

August 7, 2023

Jonas Binongo

Head, IT Service Delivery
Goldilocks Bakeshop Inc.

Dear Sir,

As per the meeting I had a meeting with Ms. Irene Orlanda, we discussed the things we need to do. I am sending you the scope of our project for the Resumption of MRP Implementation.

Scope

- BOM Checking and Uploading
- Modules checking/debugging and users access checking (All modules in the system)
- Minor Modifications of existing Reports (if needed and it is not rush)
- I can also create new reports (given it is not rush)
- Users Assistance
- Users Training (per section)
 - Sales Order
 - Delivery Receipt
 - Sales Invoice
 - Purchase Order
 - Warehouse Receiving
 - Inventory Transfers
 - MP and Target Uploading

Extra Modules they can use

- ✓ Trip Ticket (since they will use the DR module, they can also use this module if they want. This is connected to DR)
 - ✓ Transmittal Sheet
 - ✓ Petty Cash
 - ✓ Asset Removal and Return
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- Scope of this project is for the four plants EGI Iloilo, EGI Tacloban, EGI Davao, Doughbake CDO
 - We can start the walkthrough on August 14, 2023 (morning). Since this is only a walkthrough, I think we can have them all at once. So that their process will all be the same.
 - Ms. Irene and I estimated that this can be 1 month or 2 months (maximum) project until each plant can Go Live. This will depend on the users themselves.

Here is my price for the project. This includes the knowledge transfer if you have anyone I can teach about the technical aspects of the system.

Cost: 55,000 Php

Very Truly Yours,


Maita E. Galang