PROJECT : Supply of Goods and Services for the Family Day and Year End Activity for CY 2023
SUBJECT : Terms of Reference (TOR)
DATE : September 22, 2023

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 Family Day and Year End Activity for CY 2023.

I. Minimum Requirements

a. Must be a Philippine Organization capable in providing the following services:
   - Special events conceptualization and management

b. Must have at least 3 years of experience in organizing medium to large scale events.

c. Must have expertise in planning, organizing, 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.

f. Preferably within the Laguna Area

II. Terms and Conditions

To Supply Goods and Services for the Family Day and Year End Activity for Calendar year 2023. The said organizer will provide the Regular Day Pass for the 1,384 pax including the Calamba Water District Officers and staff and family members at Enchanted Kingdom set on December 9, 2023 with the following inclusive requirements:

The Regular Day Pass will include the unlimited use of the Parks favorite rides upon entrance on the park such as Space Shuttle, Jungle Log Jam, Swan Lake, Up-up and Away, Roller Skater, Wheel of Fate, Anchors Away, Bump N Splash, Rialto, Rio Grande Rapids, Flying Fiesta, Grand Carousel, Bumbling Boulder, Air Pterodactyl, Stone Eggs, Bouderville Express and Dinosours, EKstreme Tower, Disk O Magic, Air Race, AGILA and Twin Spin.

In addition, these features must also be included on the availment of the Park's Regular Pass such as Skill Game discount coupons (3 pcs/head), Covered Registration Area at the Front Gate of the Park, Welcome banner/tarpaulin, Event Coordination for concerns and inquiries, Zone Shows around the park and witness the Grand Firework Display.

The participants of the event are allowed to enter the park one (1) hour earlier from the regular park opening time so that they will have the access to avail the rides at an earlier time without the hassle of long lines.

The regular pass, stubs and coupons needed on the park must be made available for distribution to CWD officers and staff at least 3 days prior on the said event.

A. The actual date of the Family Day and Year End Event CY 2023 is scheduled on December 9, 2023 (Sat.) and the park must be open for CWD Officers and staff from 10;00 a.m up to the closing time of 8:00 pm.

B. Meals

The organizer shall provide a coupon to be used to buy meals inside the park. To provide also a pack lunch from a popular foodchain for 346 pax on December 7, 2023 at 10:00 am

C. Venue

The venue must be appropriate for the Family Day and Year End Activity and could cater large group of guests.

Spacious parking area
Safe place for family bonding with different rides that are secured and well-maintained facilities
Clean and Pleasant surroundings
Accessible venue for events
Provide an array of different meals and food carts where the participants can avail their foods from the provided park coupons.

D. Tarpaulin

The event organizer shall provide the tarpaulin to be placed on the venue.
Specification: preferably size is 4 ft by 6 ft

E. To provide 300 pieces of individually packed grocery packages on a durable eco bag for our Corporate Social Responsibility (CSR) to be delivered on December 11, 2023.

F. BUDGET

The total working budget is Two Million Five Hundred Ninety-Three Thousand pesos
(P 2,593,000.00)

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