CALAMBA WATER DISTRICT
Lakeview Subdivision, Halang, Calamba City, Laguna
Tel. Nos. 545-1614, 545-2868, 545-2728, 545-7895, Fax No. 545-9752
www.cwd.com.ph
PHP QMS 21 93 0047

Project: Supply of Services of an Event Organizer for the CWD team Building and Mid- Year Activity for CY 2024

SUBJECT: TERMS OF REFERENCE

DATE: April 5, 2024

The Calamba Water District (CWD) is in need of a local management service provider specializing in handling big corporate events and social functions that will organize the CWD Team Building and Mid- Year Activity schedule on June 13 & 14, 2024 (Overnight)

I. Minimum Requirements

a. Must be a Philippine Organization capable in providing the following services like Special Events/Conceptualization and management
Logistic requirements
b. Must have at least three (3) years of experience in organizing medium to large scale events.
c. Must have the expertise in planning, organizing, implementing and managing major events.
d. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)
e. Must be willing to provide services on send-bill arrangement

II. Scope of Work

To Supply Services of an Event Organizer for Calamba Water District (CWD) Team Building and Midyear Activity 2024 that will include room accommodation for the overnight stay, meals, wellness and hygiene kit, Dri Fit T-shirt, Teambuilding Facilitators for the event and materials to be used on the activities, Host for the program, tourist buses, amenities and other recreational facilities on the venue for the event.

The organizer shall provide guides and coordinators with each activity, They will facilitate the groupings of the team needed for the activity in coordination with the CWD Special Events Committee (SEC). They will ensure that safety protocols shall be observed by all participants.

They shall conduct a short program before the actual start of activities for proper orientation and instruction for the event. They shall discuss the overall Team

Building schedule of activities to be facilitated on the day of the Teambuilding Activity which will also be coordinated with the SEC before the actual event. They shall provide first aid kits during the activity as need arises. The Event organizer shall oversee the implementation of all the activities during the day and will set a corresponding schedule for the whole day event.

DATE: June 13 and 14, 2024 (One batch only)

TIME:	Expected Time of Departure at CWD Main Office on	June 13	5:00 a.m.
	Expected Time of Arrival at Caliraya Resort Club Inc		6:30 a.m
	Expected Time of Departure at Caliraya Resort Club	June 14	1:30 p.m
	Expected Time of Arrival at CWD Main Office		3:00 p.m

III. MEALS

The organizer shall provide buffet breakfast, packed AM snacks, managed buffet lunch and packed PM snacks and buffet dinner to all the participants on Day 1 based on the approved menu between the organizers and CWD. They will also serve buffet breakfast, AM Snacks and buffet lunch on the 2nd day for all the participants who spent their overnight stay on the venue. In addition, additional food and assorted beverages will be served during the fellowship night.

IV. TRANSPORTATION

Tourist buses will be provided by the event coordinator going to the actual venue from CWD and back to CWD on the second day. The organizer will ensure the safety of all passengers during the trip. The transportation must include travel insurance for all the participants aboard and the organizers must be liable for any unfortunate event and risk that may happen during the trip.

V. ACCOMODATION

The events coordinator shall provide clean, cozy and airconditioned room accommodation for all the participants during their overnight stay, venue for the program and the recreational area for the different activities to be done.

VI. VENUE

The venue must be appropriate for the Teambuilding Activities and could cater large group of guests

Spacious Parking area
Safe Place for outing with amenities fit for teambuilding activities
Well maintained room accommodation with airconditioned units
Clean toilet and bathroom
Pleasant surrondings
Can provide delightful meals for the whole event and the participants.

VII TARPAULINS

To provide tarpaulins to be placed on the bus and venue

Specifications:

Size 2.5 ft x 3 ft	six (6) pcs. To be installed on the tourist buses
Size 10 ft x 8 ft	to be installed on the Main Hall Event Place
Size 3 ft x 5 ft	to be installed on the Main Entrance of the CWD Office

VIII WELLNESS KIT

The event organizer shall provide a wellness and hygiene kit for each participant with the following inclusions:

1 bath towel
1 antibacterial soap
1 bottle shampoo with conditioner
1 sunscreen for face and body
1 baseball cap
These items will be set up on a drawstring bag back pack in assorted colors based on the Team color set by CWD

IX All participants will be given a Dri Fit Shirt with color based on the team to be worn during the teambuilding activity.

X. FACILITATORS/PROGRAM HOST/PHOTOGRAPHER

Must engaged in various teambuilding activities at least for the past three (3) years involving lectures and group activities. They will oversee the activities and establish goal settings and team effort for all the participants.

The event must be documented with photos and videos to be handles by the events coordinators during the whole event to be submitted to CWD SEC.

XI. BUDGET

The total working budget is **Two Million Five Hundred Thousand Thirty Six and Five Hundred pesos (P 2,536,500.00)**