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 AND DELIVERY OF GOODS AND SERVICES FOR THE 46TH YEAR ANNIVERSARY OF CALAMBA WATER DISTRICT**

SUBJECT: **TERMS AND REFERENCE**

DATE : **JUNE 22, 2022**

PURPOSE/OBJECTIVE

The Calamba Water District (CWD) is in need of a local supplier of goods and services for its 46th Founding Year Anniversary for the Officers and Employees to be held on a chosen Event Place on September 2, 2022 (Friday) that could accommodate 340 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 for the Calamba Water District 46th Year Anniversary with the following deliverables as follows:

A. VENUE

An event place that could accommodate 340 pax for the Calamba Water District 46th Year Anniversary on **September 2, 2022** from 4:00 pm to 8:00 pm. The decoration of the venue is inclusive on the requirement based the proposed theme of the event.

B. FOOD FOR THE EMPLOYEES

340 pieces of lunch packs (Lauriat Meal with drinks) for the employees to be served at 10:00 am at the CWD Main Office Halang Calamba City from a preferred reputable restaurant/food chain.

Managed Dinner Buffet for 340 pax to be served at the chosen venue during the prescribed dinner time. The bidder will coordinate with the chosen venue for the details of the dinner buffet in coordination with the Special Events Committee of Calamba Water District.

C. TOKENS FOR CUSTOMERS

500 Pieces 600ml Frosted tumbler bottles made from high quality plastic material (color blue)

D. TOKENS FOR OFFICERS AND EMPLOYEES

340 claim stubs for B1T1 Pizza Family Size (available flavor of choice)

E. ACOUSTIC BAND AND VOCALIST

To provide an Acoustic Band with lead vocalist for the entertainment during the event

F. PROGRAM HOST

To provide a program host who will manage the hosting of the event on the chosen venue.

G. TARPAULIN

4 pieces 2.5 x 3

H. PHOTO BOOTH WITH SOUVENIR PHOTO

Unlimited shot souvenir photo (soft copy) to be provided to CWD
340 pcs souvenir photo with border design.

I. BUDGET

The total working budget is **EIGHT HUNDRED SEVENTY SEVEN THOUSAND THIRTY ONE PESOS (P 877,031.00)** only and should cover all requirement enumerated above.

Prepared by:

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