



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



PHP QMS 21 93 0047

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 (minimum of two (2) set-up and maximum of four (4) 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 and other miscellaneous expenses**

To provide the overall decoration on the chosen venue based on the theme of the occasion inclusive of the 2 LED Wall, Additional sound system and lights. Styling of stage with floral landscaping and a separate area for Photo Wall aligned on the theme of the event and other miscellaneous fees on electric and water consumption.



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



PHP QMS 21 93 0047

✓ III. **Tokens for Customers**

A special CY 2027 Calendar commemorating the 50th Anniversary of CWD through cherished photographs and memorable milestone. Delivery schedule is by last week of October 2026

✓ 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 pork, beef, chicken, fish, vegetables, pasta, rice, dessert, drinks, table, brewed coffee 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 and Coordinators**

To provide a program host together with the coordinators who will manage the hosting of the whole event and assist on the overall program flow making sure that event is organized.

VII. **Plaques for the Awardees**

To provide a total of 40 plaques for all the awardees and guest who will be awarded during the event. (See attached for the specification).

VIII **Photo and Video**

This will be for the unlimited souvenir photos of the CWD officers and personnel. Including the video coverage and same day edit video to be presented during the event. (see attached details)

IX. **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.



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



PHP QMS 21 93 0047

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 amounting to 300 cups. Including coffee based, matcha, Hojicha and non coffee based drinks.

✓ XII. Mobile Bar

To provide a mobile bar station with assortment of flavors and kinds for the Officers and employees of CWD, including the 300 servings of cocktail drinks, shooters and mocktails.

✓ XIII. Roast Pig (Lechon Baboy)

To provide 12 Roasted (25kl live weight) each including the sauce, dinuguan and bopis as part of the lechon package.

XIV. Tokens for Retirees

To deliver a souvenir tokens with the 50th logo design and theme for guest retirees and selected guest. (see attached specification)

✓ XV. Lei and Flower Bouquet for VIP Guest

To provide the Lei and flower bouquet for the Officers, VIP guest during the event. (20 Premium Lei for VIPs and Distinguished guest, 3 Flower bouquets)0



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



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.

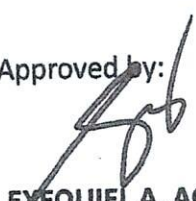
XVI. Total Budget for Public Bidding

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

Prepared by:


MARIA CARMELA M. ELEPANO
Department Manager A
Commercial Department

Approved by:


EXEQUIEL A. AGUILAR JR.
General Manager

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)

20 pcs x P 6,950 = P 139,000

Item 1 (Corsini)

Specification:

Customized glass material

Premium optical grade glass

With combination of either wood, marble or metal

Size 10"

20 pcs x P650.00 = P 13,000

Item 2 (Glass and Photo glass frame)

Specification

Rectangular glass material

Size (inner) 6.25 x8.5 inches

Size (outer) 7.25 x 9 inches

with glass stand

✓ Tokens for employees (450 packs)

A rectangular gift box containing 24 individually wrapped butterscotch and mango fudge squares baked goodies wrapped in a foil wrapper in gold and red. An ideal souvenir token with a sticker design of the CWD 50th Anniversary logo. Delivery must be at least 2 days before the event. The CWD 50th anniversary logo sticker will be affixed on the token box

✓ 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.

It will be made of high quality printing, durable materials and tailored packaging as a souvenir or keepsake.

Capacity: 11 fl. Oz (330 -350 ml) **Dimension:** Approximately 9.5 cm in height and 8.2 cm in diameter (excluding handle) **material:** Premium ceramic, porcelain material. **Printing Method:** Heat transfer sublimation. **Personalization:** to include the CWD original logo and the 50th CWD Anniversary Logo design.



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



PHP QMS 21 93 0047

Durability: Microwave and Dishwashing safe. **Finish:** Glossy, anti-fade coating to preserve the commemorative design overtime.

✓ **Photo and Video**

Unlimited Photos and Prints for a maximum time of 4 hours (5pm to 9pm)
3' x 4 size polaroid style photo prints
4R size landscape photo prints with photo standee
Customized frame layouts aligned for our CWD 50th Anniversary
One drive copy of photos
Same day edit photo highlights

✓ **Additional Appetizers, Chocolates and Fruits**

10 packs Kirkland Signature All Chocolate 2.55 kg (For delivery 3 days before the event to be repacked by the Committee for proper distribution to all the officers and staff of CWD).

20 packs SNR garlic peanuts 1kg per pack
2 boxes of seedless grapes (8kg per pack)

✓ **Additional Social Drink and specialty beverages**

20 boxes (24 cans/box) San Mig Light

10 boxes San Mig Light
10 boxes Pale Pilsen

3 cases Alfonso Light (12 bottles per case)