



CALAMBA WATER DISTRICT

Lakeview Subdivision, Halang, Calamba City, Laguna
Tel. Nos. 545-1614; 545-2863; 545-2728; 545-7895; Fax No. 545-9752
www.cwd.com.ph



PROJECT: SUPPLY AND DELIVERY OF GOODS AND SERVICES FOR THE 50TH YEAR ANNIVERSARY OF CALAMBA WATER DISTRICT

SUBJECT: TERMS AND REFERENCE

DATE : June 15, 2026

PURPOSE/OBJECTIVE

The Calamba Water District (CWD) is in need of a local supplier of goods and services for its 50th Founding Year Anniversary for the Officers and Employees to be held on a chosen Event Place on September 4, 2026 (Friday) that could accommodate 600 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
 - d.) Preferably with business within Calamba City area.

SCOPE OF WORK

To supply and deliver goods and services for the Calamba Water District 50th Year Anniversary with the following deliverables:

I. Grazing Table for 400 pax

Must provide a Grazing table set up with an array of finger foods and snacks including assorted native filipino kakanin, chips, nuts, cookies, breads, cold cuts, crackers and cheese.

II. Decorations on the Venue

To provide the overall decoration on the chosen venue based on the theme of the occasion inclusive of the LED Wall, Additional sound system and lights. Styling of stage with floral landscaping and Photo Wall aligned on then theme of the event.



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III. Tokens for Customers

A special CY 2027 Calendar commemorating the 50th Anniversary of CWD through cherished photographs and memorable milestone.

IV. Food Catering Services for 600 pax

To deliver the food catering services who will manage the food to be served to the Officials and employees of Calamba Water District including a managed dinner buffet consisting of six (6) course meal, rice, dessert, drinks, table and tiffany chair set up with elegant centerpiece, waiters, utensils, plates, glass wares and food warmers as per coordination with the Steering /SEC Committees.

V. Full Band

To provide a Full Band with lead vocalist for the entertainment during the event. Inclusive of male and female singers + guitarist + keyboardist + Bassist + Drummer + + Violin or Saxophone + free full band equipment.

VI. Program Host

To provide a program host who will manage the hosting of the whole event and assist on the overall program flow.

VII. Plaques for the Awardees

To provide a total of 40 plaques for all the awardees and guest with the following specification.

VIII Photo and Video

This will be for the souvenir photos of the CWD officers and personnel. Including the video coverage and same day edit video to be presented during the event.

XI. Tokens for employees

To provide food tokens for the Officers and Employees and selected guest for 450 pax which will be distributed during the actual event.



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X. Tarpaulin

5 pieces 5 ft x 3 ft

To provide the tarpaulin to be posted on the designated areas of CWD. The layout/design will be coordinated with CWD assigned committee.

XI. Coffee Bar

To provide a Coffee bar that will provide a variety of coffee selections and beverages for the officers and employees.

XII. Mobile Bar

To provide a mobile bar station with assortment of flavors and kinds for the Officers and employees of CWD

XIII. Roast Pig (Lechon Baboy)

To provide 12 Roasted pig 25 kl each including the sauce as additional menu for the said event.

XIV. Tokens for Retirees

To deliver a souvenir tokens with the 50th logo design and theme for guest retirees and selected guest.

XV. Lei and Flower Bouquet for VIP Guest

To provide the Lei and flower bouquet for the Officers, VIP guest during the event.



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XVI. Additional Appetizers, chocolates and fruits

To provide additional appetizers, chocolates and fruits to the officers, employees and guest to be served per table during the event.

XVII. Additional Social drinks/specialty beverages

To provide additional specialty beverages for the attendees of the event.

XVI. Total Budget for Public Bidding

The total working budget is **Two Million Three Hundred Twenty Three Thousand pesos (P 2,323,000.00).**

Prepared by:


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Department Manager A
Commercial Department

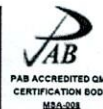
Approved by:


EXEQUIEL A. AGUILAR JR.
General Manager



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Details and specification of the deliverables:

Tokens for Customers will be a special CY 2027 calendar highlighting the pictures and milestone throughout the 50 years journey of CWD.

Specification: (1,000 pcs)

Wall Calendar

Materials: C2S #80

Color: full color all pages/glossy

Pages: 13 pages

Process: Offset print

Size: 11 x 17 inches

Others: with slide

Plaques for Awardees: (40 pcs)

Item 1 (Corsini)

Specification:

Customized glass material

Premium optical grade glass

With combination of either wood, marble or metal

Standard size ranging from 5" x 7"

Item 2 (Glass and Photo glass frame)

Specification

Rectangular glass material

Standard size ranging from 5" x 7"

with frame stand

Tokens for employees (450 packs)

A rectangular gift box containing 24 individually wrapped assorted baked goodies. An ideal souvenir token with a sticker design of the CWD 50th Anniversary logo.

Tokens for Retirees and selected guest (100 pcs)

A commemorative mug with the 50th Anniversary logo of CWD in a nice gift box as souvenir.
(Heated mug press using sublimation ink)

Additional Appetizers, Chocolates and Fruits

10 packs Kirkland Signature All Chocolate 2.55 kg

20 packs garlic peanuts 1kg per pack

2 boxes of seedless grapes (8kg per pack)



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Additional Social Drink and specialty beverages

20 boxes (24 cans/box) San Mig Light

30 bottles Alfonso (1 liter)