



CALAMBA WATER DISTRICT

Lakeview Subdivision, Halang, Calamba City, Laguna
Tel. Nos. 545-1614; 545-2863; 545-2728; 545-7895; Fax No. 545-9752
www.cwd.com.ph



PHP QMS 21 93 0047

PROJECT: SUPPLY AND DELIVERY OF GOODS AND SERVICES FOR THE FAMILY DAY AND YEAR END ACTIVITY FOR CY 2026

SUBJECT: TERMS OF REFERENCE

DATE : September 21, 2026

PURPOSE/OBJECTIVE

The Calamba Water District (CWD) is in need of a local supplier of goods and services for the Family Day and Year end Activity for the Officers and Employees to be held in an Event Place to be chosen by the end user on December 11, 2026

- 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
 - d.) The business must be within the Calamba City area.

SCOPE OF WORK

To supply and deliver goods and services for the Calamba Water District Family Day and Year End Activity for CY 2026 with the following deliverables as follows:

- A. Food Catering Services for 355 pax
To deliver the food catering services who will manage the food to be served to the Officials and employees of Calamba Water District including a managed dinner buffet consisting of different menu as follows (rice, beef, pork, chicken, fish, vegetables, pasta, dessert and drinks.
- B. Venue, Decorations, Lights and Sound System
Must provide a venue for the event that will accommodate a total of 355 pax including the decoration, Lights and Sound System.



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C. Christmas Family Grocery Package

To provide 355 Christmas Family Grocery package for the 355 employees and officers of CWD consisting of the following items as specified on the detailed list packed in a reusable plastic pail container with lid to be delivered on or before December 11, 2026 at the CWD Main office.

- | | |
|---|--|
| 2 CANS | SPAM 25% LESS SODIUM 340 g |
| 2 CANS | PUREFOODS CORNED BEEF 380g |
| 1 PC | PRINGLES POTATO CHIPS {ANY OF THE FOLLOWING FLAVORS
CHEESE, SOUR CREAM, ORIGINAL}132g |
| 1 PACK | TOBLERONE TINY MILK CHOCOLATE 200G PACK |
| 1 PC | EDEN ORIGINAL PROCESSED FILLED CHEESE 900G |
| 2 BOTTLES | TROPICANA TWISTER ORANGE 1 LTR. BOTTLE |
| 1 PACK | FIESTA SPAGHETTI AND 3 CHEESE SAUCE 1.8KG PACK |
| 1 PC | LOTUS BISCOFF SPREAD 400G BOTTLE |
| 1 PACK | OREO ORIGINAL VANILLA 9 X 26.25G PACK |
| EACH WILL BE PACKED IN A REUSABLE 16 LTR. PLASTIC PAIL WITH COVER
(PREFERABLY WHITE) | |

C. Tokens for Customers

To provide 300 grocery packs 1 Spaghetti pack (Fiesta Filipino Style Spaghetti 1.8 kg. package , 1 pack candy (Frutos Tropical Chewy Candy 50 pcs), 1 box Quez-O cheese 160 g, 1 can CDO Karne Norte 175g , 1 C2 Apple 1 liter bottle) packed on a durable ecobag.

D. Performers for the Event

To provide an Acoustic Band for the live music and entertainment and a Stand-up comedienne for the hosting throughout the event

E. Raffle Prizes

To provide the list of items for the raffle draw as follows:

- 3 units 8 cu ft. Fujidenzo Refrigerator inverter, 2 door, no frost
- 3 units 43 inches TCL Smart television
- 3 units Twin Tub Fujidenzo with Eco Soak Wash Function 7 kg washing machine
- 30 units Union Stand Fan 16 inches
- 20 pcs of Stainless Non-Stick Stainless 30 cm pan with Cover



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F. Photo Booth for the photo souvenir of employees

G. Tarpaulin

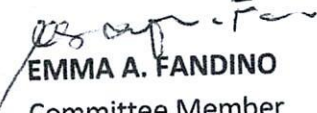
To provide 2 pieces 4 ft x 6 ft tarpaulin wherein the design will be provided by CWD.

H. BUDGET

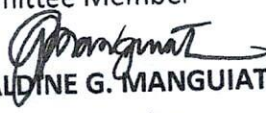
The total working budget is **One Million Nine Hundred Sixty Thousand Five Hundred Thirty Two pesos only { P 1,960,532.00}**.


MARIBETH R. GRATELA
Committee Member


DEPRO MARI L. ALINSUNURIN
Committee Member

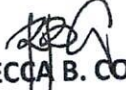

EMMA A. FANDINO
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Committee Chairperson

Approved by:


EXEQUIEL A. AGUILAR JR.
General Manager