for its benefit or to the detriment of the Department of Agrarian Reform in accordance with the Data Privacy Act, its IRR, and other issuances of the National Privacy Commission (NPC), other laws, rules, regulation, and issuances pertinent to the handling of personal data and the organization/agency's Data Privacy Policy.	
<p><b>DETAILED PRODUCT SPECIFICATION</b></p> <p><b>1. Training Course Outline and Requirements</b></p> <p>The training course outline differ per Microsoft Application (Word, Excel, and PowerPoint) and level of proficiency (<i>see attached training course outline</i>). For all the courses, the Service Provider must ensure to provide topic on data collaboration and data privacy through Office 365.</p> <p>The Service Provider shall provide set of training manual / hand-out materials to guide the participants during and after every live session. Each topic must have exercises and activities to allow the</p>	

participants practice the lecture hands-on. The course shall include pre and post training assessment to gauge the knowledge acquired.

The equivalent training hours per MS Application per level, as shown below:

MS APPLICATION	LEVEL OF PROFICIENCY		
	BASIC	INTERMEDIATE	ADVANCED
<b>WORD</b>	8 hrs.	-	16 hrs.
<b>EXCEL</b>	8 hrs.	16 hrs.	16 hrs.
<b>POWERPOINT</b>	8 hrs.	-	16 hrs.

## 2. Training Methodologies

The training methodology must be hands-on using easy-to-follow step-by-step instructions. Instructor Led Training (ILT) on live exercises of each topic.

Learning Management System (LMS) which includes modules, hand-on activities, challenges, and examinations must be provided for the use of participants.

## 3. Training Implementation

To strategically implement the 2022 Digital Competency Development Program within the contracting period, simultaneous sessions must be conducted. The actual conduct must be divided into four (4) hours per session, per day, depending on the level of proficiency and equivalent training hours.

There will be AM batch (8am – 12nn) and PM batch (1pm – 5pm), as illustrated:

MS APPLICATION	SCHEDULE OF CONDUCT		
	BASIC	INTERMEDIATE	ADVANCE
<b>WORD</b>	2-day Program 4hrs/session AM / PM batch	-	4-day Program 4hrs/session AM / PM batch
<b>EXCEL</b>	2-day Program 4hrs/session AM / PM batch	4-day Program 4hrs/session AM / PM batch	4-day Program 4hrs/session AM / PM batch
<b>POWERPOINT</b>	2-day Program 4hrs/session AM / PM batch	-	4-day Program 4hrs/session AM / PM batch

*\*For detailed schedule, see attached schedule of conduct*

<p>Should participants fail to attend the scheduled training due to acceptable circumstances, special or make-up classes must be arranged to complete the assigned course.</p>	
<p><b>4. Subject Matter Expert/Instructor</b>  The Subject Matter Expert/Instructor must be a certified MS Office Application trainer who has more than five (5) years of experience. They will facilitate the session proper.</p> <p>Must provide minimum of four (4) competent Subject Matter Experts/Instructors and two (2) reserved Instructors.</p> <p>The Service Provider shall provide qualified and experienced personnel to provide technical support for the live sessions and within the contracting period.</p>	
<p><b>5. Technical Support</b></p> <ol style="list-style-type: none"> <li>a. The Service Provider shall ensure online and/or e-mail support within twenty-four (24) hours;</li> <li>b. The Service Provider shall inform all participants through letter/e-mail about any product support and development when available or as needed;</li> <li>c. The Service Provider shall provide on-site services in case the organization/agency requires it within the duration of the contracting period.</li> </ol>	
<p><b>6. Documentation</b></p> <p>The Service Provider shall produce three (3) complete sets of documentation to include the following:</p> <ul style="list-style-type: none"> <li>• Training Manuals and Hands-on Exercises. All materials should be written/published as formal documents and not mere PowerPoint presentations. Individually packaged with proper label and tabs per MS Application per level of proficiency;</li> <li>• Monitoring Reports for attendance (consolidated, per batch, per session), pre/post training assessment and submission/completion of course requirements;</li> <li>• Transcript of sessions and video recordings conducted</li> </ul> <p>All materials should be submitted in hard and soft copies. The soft copies of the documentation should be in PDF format.</p> <p>Provide e-copies of certificates for completion.</p>	

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date

# TRAINING COURSE OUTLINE

## Digital Competency Development Program

<b>Course Title:</b>	<b>MS Word – Basic Course</b>
<b>Course Objective:</b>	After completing the course, participants will be able to: <ul style="list-style-type: none"><li>• Indicate the names and functions of the Word interface components.</li><li>• Create, edit, save, and print documents to include documents with lists and tables.</li><li>• Format text and to use styles.</li><li>• Add a header and footer to a document.</li><li>• Use the Spelling and Grammar Checker as well as Microsoft Help.</li><li>• Manipulate documents using functions such as find and replace; cut, copy, replace.</li></ul>
<b>Duration:</b>	2-Day Program Four (4) hours per day (session) Total of eight (8) hours equivalent training hours
<b>Course Outline:</b>	<b>Topic 1: Getting Started</b> <ul style="list-style-type: none"><li>• Exploring the Word window</li><li>• Creating and saving documents</li><li>• Printing documents</li><li>• Getting Help</li></ul> <b>Topic 2: Editing Documents</b> <ul style="list-style-type: none"><li>• Opening and navigating in documents</li><li>• Automated tasks</li><li>• Editing text</li><li>• The undo and redo commands</li></ul> <b>Topic 3: Moving and Copying Text</b> <ul style="list-style-type: none"><li>• Selecting text</li><li>• Cutting, copying, and pasting text</li><li>• Finding and replacing text</li></ul> <b>Topic 4: Formatting Characters and Paragraphs</b> <ul style="list-style-type: none"><li>• Character formatting</li><li>• Using tabs</li><li>• Paragraph formatting</li><li>• Advanced paragraph formatting</li></ul> <b>Topic 5: Creating and Managing Tables</b> <ul style="list-style-type: none"><li>• Creating tables</li><li>• Working with tables</li><li>• Modifying tables</li></ul> <b>Topic 6: Controlling Page Layout</b> <ul style="list-style-type: none"><li>• Creating headers and footers</li></ul>

	<ul style="list-style-type: none"> <li>• Working with margins</li> <li>• Working with page breaks</li> </ul> <p><b>Topic 7: Proofing and Printing Documents</b></p> <ul style="list-style-type: none"> <li>• Checking spelling and grammar</li> <li>• Previewing and printing documents</li> </ul> <p><b>Topic 8: Web Features</b></p> <ul style="list-style-type: none"> <li>• Saving documents as web pages</li> <li>• Working with hyperlinks</li> <li>• Emailing documents</li> </ul>
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<b>Course Title:</b>	<b>MS Word – Advanced Course</b>
<b>Course Objective:</b>	<p>After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Effectively use Mail Merge to documents</li> <li>• Creating and modifying forms</li> <li>• Manage Document Revision by tracking changes and comparing documents</li> <li>• Automate by recording and running Macros</li> <li>• Customizing Word</li> </ul>
<b>Duration:</b>	<p>4-Day Program  Four (4) hours per day (session)  Total of sixteen (16) hours equivalent training hours</p>
<b>Course Outline:</b>	<p><b>Topic 1: Using Mail Merge</b></p> <ul style="list-style-type: none"> <li>• Creating form letters</li> <li>• Working with data sources</li> <li>• Creating mailing labels</li> </ul> <p><b>Topic 2: Working with Forms</b></p> <ul style="list-style-type: none"> <li>• Creating forms</li> <li>• Modifying forms</li> <li>• Protecting and printing forms</li> </ul> <p><b>Topic 3: Working with Large Documents</b></p> <ul style="list-style-type: none"> <li>• Master Documents</li> <li>• Footnotes and endnotes</li> <li>• Indexes</li> <li>• Bookmarks and cross-references</li> </ul> <p><b>Topic 4: Managing Document Revision</b></p> <ul style="list-style-type: none"> <li>• Using track changes</li> <li>• Comparing document</li> </ul> <p><b>Topic 5: Automation and Customization</b></p> <ul style="list-style-type: none"> <li>• Recording and running macros</li> <li>• Modifying and deleting macros</li> <li>• Customizing Word</li> </ul>

<b>Course Title:</b>	<b>MS Excel – Basic Course</b>
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<b>Course Objective:</b>	After completing the course, participants will be able to: <ul style="list-style-type: none"> <li>• Create and format workbooks</li> <li>• Summarize data using formulas and functions</li> <li>• Sort and filter data</li> <li>• Use timesaving tools such as AutoFill, AutoSum, and Flash Fill</li> <li>• Visualize data using charts</li> </ul>
<b>Duration:</b>	2-Day Program Four (4) hours per day (session) Total of eight (8) hours equivalent training hours
<b>Course Outline:</b>	<p><b>Topic 1: The Basics</b></p> <ul style="list-style-type: none"> <li>• Getting Started</li> <li>• Signing In</li> <li>• Creating a New Workbook</li> <li>• Parts of a Workbook</li> <li>• Saving a Workbook</li> <li>• Opening a Workbook</li> </ul> <p><b>Topic 2: Your First Workbook</b></p> <ul style="list-style-type: none"> <li>• Selecting Data</li> <li>• Entering and Deleting Data</li> <li>• Using undo and redo</li> <li>• Using cut, copy, and paste</li> </ul> <p><b>Topic 3: Using Basic Excel Tools</b></p> <ul style="list-style-type: none"> <li>• Understanding cell references and formulas</li> <li>• Using basic formulas</li> <li>• Using basic functions</li> <li>• Using advanced functions</li> <li>• Using spell check</li> <li>• Using sort and filter</li> </ul> <p><b>Topic 4: Using Timesaving Tools</b></p> <ul style="list-style-type: none"> <li>• Using AutoFill</li> <li>• Using Flash Fill</li> <li>• Using AutoSum</li> <li>• Using AutoComplete</li> <li>• Using AutoCalculate</li> </ul> <p><b>Topic 5: Formatting Text</b></p> <ul style="list-style-type: none"> <li>• Changing the Font Face, Size, and Color</li> <li>• Applying Text Effects</li> <li>• Applying borders and fill</li> <li>• Using the Font tab of the Format Cells Dialog</li> <li>• Clearing Formatting</li> </ul> <p><b>Topic 6: Formatting Data</b></p> <ul style="list-style-type: none"> <li>• Wrapping Text</li> <li>• Changing the size of rows and columns</li> <li>• Adjusting cell alignment</li> </ul>



	<ul style="list-style-type: none"> <li>• Changing text direction</li> <li>• Changing number format</li> </ul> <p><b>Topic 7: Formatting the Workbook</b></p> <ul style="list-style-type: none"> <li>• Using cell styles</li> <li>• Formatting data as a table</li> <li>• Changing the theme</li> <li>• Inserting page breaks</li> <li>• Adding a background</li> </ul> <p><b>Topic 8: Inserting Art and Objects</b></p> <ul style="list-style-type: none"> <li>• Inserting SmartArt</li> <li>• Inserting Text boxes</li> <li>• Inserting pictures</li> <li>• Inserting equations</li> <li>• Drawing Shapes</li> </ul> <p><b>Topic 9: Charting Data</b></p> <ul style="list-style-type: none"> <li>• Creating Sparklines</li> <li>• Inserting Charts</li> <li>• Inserting Pivot tables</li> <li>• Inserting Pivot Charts</li> <li>• Using slicers</li> </ul> <p><b>Topic 10: Viewing, Printing, and Sharing your Workbook</b></p> <ul style="list-style-type: none"> <li>• Using Views</li> <li>• Saving a Workbook as PDF</li> <li>• Printing a Workbook</li> <li>• E-Mailing a Workbook</li> <li>• Sharing your workbook on OneDrive</li> </ul> <p><b>Topic 11: Customizing the Interface</b></p> <ul style="list-style-type: none"> <li>• Changing Ribbon Display Options</li> <li>• Customizing the Quick Access Toolbar</li> <li>• Hiding and Showing Ribbon Tabs</li> <li>• Creating Custom Ribbon Tabs</li> <li>• Resetting Interface Changes</li> </ul>
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<b>Course Title:</b>	<b>MS Excel – Intermediate Course</b>
<b>Course Objective:</b>	<p>After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Quickly summarize multiple sheets of data into one</li> <li>• Turn long lists and reports into easy to read tables</li> <li>• Formulas to check whether cells pass or fail your rules</li> <li>• Create links between cells so that they all update automatically</li> <li>• Highlight targets, trends, duplicates and errors with Conditional Formatting</li> <li>• Formatting and layout consistency by saving as a template</li> </ul>
<b>Duration:</b>	4-Days Program

	<p>Four (4) hours per day (session)  Total of sixteen (16) hours equivalent training hours</p>
<b>Course Outline:</b>	<p><b>Topic 1: Working with Multiple Worksheets and Workbooks</b></p> <ul style="list-style-type: none"> <li>• Using multiple worksheets <ul style="list-style-type: none"> <li>– Navigating between sheets</li> <li>– Moving and copying sheets</li> </ul> </li> <li>• Linking worksheets <ul style="list-style-type: none"> <li>– Creating 3-D formulas</li> <li>– Consolidating data</li> </ul> </li> </ul> <p><b>Topic 2: Working with dates</b></p> <ul style="list-style-type: none"> <li>• Entering date functions <ul style="list-style-type: none"> <li>– TODAY function</li> <li>– NOW function</li> </ul> </li> <li>• Date and Time formats</li> <li>• Using dates in formulas</li> </ul> <p><b>Topic 3: Conditional Formulas and Formatting</b></p> <ul style="list-style-type: none"> <li>• The IF function</li> <li>• Conditional formatting</li> <li>• Creating named ranges</li> <li>• Using named ranges in formulas</li> <li>• COUNTIF(s), SUMIF(s), AVERAGEIF(s)</li> </ul> <p><b>Topic 4: List Management</b></p> <ul style="list-style-type: none"> <li>• Working with lists</li> <li>• Creating dynamic ranges</li> <li>• Sorting and filtering lists</li> <li>• Sorting by multiple columns</li> <li>• Using AutoFilter</li> <li>• Tables</li> </ul> <p><b>Topic 5: Documenting and Auditing</b></p> <ul style="list-style-type: none"> <li>• Best practice spreadsheet design</li> <li>• Viewing, adding, editing and deleting comments</li> <li>• Auditing Features</li> <li>• Tracing formula errors</li> <li>• Protecting a worksheet</li> <li>• Protecting cell ranges</li> </ul> <p><b>Topic 6: Creating Charts</b></p> <ul style="list-style-type: none"> <li>• Creating and modifying charts</li> <li>• Adding trendlines</li> <li>• Visualizing multiple data sets</li> <li>• Using Sparklines</li> </ul>
<b>Course Title:</b>	<b>MS Excel – Advanced Course</b>

<b>Course Objective:</b>	<p>After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Efficiently and confidently use Excel software at the feature and functionality levels</li> <li>• Use advanced formulas and functions for advanced calculations</li> <li>• Create advanced reports using Pivot Table, Pivot Chart, and Analysis Tools</li> <li>• Manipulate Excel options to customize their environment to meet varying need and enhance their productivity.</li> </ul>
<b>Duration:</b>	<p>4-Days Program  Four (4) hours per day (session)  Total of sixteen (16) hours equivalent training hours</p>
<b>Course Outline:</b>	<p><b>Topic 1: Essentials of Advanced Formulas</b></p> <ul style="list-style-type: none"> <li>• Relative Reference</li> <li>• Absolute Reference</li> <li>• Name manager with simple functions</li> </ul> <p><b>Topic 2: Performing Advanced Formulas</b></p> <ul style="list-style-type: none"> <li>• Apply basic number functions with name manager</li> <li>• Creating text functions, change case method, trim case method, combine case method, find and replace text method.</li> <li>• Apply advanced date and time</li> <li>• Functions, Using Hidden Formulas, Network Days and Dynamic Date Functions</li> <li>• Using IF condition and logical functions like SUMIF, COUNTIF, AVERAGEIF</li> <li>• Look up data with functions</li> </ul> <p><b>Topic 3: Apply Custom Formats and Layouts</b></p> <ul style="list-style-type: none"> <li>• Apply advanced conditional formatting and filtering</li> <li>• Apply custom data formats</li> <li>• Apply custom styles and templates</li> </ul> <p><b>Topic 4: Data Security and Validation</b></p> <ul style="list-style-type: none"> <li>• Using Data Validation</li> <li>• Protection on Sheet, Workbook and File</li> <li>• Tracking Data with Summary</li> </ul> <p><b>Topic 5: Manage Big Data with Consolidation Tools</b></p> <ul style="list-style-type: none"> <li>• Basics of Sort and Filter</li> <li>• Application of Advanced Filter</li> <li>• Apply Subtotal</li> <li>• Creating Charts and Dashboard</li> <li>• Using Pivot Table and Chart Features</li> <li>• Data Consolidation from different References</li> <li>• Using Database Functions</li> </ul> <p><b>Topic 6: Data Analysis Tools</b></p> <ul style="list-style-type: none"> <li>• Introduction to Macro</li> <li>• Macro Recording and Assignments</li> </ul>

	<ul style="list-style-type: none"> <li>• Macro Execution</li> <li>• Macro with Excel Functions and Features</li> </ul>
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<b>Course Title:</b>	<b>MS PowerPoint – Basic Course</b>
<b>Course Objective:</b>	<p>After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Start and end a PowerPoint session</li> <li>• Edit a presentation</li> <li>• Create different types of slides</li> <li>• Use the Outline tab</li> <li>• Add Clipart to a slide</li> <li>• Format slides and use templates</li> <li>• Use the Slide Sorter to re organize a presentation</li> <li>• Print various components of a presentation</li> <li>• Run a slideshow</li> </ul>
<b>Duration:</b>	<p>2-Day Program  Four (4) hours per day (session)  Total of eight (8) hours equivalent training hours</p>
<b>Course Outline:</b>	<p><b>Topic 1: Creating a Power Point Presentation</b></p> <ul style="list-style-type: none"> <li>• Starting Microsoft PowerPoint</li> <li>• Normal View</li> <li>• Creating a presentation</li> <li>• Saving a Document</li> <li>• Importing a File</li> <li>• The Status Bar</li> <li>• Closing a Presentation</li> </ul> <p><b>Topic 2: The Ribbon</b></p> <ul style="list-style-type: none"> <li>• The Ribbon</li> <li>• Tabs</li> <li>• Groups</li> <li>• Commands</li> </ul> <p><b>Topic 3: The Quick Access Toolbar</b></p> <ul style="list-style-type: none"> <li>• Adding Common Commands</li> <li>• Adding More Commands with the Customize Dialog Box</li> <li>• Adding Ribbon Commands or Groups</li> <li>• Placement</li> </ul> <p><b>Topic 4: The File Menu</b></p> <ul style="list-style-type: none"> <li>• Introduction to the Backstage View</li> <li>• Opening a Presentation</li> <li>• New Presentation and Presentation Templates</li> <li>• Presentation Properties</li> <li>• Adding Your Name to a Microsoft PowerPoint</li> </ul> <p><b>Topic 5: Formatting Microsoft PowerPoint Presentations</b></p> <ul style="list-style-type: none"> <li>• Selecting a Slide Layout</li> <li>• Adding text</li> <li>• Adding text from a text file or word outline</li> </ul>

	<ul style="list-style-type: none"> <li>• Editing text</li> <li>• Formatting text</li> <li>• Formatting text as WordArt</li> <li>• Creating bulleted and numbered lists</li> <li>• Formatting text placeholders</li> <li>• Adding slides to a presentation</li> <li>• Arranging slides</li> </ul> <p><b>Topic 6: Working with Images</b></p> <ul style="list-style-type: none"> <li>• Adding Images to a slide</li> <li>• Inserting a Picture</li> <li>• Inserting Clip Art</li> <li>• Capturing and Inserting a snapshot</li> <li>• Editing an Image</li> <li>• Formatting Images</li> <li>• Applying a style and cropping an Image</li> <li>• Grouping and Ungrouping Images</li> <li>• Arranging Images</li> <li>• Adding Shapes</li> </ul> <p><b>Topic 7: Working with Tables and Charts</b></p> <ul style="list-style-type: none"> <li>• Inserting a table</li> <li>• Formatting tables</li> <li>• Importing tables from external sources</li> <li>• Inserting a chart</li> <li>• Formatting a chart</li> <li>• Importing charts from external sources</li> </ul>
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<b>Course Title:</b>	<b>MS PowerPoint – Advanced Course</b>
<b>Course Objective:</b>	After completing the course, participants will be able to: <ul style="list-style-type: none"> <li>• Customize Presentation Templates</li> <li>• Enhance Presentations by adding images, movies, and sound</li> <li>• Use SmartArt, Tables and Chart</li> <li>• Printing Presentations</li> <li>• Export Presentation to other formats – PDF and video</li> </ul>
<b>Duration:</b>	4-Days Program Four (4) hours per day (session) Total of sixteen (16) hours equivalent training hours
<b>Course Outline:</b>	<p><b>Topic 1: Customizing Presentation Templates</b></p> <ul style="list-style-type: none"> <li>• Modifying templates</li> <li>• Building custom templates and themes</li> <li>• Building custom slide masters</li> <li>• Advanced slide master techniques</li> </ul> <p><b>Topic 2: Enhancing Presentations</b></p> <ul style="list-style-type: none"> <li>• Advanced drawing techniques</li> <li>• Using alignment tools</li> <li>• Sourcing and enhancing images</li> <li>• Adding movies and sound</li> </ul>

- Using animations and transitions

**Topic 3: Using SmartArt, Tables and Charts**

- Inserting and editing SmartArt
- Creating organization charts
- Formatting and modifying tables
- Inserting and designing charts and graphs
- Working with Excel – linking tables and charts

**Topic 4: Advanced Presentation Techniques**

- Advanced slideshow delivery options
- Organizing your presentation effectively

**Topic 5: Printing and Handouts**

- Printing options
- Working with Word – exporting handouts and notes
- Exporting to other formats – PDF and video

## SCHEDULE OF CONDUCT OF DIGITAL COMPETENCY DEVELOPMENT PROGRAM

OFFICE	LEVEL	MS APPLICATION	NO. OF PARTICIPANTS (Per Level, Per Application)	GRAND TOTAL (Per Project Requirement)	NO. OF PARTICIPANTS (Per Batch)	BATCH NO.
DAR Central Office	Intermediate (1 Batch)	Excel	20	20	20	DARCO Batch 1
	Advanced (3 Batches)	Word	9	25	9	DARCO Batch 2
		Excel	8		8	DARCO Batch 3
		PowerPoint	8		8	DARCO Batch 4
DAR Field Office	Basic (20 Batches)	Word	140	400	20	FO - Batch 1
					20	FO - Batch 2
					20	FO - Batch 3
					20	FO - Batch 4
					20	FO - Batch 5
					20	FO - Batch 6
					20	FO - Batch 7
		Excel	120		20	FO - Batch 8
					20	FO - Batch 9
					20	FO - Batch 10
					20	FO - Batch 11
					20	FO - Batch 12
					20	FO - Batch 13
					20	FO - Batch 14
	Power Point	140	20	FO - Batch 15		
			20	FO - Batch 16		
			20	FO - Batch 17		
			20	FO - Batch 18		
			20	FO - Batch 19		
			20	FO - Batch 20		
			Intermediate (10 Batches)	Excel	200	200
	20	FO - Batch 21				
	20	FO - Batch 22				
	20	FO - Batch 23				
	20	FO - Batch 24				
	20	FO - Batch 25				
	20	FO - Batch 26				
	20	FO - Batch 27				
	20	FO - Batch 28				
	20	FO - Batch 29				
	Advanced (11 Batches)	Word	80	200	20	FO - Batch 30
					20	FO - Batch 31
					20	FO - Batch 32
					20	FO - Batch 33
		Excel	70		20	FO - Batch 34
					20	FO - Batch 35
					20	FO - Batch 36
					20	FO - Batch 37
					20	FO - Batch 38
					20	FO - Batch 39
					20	FO - Batch 40
Power Point	50	20	FO - Batch 41			

**Basic Course** : 8-hrs course requirement  
: 2 session; 4-hrs / session  
: AM Session (8-12 AM)  
: PM Session (1-5 PM)

**Intermediate Course** : 16-hrs course requirement  
: 4 session; 4-hrs / session  
: AM Session (8-12 AM)  
: PM Session (1-5 PM)

**Advanced Course** : 16-hrs course requirement  
: 4 session; 4-hrs / session  
: AM Session (8-12 AM)  
: PM Session (1-5 PM)

**Bid Form for the Procurement of Goods**  
*[Shall be submitted with the Bid]*

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**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : INP-22-06

To: *[name and address of Procuring Entity]*

Having examined the Bidding Documents for Negotiated Procurement including the Annexes, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said Documents for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Bidding Documents for Negotiated Procurement;
- b. to provide a performance security in the form, amounts, and within the times prescribed in Section 54.5 of the 2016 Revised IRR of RA 9184;
- c. to abide by the Bid Validity Period of Ninety (90) calendar days, and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Currency Commission or gratuity
---------------------------	---

_____	_____
_____	_____
_____	_____

(if none, state “None”) ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the Bidding Documents.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.



We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

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**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. INP-22-06 Page \_\_\_ of \_\_\_

MILESTONE	REQUIREMENTS AND DELIVERIES	BID PRICE (PhP)
1		
2		
3		
4		
	<b>TOTAL BID PRICE (PhP)</b>	

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_