

BIL	Quotation Reference	Description	Advertisement Date	Closing Date (Not Later Than 09.00AM)	Quotation Fee	Requesting Department	Focal Person
1	(26) PSD/QTN/2025 - (JDP)	<p>SOCIAL MEDIA MANAGEMENT AND CONTENT CREATION SERVICES</p> <p><u>PLACE OF SUBMISSION:</u> QUOTATION BOX (GROUND FLOOR) MINISTRY OF HEALTH COMMONWEALTH DRIVE BANDAR SERI BEGAWAN, BB 3910 NEGARA BRUNEI DARUSSALAM</p>	26/02/2025	15/03/2025	\$5.00	JABATAN DASAR DAN PERANCANGAN KEMENTERIAN KESIHATAN.	HAJI ADI IHRAM BIN DP HAJI MAHMUD JABATAN DASAR DAN PERANCANGAN TEL: 2381640

PSD/QTN/2025 - ()

PENGIKLANAN SOCIAL MEDIA MANAGEMENT AND CONTENT CREATION SERVICE

NO	DESCRIPTION OF ITEM	QUANTITY	BRAND	MANUFACTURER AND ORIGIN	UNIT PRICE	TOTAL PRICE
1.	Graphic design for world Health Days, National events etc.					
2.	Ministerial events coverage	6 event				
3.	Social media management					
4.	Photography and videography services.					
5.	Service period	(12 months)				

QTN REF: () PSD/QTN/2025 - ()

PENGIKLANAN SOCIAL MEDIA MANAGEMENT AND CONTENT CREATION SERVICE

TERMS AND CONDITIONS			
a.	Tenderer must be registered with the Ministry of Health	<i>Acknowledgement:</i> <i>Company Ref. No.:</i>	Company's Official Stamp
b.	Please fill in the QUOTATION FORM completely including the USER REQUIREMENT FORM (if available). Submission of incomplete form <u>may</u> cause DISQUALIFICATION OF QUOTATION	I hereby certify the above quote to be correct. Signature:	
c.	Each tenderer is allowed to quote ONE BRAND WITH ONE PRICE ONLY for each item. Submission of more than one brand and price will cause DISQUALIFICATION OF QUOTATION	Name: Designation:	
d.	Delivery Period: NOT MORE THAN 30 DAYS	Date :	
e.	Please do not use TIPPEX for amendment		

DELIVERY PERIOD: Not more than 30 days upon confirmation	(Yes/ No) (If No, please specify)
PRICE VALIDITY : <i>The quotation shall remain valid for 6 MONTHS from the final date for the submission of the quotation and no supplier may withdraw his/her quotation within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension to the quotation validity period shall have the written consent of the suppliers.</i>	

PENGIKLANAN BAGI SOCIAL MEDIA MANAGEMENT AND CONTENT CREATION SERVICE

USER REQUIREMENTS	YES	NO	(IF 'YES') Please state catalogue/ brochure reference
<ul style="list-style-type: none"> Creation of appealing graphics. 			
<ul style="list-style-type: none"> Creation and post on global event acknowledgements, national events, vacancy announcements, viral contents and general updates. 			
<ul style="list-style-type: none"> Provide multiple format sizes for different social media platforms such as Instagram and Facebook. 			
<ul style="list-style-type: none"> Includes photography and videography services. 			
<ul style="list-style-type: none"> 6 event coverages per month. 			
<ul style="list-style-type: none"> Real time and post event. 			
<ul style="list-style-type: none"> Includes photography and videography services 			
<ul style="list-style-type: none"> Unlimited content capture. Unused pictures and footages will be handed over and kept by the Ministry of Health for archives. 			
<ul style="list-style-type: none"> To provide content creator. Raw contents will be provided by Ministry of Health. 			
<ul style="list-style-type: none"> Scheduling and publishing approved content on designated social media platforms 			
<ul style="list-style-type: none"> Ensuring content is optimized for engagement and reach. 			
<ul style="list-style-type: none"> Design language, official logos and typography type will be provided by the Ministry of Health. 			
<ul style="list-style-type: none"> Photography services for content 			
<ul style="list-style-type: none"> Videography services for content 			
<ul style="list-style-type: none"> Flexibility 			
<ul style="list-style-type: none"> For 12 months 			