

**REQUEST FOR QUOTATION
HEALTH PROMOTION CENTRE
MINISTRY OF HEALTH**

REFERENCE: MOH/HPC/QTN/26-27 (08)

TITLE: "PRODUCTION OF INSTAGRAM REELS ON DIABETES MELLITUS FOR TWO YEARS FOR HEALTH PROMOTION CENTRE , MINISTRY OF HEALTH - CLUSTERING".

No.	User Specification	Quantity	Price per unit	Total Price
1	Section I – User requirement			
	- Produce professional short-form video content for HPC's social media platforms especially Instagram. - Develop creative concepts and storyboards aligned with campaign objectives and target audience. - Write scripts incorporating health messages and campaign objectives. - Produce content that balances educational health information, campaign messaging, actionable health tips, and audience engagement. - Create a mix of educational, interactive, storytelling, and trending social media content. - Conduct on-site production at a single filming location. - Capture professional-quality video footage using a multi-camera setup (professional cameras and/or high-quality smartphones). - Include engaging visuals, graphics, still images, captions, call-to-actions, music, sound effects, or trending audio where appropriate. - Provide professional editing, including smooth transitions, basic colour correction, audio enhancement, trimming, and sequencing. - Optimise captions and video format for social media visibility and engagement. - Deliver professionally produced videos with concept development, scriptwriting, and post-production services. - Provide up to three (3) rounds of minor revisions, including text, sequencing, and editing adjustments (excluding reshoots or major concept changes). - Be a legally registered company with a minimum of three (3) personnel available to support the project. - Demonstrate the capability, experience, equipment, and personnel necessary to deliver the required services to a professional standard - Have completed three (3) or more projects involving the development of government or professional social media videos. Submit three (3) video samples to finance.hpc@moh.gov.bn as part of the quotation submission.	40 videos		
	Section 2 – Technical requirement			
	- Duration: Up to 90 seconds per video - Resolution: Minimum Full HD (1080×1920) - Aspect Ratios: 9:16 (vertical) for mobile-first platforms (e.g., Instagram Reels, TikTok) - Editing Software: Must use Adobe Premiere Pro, Adobe After Effects, or Final Cut Pro. - Subtitles & Captions: Include subtitles in either Bahasa Melayu or English (one language per video). - Ensure clear, legible formatting for readability on mobile.			

- Music & Audio: Use royalty-free background music only.
- Audio must be well-balanced and not overpower narration or dialogue.
- Motion Graphics & Enhancements: Include animations, infographics, and motion graphics to enhance storytelling and comprehension.
- Final Deliverables: Videos must be submitted in Full HD, ready for upload.
- Include all editable/raw project files upon delivery.

Section 3 – Project Workflow & Deliverables

- Approval Process: All concepts, scripts, storyboards, rough cuts, and final edits shall be submitted to the Health Promotion Centre (HPC) for review and approval. The vendor shall accommodate up to three (3) rounds of revisions per video during the post-production phase, provided that the revisions remain within the agreed project scope and are carried out at no additional cost.

Section 4 – Terms & Conditions

- Ownership and Rights: The completed video and all its components (including music, scripts, footage) shall become the intellectual property of the Health Promotion Centre; and all content must be free from third-party copyright claims.
- Cultural and Legal Compliance: All creative content must comply with local laws and cultural norms with Melayu Islam Beraja; and content must be suitable for general audiences, without offensive or controversial material.
- Revisions: The vendor shall allow up to three (3) rounds of revisions during the post-production phase at no additional cost.
- Confidentiality: All information shared during the project must be treated as confidential and may not be used for promotional purposes.
- Liability: The vendor shall be liable for any damages, legal costs, or claims resulting from breaches of copyright, failure to obtain permits, or negligence during production.
- Payment Terms: Payment will be processed upon successful completion of production

Section 5 – Payment milestone

Project payment will be made in installment of 10 videos, align with the completion of define milestone. Each milestone payment will correspond to the percentage of the works completed at each stage;

1st Month – 3rd Month = 5 videos;
 4th Month – 6th Month = 5 videos;
 7th Month – 9th Month = 5 videos;
 10th Month – 12th Month = 5 videos;
 13th Month – 15th Month = 5 videos;
 16th Month – 18th Month = 5 videos;
 19th Month – 21st Month = 5 videos;
 22nd Month – 24th Month = 5 videos.

Please State:

- Unit Price
- Total Price
- Price Validity (_____ months)
- Delivery Period (_____ week(s))
- Sample/ Brochure (if any)
- Copy of certificate and previous experience (if any)

Company Name		Company Chop
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For any enquiry, please contact **Siti Khadizah Fakhriah, Health Education Officer, Health Promotion Centre at 2385800 ext 243** or e-mail: khadizah.bakri@moh.gov.bn

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No	Item	COMPLY TO SPECIFICATION?		(IF 'YES') Please state catalogue/brochure reference	
		YES	NO		
1	SECTION I – USER REQUIREMENT				
	STANDARD FEATURES:	Production of a short form video (90 seconds per video) for 40 videos advertisement for HPC's social media platforms especially Instagram.			
		Production must reflect a culturally appropriate, inclusive, and informative message tailored to the target population in Brunei Darussalam.			
		Project Consultation & Management: Conduct project kick-off and requirement-gathering meetings with the client and provide a detailed production plan and timeline.			
		Concept and Storyline Development: Develop a creative concept and script aligned with the campaign goals; storyline must be clear, culturally sensitive, and relevant to diabetes; and provide at least two (2) concept options for review before finalization include storyboard and scripting for client approval.			
		Equipment, Studio Use, and Permits: Provide professional-grade filming equipment (cameras, lighting, audio, etc); arrange for studio or on-location shoots as required by the concept; and obtain all necessary filming permits and location permissions.			
		Music and Audio: Include professionally produced or licensed music and sound effects; ensure all music is royalty-free or properly licensed for commercial and public use; and clear voice-over and dialogue mixing.			
		Subtitles: Include subtitles in the final video of language English or Malay (one language per video); accurate transcription of spoken content; properly timed and synchronized with audio; and easily readable with appropriate font, size, and color contrast.			
		Ownership and Rights: The completed video and all its components (including music, scripts, footage) shall become the intellectual property of the Health Promotion Centre; and all content must be free from third-party			

No	Item	COMPLY TO SPECIFICATION?		(IF 'YES') Please state catalogue/brochure reference			
		YES	NO				
	copyright claims.						
	Revisions: The vendor shall allow up to three (3) rounds of revisions during the post-production phase at no additional cost.						
	Confidentiality: All information shared during the project must be treated as confidential and may not be used for promotional purposes.						
	Liability: The vendor shall be liable for any damages, legal costs, or claims resulting from breaches of copyright, failure to obtain permits, or negligence during production.						
	Payment Terms: Payment will be processed upon successful completion of each 5 productions						
	Company Eligibility Requirements: Be a legally registered company with a minimum of three (3) personnel available to support the project.						
	Technical Capability and Resources: Demonstrate the capability, experience, equipment, and personnel necessary to deliver the required services to a professional standard						
	Relevant Experience and Portfolio: Have completed three (3) or more projects involving the development of government or professional social media videos. Submit three (3) video samples to finance.hpc@moh.gov.bn as part of the quotation submission.						
SECTION II - PROCUREMENT REQUIREMENT							
PRICE (B\$) [This price inclusive of all handling and scheduling fees]	UNIT PRICE (B\$):	TOTAL PRICE (B\$):					
PRICE VALIDITY:							
DELIVERY PERIOD:							
SECTION III - OTHERS							
DOCUMENTS SUBMITTED (TICK AS APPLICABLE)		YES	NO				
VIDEO SAMPLES (max of 3 samples)	Tenderers must supply in the form of softcopy through email at finance.hpc@moh.gov.bn within seven (7) days after quotation closing date.						

	Procurement Requirement
Total Price:	
Price Validity:	
Delivery Period:	
Sample / Brochure:	
Copy of certificate and previous experience (if any):	

The company understood that Ministry of Health reserves the right to appoint different vendor(s) for each of the item stated above, if required.

Company Name				Company Chop
Contact Person		Contact Number		

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NO.	Please Submit	Submitted?	
		YES	NO
1	Registration of Company/ Business Name		
2	Latest Certificate of Tabung Amanah Pekerja (TAP)		
3	Latest Certificate of Tax Compliance (applicable for SDN BHD only)		
4	List of employee include employee TAP Percentage (%)		