CALAMBA WATER DISTRICT
Lakeview Subd., Halang, Calamba City
Tel. No. 545-2863; 545-1614; 545-2728; 545-7895
545-1389; 545-7981; Fax No. 545-9752

PROJECT: Supply of Services of an Event Organizer for the Calamba Water District Family Day and Year end Activity for CY 2022

SUBJECT: TERMS OF REFERENCE
DATE : OCTOBER 13, 2022

PURPOSE/OBJECTIVE

The Calamba Water District (CWD) is in need of a local supplier of goods and services for the celebration of Family Day and Year End Activity of the Officers and Employees to be held on a chosen venue on December 3, 2022 (Saturday) that could accommodate 1,000 pax located at Calamba City, Laguna

I. Minimum Requirement

a.) Must be an accredited supplier with the Philippine Government Electronic Procurement System (PhilGEPS)

b.) Must have at least three (3) years' experience in providing goods and services

c.) Must be willing to provide services on send-bill arrangement

SCOPE OF WORK

To supply and deliver goods and services by an Event Organizer for the Calamba Water District (CWD) Family Day and Year End Activity for CY 2022 on a chosen venue that will include the entrance fee, use of pools, sound system, set up of tents with table and chairs, boat transfer with insurance,logistics, meals, food carts, food tokens, raffle prizes , documentation for the event including photographer and videographer, tarpaulin with the following details as follows:

A. VENUE AND INCLUSIVES P 780.00 x 1,000 pax = P 780,000.00

A venue that could accommodate 1,000 pax for the CWD Family Day and Year End Activity for a whole day affair on December 3, 2022 . The organizer shall coordinate with the chosen venue regarding the schedule of boat transfer inclusive of insurance for the 1,000 participants of event. The amount per head shall also be inclusive of the use of the six (6) swimming pools, Jacuzzi, billiards, table tennis, darts, pavilions, umbrellas, picnic huts and Chapel on the venue. The organizer will be in charge in managing the setup and decoration of the area by installing additional tent and provide tables and chairs as a common place for the officials, employees and family members of CWD. Including the place for the buffet table and set up of the food carts during the whole day event.

B. EVENT ORGANIZER AND FACILITATORS P 30,000.00

The event Organizer will oversee the flow of the whole day event in coordination with the Special Events Committee of CWD. They will be responsible in managing the meals for the 1000 pax and preparation of the needed goods and services within the course of the event. They will also provide an emcee for the conduct of the parlor games and raffle draw as part of the ativity of the Family day and year End Activity

C. MEALS P 800.00/head x 1000 pax = P 800,000.00

i. The event organizer will supply the meals for the 1,000 pax for the AM snacks, Lunch Buffet, and PM snacks.

ii. Specifications

The meals for the 1,000 pax will be served on the specified time as follows:

1. AM Snacks at 9:00 a.m (Choice of pasta, Sandwich and drinks)
2. Lunch Buffet at 11:00 am
   (rice,pork, beef, fish, veggies, soup, dessert, drinks)
3. PM Snacks at 2:00 pm (Choice of pasta, sandwich and drinks)

D. ROASTED PIG (LECHON) P 23,500/lechon x 10 pcs = P 235,000.00

They will supply ten (10) whole roasted pig approximately 26 to 28 kg to be brought at the venue as part of the food for sharing during lunch time.

E. ROASTED WHOLE CHICKEN P 400.00 x 355 pax = P 142,000.00

A total of 355 freshly roasted whole chicken will be provided to the officers and staff of CWD placed on a durable resealable handy pack.

F. FOOD STALLS P 100,000.00

The event organizer will set up a food cart including candies/chocolates, hotdog and fries booths for the CWD officers & employees and their family as well.

G. TOKENS

The event organizer shall provide Puregold Gift check for 355 pax

P 1,500.00 x 355 pax = P 532,500.00

The event organizer shall provide one dozen of assorted classic Dunkin Donut

P 400.00/box of 12 pcs x 355 pax = P 142,000.00

H .CHRISTMAS PACK (CUSTOMER SERVICE RELATIONS)
P 400.00/pack x 500 pcs = P 200,000.00

Content of the Christmas gift package:

Spaghetti Pasta and sauce Bundle pack	1 pack	900 grams
Juice Drink	1 plastic bottle	1 liter pack
Corned beef	1 can	260 grams
Cheese	1 box	200 grams
Chocolate candy	1 pack	150 grams pack/25 to 30 pcs

They will provide 500 grocery package placed in a mini transparent bag for the give away for the customers on a good while supply last basis.

I. RAFFLE PRIZES P 190,500.00

The organizer shall provide the following items for the raffle prizes

2 units 8 cu. ft refrigerator
3 units 40 inches Smart TV
3 units 6 kg. Twin Tub Washing Machine
3 units 60L Electric Oven with Rotisserie and stainless body
20 sacks 25kg Dinurado Rice
20 units 1.5 ltrs Rice Cooker with Steamer

J. TARPAULINS P 2,500.00

10 FT X 8 FT 1 PIECE
4 FT X 3 FT 2 PCS

K. DOCUMENTATION FOR THE EVENT P 20,000.00

The event coordinator will provide a photographer and videographer for the said event.

L. MISCELLANEOUS EXPENSE P 13,942.00

This will cover incidental expenses during the course of the event.

M. BUDGET

The total working budget is **Three Million One Hundred Eighty Eight Thousand Four Hundred Forty two pesos (P 3,188,442.00).**

Prepared by:

NAPOLEON RODRIGUEZ JR.
TWG Committee Member

MARIBETH GRATELA
TWG Committee Member

ENGR. VERGEL DAVID
TWG Committee Member

SHIRMAE JOY GALDO
Secreatariat- Committee Member

ENGR. JONATHAN DAVE FAJARDA
TWG Committee Head

JOVI ANNE DIZON
Secretariat- Committee Head

ELENITA PANGANIBAN
Head Coordinator

JULIANA HACA
Committee Vice Chairperson

MARIA CARMELA ELEPANO
Committee-Chairperson

Approved by:

EXEQUIEL A. AGUILAR JR
General Manager