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
ISO Certificate Registration No. PHP QMS 21 93

24/7 Public Service

PROJECT : Supply of Services of an Event Organizer for CWD Team Building and Mid-Year Activity for CY 2022

SUBJECT : Terms of Reference (TOR)

DATE : March 24, 2022

Purpose/Objectives

The Calamba Water District (CWD) is in need of a local events management service provider specializing in handling big corporate events and social functions that will organize the CWD Team Building and Mid-Year Activity with 340 participants divided into two batches tentatively scheduled on May 19 & 20, 2022.

I. Minimum Requirements

a. Must be a Philippine Organization capable in providing the following services:
   - Special events conceptualization and management
   - Logistic requirements
b. Must have at least 3 years of experience in organizing medium to large scale events.
c. Preferably the business is within the area of Calamba City, Laguna
d. Must have expertise in planning, organizing, implementing and managing major events.
e. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)
f. Must be willing to provide services on send-bill arrangement.

II. Scope of Works

TO SUPPLY SERVICES OF AN EVENTS ORGANIZER FOR Calamba Water District (CWD) Teambuilding and Midyear Activity 2022 that will include meals, wellness and hygiene kit, T-shirt, facilitators for the event, props and materials, tourist buses, accommodation and the venue for the event.

The organizer shall provide guides and coordinators with each activity. They will facilitate the groupings of the team needed for the activity in coordination with the CWD Special Events Committee. They will ensure that safety protocols shall still be observed by all participants in compliance with the IATF guidelines.

They shall conduct a short program before the actual start of the activities for proper orientation and instructions for the event. They shall discuss the overall Team Building schedule of activities to be facilitated covering the two (2) days event to CWD Special Events committee a few days prior on the actual event. They shall also provide first aid kits during the activity as need arises. The Event Organizer shall oversee the implementation of the two (2) days event based on the activities they will set with a corresponding schedule for the whole day 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
ISO Certificate Registration No. PHP QMS 21 93
24/7 Public Service

DATE: May 19, 2022 (1st Batch and May 20, 2022 (2nd Batch)

Time:	Expected time of Departure at CWD Main Office	(ETD)	4:30 a.m.
	Expected time of Arrival at Aquaria Waterpark	(ETA)	7:00 a.m
	Expected time of Departure at Aquaria Waterpark	(ETD)	3:00 p.m
	Expected time of Arrival at CWD Main Office	(ETA)	5:30 p.m

Target No. of Participants: 340 Participants (170/Batch)

Theme: Facing Challenges with Positivity, Achieving Goals in Unity and Harmony

A. Meals

The organizer shall provide Breakfast, AM Snacks, managed buffet lunch and PM snacks to all the participants based on the approved menu between the organizer and CWD. Dinner and Breakfast for the limited person who will stay overnight.

B. Transportation

Tourist buses will be provided by the event coordinator going to the actual venue from CWD office and back

The organizer must ensure the safety of all passengers during the trip. The transportation must include travel insurance for all the employees aboard and the organizer must be liable for any unfortunate events and risks that may happen during the trip

C. Accommodations

The events coordinator shall provide appropriate venue for the program and the recreational area for the teambuilding event and midyear activity with capacity of 170 participants per day in two consecutive days.

To provide a total of 8 rooms for selected CWD Board, Management and staff who will stay overnight on the venue.

Specifications:

1 Event Hall that could cater the 170 participants/day in two batches.
4 Beach Front Room (2 pax per room)
4 Sea View Room (6 pax per room)

D. Venue

The venue must be appropriate for teambuilding activities and could cater large group of guests
Preferably a Water Theme Park and Beach Resort in one
Accessible parking area
Safe place for outing and teambuilding activities
Well maintained room accommodation
Clean and Pleasant surroundings

E. Tarpaulin

The event organizer shall provide the tarpaulin to be place on the bus and the venue

Specification
Size 2.5 ft. x3 ft (3 pcs)
Size 10ft x 8 ft. inches (1 pc)
Design will be provided by CWD

F. Wellness and Hygiene Kit

The Event organizer shall provide a wellness and hygiene kit for each participant with the following inclusions:

1. 1 Bath Towel
2. 1 Antibacterial soap
3. 1 bottle shampoo with conditioner
4. 1 bottle sunblock lotion
5. 1 bottle alcohol

These items will be set up on a drawstring bag back pack in assorted colors based on the Team

Color to be set by CWD

G. All the participants will be given a Dri Fit tshirt to be worn during the Team building activity and a 1.1 liter Hot and Cold Insulated Black Thermo Pot with CWD Logo

H. Facilitators/ Program Host/Photographer

Must engaged in various teambuilding activities at least for the past 3 years involving lectures and group activities

Must have gained experience in organizing events and have facilitated various company outings and team building activities.

The event will be well documented in photo and video to be handled by the events coordinators during the whole event.