



CALAMBA WATER DISTRICT

Lakeview Subdivision, Halang, Calamba City
Tel. Nos.: (049) 545-2863; 545-1614; 545-7895; 545-7981; 545-1389; 545-2728
Fax: (049) 545-9752

PROJECT : Supply of Services of an Event Organizer for CWD Team Building 2021
SUBJECT : Terms of Reference
DATE : February 08, 2021

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 CWD team building activity with 307 employees divided into two batches on April 22 and 23, 2021 preferably within Calamba City.

I. Minimum Requirements

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

II. Scope of Works

To supply services of an event organizer for the CWD Team Building 2021 that includes meals, health and wellness kits, facilitators for the event, motivational speaker and place for recreation.

The organizer shall provide guides and coordinators with each activity. They will facilitate the groupings of team needed for the activity in coordination with CWD. They will ensure safety protocols are observed by all the participants on the event in accordance with the IATF guidelines as follows:

1. Wearing of mask
2. Wearing of Faceshield
3. Observance of social distancing in every activity

They shall conduct a short program before the actual start of the activities for proper orientation and instructions for the event. They shall submit and discuss the overall team building schedule of activities to be facilitated covering the two (2) days event. They shall also provide first aid kits during the activity as need arises.



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Date : April 22, 2021 (1st Batch) and April 23, 2021 (2nd Batch)
Time : 8:00AM to 5:00PM
Venue : Wonder Island, Calamba City
Target Number of Participants : 307 Participants
Theme : The New Normal, Embracing Optimism through Unity and Teamwork

A. Meals

- i. The organizer shall provide the following meals for the day as follows:

Meal	Serving Time	Food Variety
AM Snack	09:00AM to 09:30AM	Chicken/Tuna Sandwich, Drinks
Lunch Buffet	11:30AM to 12:00NN	Soup, Pork Hamonado, Chicken Pastel, Grilled Tanigue, Mixed Vegetables with quail eggs, Rice, Leche Flan and Drinks and fruits
PM Snack	03:00PM to 03:30PM	Meatball Spaghetti, Sandwich and Drinks
Free Flowing Coffee and Drinking Water must be provided and available all the time		

B. Transportation

- i. Transportation on the actual venue is inclusive on the total entrance fee of the venue.
- ii. The means of transportation shall be complete with travel documents and accredited by the Department of Tourism.
- iii. It must also have an on-board or on-call mechanic in case of trouble or malfunction. A contingency plan shall also be attached to the proposal. A back-up transportation shall be on stand-by and accessible in case of emergency.
- iv. The organizer must ensure 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.



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C. Accommodation

- i. The coordinator shall provide appropriate venue for program and recreational areas with capacity of 307 persons that could accommodate physical distancing for all the attendees of the program.
- iii. Specifications
 1. 1-event hall that could cater 307 personnel
 2. An Open ground for the outdoor activities and provision for covered venue suitable for all weather conditions if need arises.

D. Venue

- i. The venue shall be within Calamba that could accommodate three hundred seven (307) employees of CWD.
- ii. Training materials, props, and team building equipment shall be provided by the organizer.

E. Tarpaulin

- i. The organizer shall provide the tarpaulin to be in the event with the following sizes:

- 1 pc. 10 X 8 Feet to be installed on the Pavilion Hall
- 1 pc. 3 X 5 Feet in front of the selected venue.

F. Health and Wellness Kit

The organizer shall provide for a Health and Wellness Kit inside a drawstring colored eco bag (M35*25cm) with the following inclusions:

- i. 1 Alcohol 100mL in spray bottle – 70% Ethyl Alcohol
- ii. 1 pc colored cloth mask with inside filter pocket
- iii. 1 pc faceshield
- iv. 1 pc antibacterial 60g soap
- v. 1 pc face towel (25*52cm)



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G. Facilitator / Program Host / Motivational Speakers / Photographer

- i. Must have engaged in various team building activities at least for the past (3) years involving lectures and group activities
- ii. Must have experience in event organizing and management preferred to ensure orderly conduct of the team building
- iii. Must be able to submit list of clients, events handled / managed for the past 3 years.
- iv. Must provide 1 dedicated photographer for the two-day event.

H. Budget

The total working budget is **EIGHT HUNDRED SIXTY-TWO THOUSAND NINE HUNDRED PESOS (Php. 862,900.00)** Only and should cover all requirements enumerated above.



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