



## **CALAMBA WATER DISTRICT**

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PROJECT : **Supply of services of an event organizer for CWD Family Day 2019**  
SUBJECT : Terms of Reference  
DATE : September 11, 2019

### **I. Scope of Works**

To supply services of an event organizer for CWD Family Day 2019 that includes venue for recreation, meals, photographer and photo printing with album, hygiene kit, tarpaulin and coordinators / host.

#### **A. Meals**

- i. The organizer shall provide lunch, morning and afternoon snacks, and dinner for all participants in the abovementioned event. If ever the meal will be spoiled, it is the liability of the organizer to replace the said spoiled meal.
- ii. Provide a menu of the meal upon submission of proposal together with sanitary permit of the caterers/food chains/restaurant as to where the food will be coming from.
- iii. Specifications
  1. AM Snack –Sandwich and bottled juice
  2. Lunch- Rice, Vegetables, Meat (fish, beef, pork and chicken), dessert and bottled/canned drinks
  3. PM Snack –Pasta and bottled juice
  4. Dinner –200 sets of packed meals composed of bucket fried chicken, rice, side dishes and bottled drink

#### **B. Venue**

- i. The venue shall be within Laguna that could accommodate 600 pax composed of employees and their family members or companions.
- i. There should be a hall for programs.
- ii. Specifications
  1. Cottages for 600 pax
  2. 1-event hall that could cater 600 pax.
- iii. Use of inflatables and waterpark.

#### **C. Hygiene Kit**

- i. The supplier shall provide a hygiene kit for each family attending the event.

- ii. Hygiene kit (200 packs) composes the following :
  - 1. Face Towel - 3pcs - small
  - 2. Bath Soap - 1pc - 135grams
  - 3. Shampoo - 1btl - 50ml
  - 4. Ethyl Alcohol Spray - 1btl - 150ml
  - 5. Waterproof Dry Bag - 1pc - 5ltrs

D. Photographer and Photo Printing with Album

- i. The supplier shall provide one (1) photographer to document the whole event including the soft copy and printing of photos with album.
- ii. Photo Print: 300pcs of pictures

E. Tarpaulin

- i. The organizer shall provide the tarpaulin to be displayed in the venue.
- ii. Specifications
  - 1. Size: 8' x 10' (1 pc)
  - 2. Design will be provided by CWD.

F. Coordinator/ Host

- i. The supplier shall provide coordinators to oversee the event with the assistance of the SEC members.
- ii. The supplier shall also provide one (1) emcee/ host to facilitate the short program in the morning.

Prepared by:

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