



To: **Boaz Ouko**
Kenya Port Authority (KPA)
Opposite Lotus Hotel, Yusuf Karim Road, Mombasa, Kenya

From: **Prime Quality Training Singapore (PQSG)**
8 Boon Lay Way #06 -11 Trade Hub 21,
Singapore 609964

Pages: 3
CC: Tommy Nguyen, Nancy Tong, Jeffrey Briones

SUBJECT: In House Training Proposal

Dear Sir/Mdm

We would like to offer training proposal on following details

Training Topic	Electrical Maintenance, Protection, Control	
Training Dates	27th, 28th, 29th August 2014	
Training Venue	Kenya Port Authority Premises	
Trainer	Prof. Eric Stark	
Proposal Fee	USD 30,000	
Delegates allowed (From KPA)	15-22	
Package Content	<ol style="list-style-type: none">1. Training content is similar to brochure attached.2. Certificates, Training materials, Trainer's accommodation, airport & hotel transportation, return air ticket, breakfast & dinner is bound by PQ.3. Luncheon is bound by Kenya Port Authority during 3 days training only.4. PQ may add external attendees so to make the training more fruitful.5. PQ may allow for 90% of case studies to be from Kenya Port Authority, with 2 weeks submission at least, prior to 1st day of training.6. PQ only agrees to provide hard copy of training materials	

Payment Terms: Full payment (in the currency that is reflected in invoice) is required within three (5) working days on receipt of invoice or before the event date, whichever is earlier. Prime Quality Training reserves the right to refuse admission if payment is not received as stated. Should client request payment to be made in another currency (other than the one reflected on the invoice), an additional 5% exchange rate administrative fee will be added to the invoiced amount.

Admin Fee: No further admin will be added on top of total amount in all invoices.

Tax: Registration fees exclude tax. For client outside Singapore, the sum payable is as the listed fees, exclusive of tax. To this sum shall be added either Singapore's Goods and Services Tax (GST) for Singapore-based client or any other local tax or withholding tax from client's country of origin, if any.

Transfer: Transfer to future event or to another person is allowed upon written notification from authorized personnel of Client Company. For transfer to future event(s), client shall receive a credit voucher of 90% for the amount that the client has been invoiced for (including GST, if any), which is valid for one year to be used for any future Prime Quality Training event. Transfer to future event confirmed less than two (2) weeks prior to the event will be subjected to an additional 5% administrative fee (credit voucher will bear only 85% for the amount client has been invoiced for including GST, if any). Should the value of the future event exceed the amount reflected on the credit voucher, client is responsible for the additional amount. No refunds will be made for any unutilized credit voucher amount(s). Each Credit Voucher can only be used once.

Cancellation: Registration carries a 50% cancellation liability immediately after a signed sales registration contract has been received by Prime Quality Training. Prime Quality Training has to be notified of the cancellation in writing and respond with a written acknowledgement for the cancellation to be valid. Cancellation confirmed less than six (4) weeks prior to the event is non-refundable and the full fee is payable. By signing this contract, the client agrees that in case of dispute or cancellation of this contract that Prime Quality Training will not be able to mitigate its losses for any less than 50% of the total contract value. If, for any reason, Prime Quality Training decides to cancel or postpone this event, Prime Quality Training is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The fee will not be refunded, but can be credited to a future event.

No Show: No show does not constitute transfer or cancellation and the full fee is payable.

Changes: Prime Quality Training reserves the right to change event dates, location or omit event features, or merge the event with another event, as it deems necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be made. In the event that Prime Quality Training cancels the event permanently for any reason whatsoever, (including, but not limited to any force majeure occurrence) the client shall receive a credit that the client has paid to such permanently cancelled event, valid for up to one year to be used at another Prime Quality Training event. No refunds, part refunds or alternative offers shall be made.

Governing law: This Agreement shall be governed and construed in accordance with the law of Singapore and the parties submit to the exclusive jurisdiction of the Singaporean Courts in Singapore. However Prime Quality Training only is entitled to waive this right and submit to the jurisdiction of the courts in which the client is located.

Please confirm your acceptance of these term and conditions by signing at the bottom of the enclosed duplicate copy of this letter and returning the same to us.

I, TOMMY NGUYEN, on behalf of PQ(Prime Quality Training), confirm that I have read and agreed with all terms and conditions as stimulated in this proposal and commit to provide the best quality training session.

Signature: _____
Name: TOMMY NGUYEN
Designation: GM Business Development
Date: 17/07/2014

ACCEPTANCE

I, _____, on behalf of Kenya Port Authority, confirm that I have read and accepted all terms and conditions as stimulated in this proposal

Signature: _____
Name: _____
Designation: _____
Date: _____