CALAMBA WATER DISTRICT
Lakeview Subd., Halang, Calamba City
Tel. No. 545-2863; 545-1614; 545-2728; 545-7895
545-1389; 545-7981; Fax No. 545-9752

PROJECT: SUPPLY AND DELIVERY OF GOODS AND FOOD CATERING & OTHER SERVICES FOR THE 47TH YEAR ANNIVERSARY OF CALAMBA WATER DISTRICT
SUBJECT: TERMS AND REFERENCE
DATE : JULY 2023

PURPOSE/OBJECTIVE

The Calamba Water District (CWD) is in need of a local supplier of goods and services for its 47th Founding Year Anniversary for the Officers and Employees to be held on a chosen Event Place on September 4, 2023 (Monday) that could accommodate 350 pax located at Calamba City, Laguna

I. Minimum Requirement

a.) Must be a registered 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

SCOPE OF WORK

To supply and deliver Goods and Food Catering & other Services for the Calamba Water District 47th Year Anniversary with the following deliverables as follows:

A. **FOOD CATERING SERVICES FOR THE 350 pax consisting of OFFICERS, EMPLOYEES AND STAFF OF CWD** inclusive of Grazing Table, Dinner Buffet, Finger Foods, Beverages, Tables and Chairs and decoration on the venue **(P 450,200.00)**

There will have a light snack (grazing table set up) to be served after the mass and a managed Dinner Buffet to be served at the chosen venue during the prescribed dinner time. The bidder will coordinate with the chosen venue for the details of the set up of the grazing table and dinner buffet in coordination with the Special Events Committee of Calamba Water District regarding the choices of menu for both the snacks and the buffet dinner. They will also provide finger foods and beverage for the 350 pax.

B. TOKENS FOR CUSTOMERS (P 25.00/pc x 300 pcs = P 7,500.00)

300 Pieces of Special mamon (43g) will be given to customers together with the CWD bottled water to our customers at the Main Office, CSM and Canlubang at 100 pcs/collection office on a good while supply last basis.

C. LIVE BAND . LIGHTS & SOUND SYSTEM (P 30,000.00)

To provide a Live Band with lead vocalist for the entertainment during the event and a sound system and lighting for the program.

D. TARPAULIN (P 3,000.00)

Tarpaulins

Size 10 ft x 8 ft	2,000 x 1	2,000.00
Size 3 ft x 5 ft	500 x 2	1,000.00

E. PHOTO AND VIDEO COVERAGE (P 10,000.00)

For the documentation of the whole event

F. PROGRAM HOST AND BINGO MASTER (10,000.00)

To handle the hosting of the program and the Bingo Game

G. MISCELLANEOUS EXPENSES (P 15,000.00)

Other incidental expenses will be charge on this account.

H. BUDGET

The total working budget is **FIVE HUNDRED TWENTY FIVE THOUSAND SEVEN HUNDRED PESOS (P 525,700.00)** only and should cover all requirement enumerated above.

Prepared by:

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