



CALAMBA WATER DISTRICT

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PROJECT : **Supply of services of an event organizer for CWD Outing 2019**
SUBJECT : Terms of Reference
DATE : April 1, 2019

I. Scope of Works

To supply services of an event organizer for CWD Outing 2019 this includes meals, transportation, shirts, and place for recreation.

The organizer shall provide tour guides and coordinators with each event/ activity. They will also ensure the safety of all employees participating in the tour. They shall submit an itinerary of travel and activities attached in the proposal. They should also provide tour guides with first-aid training for this event.

A. Meals

- i. The organizer shall provide breakfast, lunch, dinner, morning snacks and afternoon snacks for all employees participating 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
Day 1
 1. Breakfast- Heavy breakfast meal (Rice, egg, meat & Drinks)
 2. AM Snack- Sandwich and juice (Courtesy of Venue)
 3. Lunch- Rice, Vegetables, Meat, fruits and drinks (Courtesy of Venue)
 4. PM Snack – Pasta / Noodle and juice (Courtesy of Venue)
 5. Dinner- Rice, Vegetables, Fish, fruits and drinks (Courtesy of Venue)

Finger Foods (e.g. Chips, nuts, etc) shall also be provided per bus

B. Transportation

- i. The organizer shall provide vehicles that would transport all the participating employees throughout the outing.
- ii. The vehicle shall be complete with travel documents and accredited by the Department of Tourism.
- iii. The vehicle shall have an on-board or on-call mechanic in case of trouble/ malfunction of ACU. A contingency plan shall also be attached to the proposal. A back-up vehicle

shall be on stand-by and accessible in case of emergency that a bus or van malfunctioned.

- iv. The proposal should also consist of bio-data of the driver with the following qualifications:
 - 1. Shall have an updated professional driver's license
 - 2. Completion of formal training in passenger carrying vehicle
 - 3. Excellent driving skills and knowledge of traffic regulations and safety protection of passengers.
 - 4. Shall be well verse in the area of travel
 - 5. With more than five (5) – years' experience in driving a fifty (50) -seater tourist bus.
 - 6. No criminal record. Shall provide NBI clearance and latest drug test laboratory result
- v. Two (2) days prior to outing, a company mechanic/ engineer and a representative from the end-user shall inspect the condition of the bus to be used. In case the mechanic shall not approve of the bus, the organizer shall provide a new vehicle that would also be approved by CWD.
- vi. Specifications
The means of transport will be in a form of six (6), forty-eight (48) to fifty (50) – seater, fully air-conditioned tourist bus which would accommodate 250 participants with a plus or minus five percent (5%) deviation.

The tourist bus shall include the following:

- 1. Medicine Kit/ First Aid Kit
- 2. Tool Kit (for car troubleshooting in case of emergency)
- 3. Emergency kit (e.g. Fire extinguisher and glass breaker)
- 4. Spare Tire

C. Accommodation

- i. The coordinator shall provide rooms for 240 persons and 10 executives.
- ii. There should be a hall for programs and recreational areas.
- iii. Specifications
 - 1. Sixty one (61) rooms for quad-sharing
 - 2. One (1) villa for executives (6 persons)
 - 3. 1-event hall that could cater 250 personnel
 - 4. Recreational area for 250 personnel

D. T-Shirts

- i. Round neck dry-fit t-shirts with print will be provided by the organizer. The design of shirt will come from the uniform committee of CWD.
- ii. The issuance of t-shirt is part of the security measures of the tour. Thus, the t-shirts shall be delivered three (3) days to one (1) week prior to the outing.

- iii. T-shirts for all CWD employees will also be provided.
 - iv. Specifications
 - 1. Material: Dry-fit
 - 2. Color: White
 - 3. Type: Round-neck
 - 4. Design: To be provided by Uniform committee of CWD
 - 5. Sizes:
 - The sizes will vary from the following:
 - 1. Women: Extra Small (XS), Small (S), Medium (M), Large (L), Extra Large (XL), Double Extra Large (2XL), Triple Extra Large (3XL)
 - 2. Men: Small (S), Medium (M), Large (L), Extra Large (XL), Double Extra Large (2XL), Triple Extra Large (3XL)
- Quantity from each size will be provided by the special events committee of CWD. Sample shirt shall also be provided by the organizer for proper shirt fitting.

E. Venue

- i. The venue shall be within Batangas that could accommodate two-hundred fifty (250) employees of CWD.

F. Tarpaulin

- i. The organizer shall provide the tarpaulin to be placed on the bus and on the venue.
- ii. Specifications
 - 1. Size: 2.5' x 3' (5 pcs)
 - 2. Size: 4' x 5' (1 pc)
 - 3. Design will be provided by CWD.

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