



## **CALAMBA WATER DISTRICT**

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

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

To supply services of an event organizer for CWD Team Building 2019 this includes meals, transportation, prizes & tokens 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- Rice, egg, meat & Drinks (Courtesy of Venue)
  2. AM Snack- Pasta and juice (Courtesy of Venue)
  3. Lunch- Rice, Vegetables, Meat, fruits and drinks (Courtesy of Venue)
  4. PM Snack- Sandwich and juice (Courtesy of Venue)

#### **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. Tokens and Prizes

- i. Tokens (grocery package worth P500.00) & prizes will also be provided by the organizer.
- ii. There will be a short program that will be hosted by the organizer and they will also prepare activities suited for employees ages 23-65.
- iii. Tokens (grocery package worth P500.00) and Prizes shall be in kind. There will be at least five (5) games that will be participated by six (6) teams and two (2) special prizes (group category) that will need prizes. The special events committee members and organizers shall go hand-in-hand in the giving of prizes to winning participants.

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