



CALAMBA WATER DISTRICT
Lakeview Subdivision Halang Calamba City, Laguna
Tel. Nos. : (049) 545-1614 local 113-114/ 545-9344
Tel/Fax: (049) 545-9752, 6382

PROJECT : Supply and Delivery of Goods and Catering Services for the Calamba Water District (CWD) Year-End Activity for to be held on December 11, 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.
 - Claim stub
 - The validity of Claim stub is until January 31, 2021.
 - The supplier assures the availability of the product upon presentation of the claim 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
Red (OGM/BOD)	14
Blue (Engineering)	90
Green (Administrative)	39
White (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

SIZE:	15.6inch screen
PROCESSOR:	Intel i7 (8 th generation) Quad core
RAM:	8GB
HD:	1TB
SSD:	128GB
GRAPHIC CARD:	NVIDIA GTX105TI 4GB DDR5
OS:	WINDOWS 10

2nd Prize: 1 unit Tablet

Specification:

SIZE:	10.4inch screen
RAM:	4GB
STORAGE:	64GB
SIM SLOT:	Nano Sim
E.STORAGE:	Micro SD up to 1TB
OS:	Android 10.0; One UI 2
MAIN CAMERA:	8 MP
FRONT CAMERA:	5 MP
BATTERY:	Non-removable, Li-Po 7, 040mAh
	Fast charging 15W

3rd Prize: 3 units Cellphone

Specification:

SIZE:	6.7inch FHD
PROCESSOR:	Qualcom SM 6150, Octa-Core 2.0GHz
CAMERA:	Triple Rear: 32MP
SIM SLOT:	3 slots (SIM 1, SIM 2 and micro SD)
MEMORY:	RAM-6GB
	ROM – 128GB expandable up to 512GB
BATTERY:	4500mAh / 25W super fast-charging

4th Prize: 2 units Mountain Bike

Specification:

Frame :	TRINX 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 :	TRINX 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:

Angel Terrenal / Claryl Talaga
Lakeview Subd., Brgy. Halang, Calamba City, Laguna
(049) 545-1614 loc. 411 or 214