



# Calamba Water District

Lakeview Subdivision, Malang, Calamba City, Laguna  
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ISO Certificate Registration No. PHP QMS 21 93



**PROJECT: SUPPLY AND DELIVERY OF GOODS AND FOOD PACKS FOR THE YEAR END ACTIVITY OF CALAMBA WATER DISTRICT FOR THE YEAR 2021**

**SUBJECT: TERMS OF REFERENCE**

**DATE:** October 20, 2021

**I. Scope of Work**

II. To Supply Goods and services for the CWD December Year End Activity with the theme **“Pasko ay kay Saya , Pamilya ay sama-sama , patuloy ang Pag-Asa sa gitna ng pandemya.”** set on December 17, 2021. Which includes the supply and delivery of food packs, arrangement of goods, raffle prizes, tokens, giveaways for customers and community frontliners as part of our Customer Service relation (CSR) and to all CWD officers/staff and personnel.

**A. Food Packs P 700.00 x 372 = 260,400.00**

- i. The Supplier shall provide food packs for Breakfast, AM/PM snacks, Lunch and Takehome meal for distribution to all CWD officers/staff and personnel
- ii. Specifications  
All the food packs to be served will be coming from a reputable food chain as follows:

<b>Meals</b>	<b>Serving Time</b>
1. AM Snack (372 pax) (Spaghetti, cheese burger and drink)	9:00 a.m.
2. Lunch (372 pax) (Quarter Classic Solo B with 2 side dishes and drink)	11:00 a.m.
3. PM snacks (372 pax) (Jolly Hotdog with drink)	2;30 p.m

- iii It is advisable that the inclusive drinks on the meals is on a bottled container to avoid spillage.

<b>B. Take Out Family Meal</b>	<b>P 2,000.00 x 302 = 604,000.00</b>
<b>A box of twelve (12) assorted donuts</b>	<b>500.00 x 302 = 151,000.00</b>
	<b>755,000.00</b>

- i. Dinner (Take Home Meal) Party Size Thick Crust Pizza (B1T1) and 7 pieces chicken
- ii. A stub will be issued to all 302 officer and employees to be presented upon claiming within a specified date. The supplier will coordinate with the restaurant/food chain on this arrangement
- iii. A box of a dozen assorted donuts

**C. Venue**

The venue shall be at Calamba Water District Main Office

**D. Tokens 906,000.00**

- i. 25kg Sack of rice of Premium Quality (1<sup>st</sup> class Dinurado) for the 302 official and employees
- ii. Gift check worth 1,500.00 at Puregold Supermarket for the 302 officials and employees.

**E. Christmas gift package for our Customer Service Relations (CSR)**

**P 400/pack x 1,080 pcs = 432,000.00**

Recipients:

Main Office	500
Calamba Shopping Mall	200
Canlubang Extension Office	200
Brgy Hall Halang	50
Brgy Hall Bucal	50
JO Rizal Memorial Hosp. Frontliners	50
General Services staff(Utility staff/Guards)	30
<b>Total</b>	<b>1,080</b>

Content of the Christmas gift package are as follows:

Spaghetti Pasta and Sauce Bundle Pack	1 pack	900 grams
Juice drink/Lemon Tea	1 plastic bottle	1 liter pack
Corned beef	1 can	260 grams
Cheese	1 box	200 grams
Chocolate candy	1 pack	150 grams/30 pcs

The said gift packages is packed in a durable mini plastic bag with handle

**F. Raffle Prizes (P 200,000.00)**

- 1<sup>st</sup> prize 43 inches Smart TV ( 2 units)
- 2<sup>nd</sup> prize Twin Tub Washing machine 8 kg (3 units)
- 3<sup>rd</sup> Prize Mountain Bike 27.5\*16" alloy Special Shaped Tubes Hidded Cables ( 4 units)
- 4<sup>th</sup> Prize Two (2) burner gas stove with 2.7 kg mini LPG tank ( 10 units)
- 5<sup>th</sup> Prize Automatic Rice cooker with steamer 1.8kg. ( 20 units)

**G. Tarpaulins (P 3,600.00)**

3 pcs 4 x 6 ( 1,200 x 3)

**H. Photobooth with 302 printed pictures (P 13,725.00)**