



CALAMBA WATER DISTRICT
Lakeview Subdivision, Halang, Calamba City, Laguna
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PROJECT : Supply and Delivery of Goods and Catering Services for the Calamba Water District (CWD) Year-End Activity for to be held on **December 18, 2020** at CWD Main Office.

SUBJECT : **TERMS OF REFERENCE**

DATE : September 11, 2020

I. Scope of Works

- II. To supply goods and services for the CWD December Year-End Activity with the theme “Care to Share at everyone’s Home” which includes catering services, arrangement of goods, raffle prizes, tokens, and giveaways for all community/front liners and CWD concessionaires and officials / officers and employees.

A. Meals (Php 609,054.00)

- i. The caterer shall provide packed foods for Breakfast, AM/PM Snacks, Lunch and Take-home Dinner for distributions to all employees/officers/officials and employees of Calamba Water District.
- ii. Specifications
 1. Breakfast (309 pax) - – Rice, Meat, Fish, Fruit and Drink.
Delivery Time – 7:30AM
 2. AM Snack (309 pax) – Clubhouse Sandwich and Drink (cucumber with lemon juice)
Delivery Time – 9:00AM
 3. Lunch (309 pax) – Rice, Vegetables, Meat/Fish, Fruit and Drink (pineapple juice)
Delivery Time – 10:00AM
 4. PM Snack (309 pax) – Lasagna, garlic bread and Drink.
Delivery Time – 1:30PM
 5. Dinner (Take-Home) (283 pax) – Shakey’s Large Pizza (Manager’s Choice with Take One), Shakey’s Family Pack 7pcs Chicken ‘N’ Mojos, and Red Ribbon Triple Chocolate whole Cake Roll.
 - The validity of Shakey’s meal stub is six (6) months until June 30, 2021.
 - The supplier / Shakey’s assures the availability of the product upon presentation of the Shakey’s meal stub.
 - In case of lost of meal stub, CWD ID of the concerned employee is acceptable in lieu of meal stub.
- iii. Provide a menu of the meal upon submission of proposal together with the sanitary permit of the caterer/food handler as where the food will be coming from.
- iv. Provide food tasting after awarding of winning bidder.
- v. In the abovementioned event, if ever the meal will be spoiled, it is the liability of the caterer to replace the said spoilt meal.

B. Venue

The venue shall be at Calamba Water District (CWD) Main Office.

C. T-shirts (Php 86,315.00)

- i. V-Neck Cotton T-shirt with print for 283 pax

| Color | Qty |
|------------------------|------------|
| White (OGM/BOD) | 14 |
| Blue (Engineering) | 90 |
| Green (Administrative) | 39 |
| Red (Finance) | 17 |
| Yellow (Commercial) | 55 |
| Pink (Production) | 68 |
| Total | 283 |

- ii. Design and quantity per size shall be provided by CWD Special Events Committee.
 iii. Sample shirts shall be provided by the supplier for proper fitting on November 6, 2020 (Friday).
 iv. T-shirts shall be delivered on December 4, 2020 (Friday).

D. Tokens (Php 379,786.00)

- i. 25kg Sack of Premium Quality 1st Class Dinurado Rice for 283 pax.
 ii. To be delivered at CWD Office on December 9, 2020 (Wednesday).

E. Goods placed in an Eco Bag (High quality brand) (Php 982,191.50)

1. 283 packs for CWD employees/officers/officials (Php 561,047.50)

Contents:

| | Items | Qty |
|----|---|-----------|
| 1 | Ham Whole 1kg | 1 |
| 2 | Spaghetti Sauce & Noodles Bundle Set 900g | 1 |
| 3 | Cooking Oil 1L | 1 |
| 4 | Soy Sauce & Vinegar 1L | 1 |
| 5 | Ketchup 550g | 1 |
| 6 | Tuna Flakes in Oil 155g | 3 |
| 7 | Corned Beef 150g | 3 |
| 8 | Refined White Sugar 1 kilo | 1 |
| 9 | Coffee Twin Pack Sachet | 10 |
| 10 | Sandwich Spread 220g | 1 |
| 11 | Mayo 220ml | 1 |
| 12 | Cheese bar 950g | 1 |
| 13 | Cheese Spread 210 g | 1 |
| 14 | Liver spread 85g | 1 |
| | Total | 27 |

2. 1,726 packs for Community Social Responsibility (CSR) (Php 421,144.00)

Recipients:

| CWD Customers from: | No. of Packs |
|-------------------------------|---------------------|
| Main Office | 800 |
| CSM Mercado | 400 |
| Canlubang Ext Office | 300 |
| Halang Brgy. Officials | 50 |
| Bucal Brgy. Officials | 50 |
| JP Rizal Hospital Frontliners | 100 |
| General Services Staff | 26 |
| Total Packs | 1,726 |

Contents:

| | Items | Qty |
|---|---|------------|
| 1 | Spaghetti Sauce and Noodles Bundle Set 900g | 1 |
| 2 | Cheese Bar 180g | 1 |
| 3 | Coffee Twin Pack Sachet | 6 |
| | Total | 8 |

- To be delivered on December 9, 2020 (Wednesday).
- Separately packed in an Eco Bag and delivered by the supplier.
- Specifically High quality brand.

F. Raffle Prizes for 8 items (High quality brand per item) (Php 174,460.00)

1st Prize: 2 units Laptop

Specification:

| | |
|-------------------|---|
| Processor: | Intel Core i5-10210U (4C / 8T, 1.6 / 4.2GHz, 6MB) |
| Graphics: | NVIDIA GeForce MX130 2GB GDDR5 |
| Memory: | 4GB Soldered DDR4-2666 |
| Storage: | 128GB SSD M.2 2242 PCIe NVMe 3.0x2 + 1TB HDD 5400rpm 2.5" |
| Display: | 14" FHD (1920x1080) TN 220nits Anti-glare |
| Media Reader: | 4-in-1 Card Reader |
| WLAN + Bluetooth: | 11ac, 2x2 + BT5.0 |
| Camera: | 0.3MP |
| Battery: | Integrated 35Wh |
| Operating System: | Windows 10 Home 64, English |

2nd Prize: 1 unit Tablet

Specification:

| | |
|-----------------------------|----------------------------|
| Processor: | CPU Speed 1.8 GHz, 1.6 GHz |
| CPU Type: | Octa-Core |
| Size (Main Display): | 8.0" (203.1 mm) |
| Resolution (Main Display): | 1920 x 1200 (WUXGA) |
| Technology (Main Display): | TFT |
| Color Depth (Main Display): | 16M |
| S Pen Support: | Yes |
| Rear Camera – Resolution: | 8.0 MP |
| Rear Camera - Auto Focus: | Yes |
| Front Camera – Resolution: | 5.0 MP |
| Video Recording Resolution: | FHD (1920 x 1080) @ 30fps |
| RAM_Size (GB): | 3 |
| ROM Size (GB): | 32 |
| Available Memory (GB): | 21.9 |
| External Memory Support: | MicroSD (Up to 512GB) |

3rd Prize: 3 units Cellphone

Specification:

| | |
|---------------|--|
| Performance: | Samsung Exynos 9 Octa |
| OS: | Android 9.0 Pie with OneUI |
| Storage: | 128 GB |
| Camera: | 48MP + 8MP + 5MP |
| Battery: | 4000 mAh |
| Display: | 6.4" (16.26 cm) |
| Ram: | 4 GB |
| Front Camera: | 32 MP |
| SCREEN: | 6.4-inch FHD+ Super AMOLED Display (1080 x 2340 Pixels, 403 ppi) with 19.5:9 Aspect Ratio and Infinity-U Notch |

4th Prize: 2 units Mountain Bike

Specification:

Frame : 27.5*16"/18" Alloy Special-Shaped Tubes Hidden Cables
Fork : Hydraulic Lock-Out Suspension Travel:100MM
Shifter : SHIMANO SL-M310
Fd : Microshift FD-M20
Rd : SHIMANO RD-TY300
Cassett : 8S 13-32T
Chain : KMC 8S
Brake : X-SPARK HD-M220 Hydraulic Disc,160MM
Wheel Set : Alloy Double Wall
Tyre : CST 27.5 x 2.1" 27TPI
Chainwheel : PROWHEEL 24/34/42T*170L
Hub : Alloy Disc Hub
Saddle : Sport
Seatpost: Alloy
Stem : Alloy
Handlebar : Small Rise

- Prizes shall be delivered on December 9, 2020 (Wednesday).

II. Budget

The total working budget is **TWO MILLION TWO HUNDRED THIRTY-ONE THOUSAND EIGHT HUNDRED SEVEN PESOS ONLY (Php 2,231,807.00)** and should cover all requirements enumerated above.

III. Contact Person:

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