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BRUNEI DARUSSALAM CENTRAL BANK

REQUEST FOR QUOTATION (RFQ):
PROVISION OF PHOTOGRAPHY AND VIDEOGRAPHY SERVICES ON RETAINER

REFERENCE NO.: BDCB/COMMS/RFQ/2026/2

Date of Issuance:
15 April 2026



Request for Quotation (RFQ): Provision of Photography and Videography Services on Retainer

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1. Background

1.1. Brunei Darussalam Central Bank (BDCB) is seeking qualified vendors to assist with the provision of professional photography and videography services on a retainer basis.

2. Requirements

2.1. Objectives

- 2.1.1. The vendor shall provide professional photography and videography services for BDCB's internal and external events, ensuring high-quality outputs that support its communication, documentation, and stakeholder engagement objectives.
- 2.1.2. The engagement shall be for a period of 12 months from the date of the vendor's appointment.

2.2. Scope of Work

2.2.1. The appointed service provider shall be responsible for providing end-to-end photography and videography services, including but not limited to:

- Coverage of official BDCB events, whether internal or external.

- Event Coverage:

Videography	Speech/Short Interview Recordings	Photography
20 events Note: Each edited video shall have a final duration of 2–3 minutes.	10 events (captured alongside events where applicable)	30 events Note: A minimum of five edited photographs shall be provided on the same day of the event for use in social media posting and submission to media outlets.

- Each event-day shall generally range from four to eight hours in duration, subject to the specific requirements of the event.
- Filming and Production
 - Event highlight and recap videos.
 - Interview and speech recordings, testimonial videos.
 - Implementation of simple motion graphics, subtitles, and branding elements (where applicable).
- Post-Production
 - Professional photo editing: selection, colour correction, retouching.
 - Video editing: sound balancing, colour grading, formatting for multiple platforms.
 - Both edited outputs and raw file shall be delivered within one week after each event, unless otherwise agreed with BDCB for specific deliverables requiring extended production time.



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- Operational Requirements
 - To provide a minimum of 3 rounds of revisions for each deliverable.
 - **Liaise regularly with BDCB's Communications team for approvals and feedback.**
 - All content produced during the project, including raw materials, working files, and final assets, will be the sole property of BDCB. Hence, the vendor is required to provide BDCB with all associated files upon project completion or as requested.

- Others
 - To provide a minimum of 3 rounds of revisions for each deliverable.
 - **Liaise regularly with BDCB's Communications team for approvals and feedback.**
 - To propose and implement a suitable project management tool to facilitate task assignments, real-time updates, and centralised communication with the BDCB Communications team. This tool should ensure seamless collaboration and effective progress tracking between the vendor's team and BDCB.
 - All content produced during the project, including raw materials, working files, and final assets, will be the sole property of BDCB. Hence, the vendor is required to provide BDCB with all associated files upon project completion or as requested.

3. Submission of Proposal

3.1. Interested parties are requested to submit a written proposal outlining the following:

- Company profile
 - A copy of a valid company registration certificate.
 - A copy of Form X.
 - Detailed relevant qualifications, experience, and track record in similar projects.
- Proposal
- Detailed work plan and timeline
- Organisation and staffing, including experience and qualifications of each key project staff designated for the project:
 - Full CVs for key project team members, including a list of previous similar work.
 - **A copy of the company's directors' identity card/passport.**
 - Disclose any potential conflicts of interest.
- The written quotation in Brunei Dollars (BND), including a summary breakdown of the total project cost and a detailed breakdown of fees, as well as the payment schedule.

3.2. The submission must be in the following format:

- The proposal must be written in English.
- Documents must not exceed 10 MB per file.

The quotation must maintain a validity period of at least six (6) months from the RFQ closing date.

3.3. The complete proposal, including Statement of Compliance (Appendix A) must be submitted no later than 29 April 2026 ["Closing Date"] by stating the Reference Number [Reference No.: BDCB/Comms/RFQ/2026/2] in the email subject to corpcomms@bdcb.gov.bn. Any requests for clarification must be submitted before the stipulated deadline.

3.4. Shortlisted companies will be contacted from time to time during the evaluation process if the evaluation committees require further information on the submitted proposal, and shall submit any further documents, clarifications, or explanations as required to facilitate the evaluation process.



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3.5. BDCB is not bound to accept the lowest quoted bid and reserves the right to disqualify incomplete submissions, overlapping submissions, or those that do not comply with the above requirements. Notification of results will only be sent to shortlisted companies upon completion.

4. Eligibility

4.1. Any company or business currently debarred from participating in Government tenders is not eligible to participate in this RFQ. If a debarred company submits an RFQ and falsely declares its eligibility, BDCB reserves the right to rescind any contracts entered into pursuant to such an RFQ, without BDCB being liable therefore in damages or compensation.

5. Confidentiality

5.1. This RFQ constitutes confidential and proprietary information of BDCB and shall not, except with the consent in writing of BDCB, be disclosed in whole or in part to any third party or to any employees of the company other than those who have a need to know such information for the purpose of responding to this RFQ and shall not be duplicated or used by the company for any other purpose than to evaluate this RFQ.

5.2. BDCB may require any unsuccessful company to return any specifications, plans, patterns, samples or instructions issued by BDCB.

5.3. The company's attention is also drawn to Section 29 of the BDCB Order, 2010 and to the Official Secrets Act (Chapter 153), which relates to the preservation of the confidentiality of the safeguarding of official information.

6. Clarification Prior to Closing Date

6.1. Invited companies seeking clarification regarding any of the requirements outlined in this RFQ prior to the Closing Date may do so by email by stating the Reference Number (Reference No.: BDCB/COMMS/RFQ/2026/2] in the email subject to corpcomms@bdcb.gov.bn

7. Right to Reject Proposals and Negotiate Contractual Terms

7.1. BDCB reserves the right to accept or reject any proposal and to annul the procurement process, and to reject all proposals at any time prior to execution of the contract, without having to assign any reason and without thereby incurring any liability to any companies or obligation to inform the companies of the grounds for BDCB's action.

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Appendix A – Statement of Compliance

No.	Description	Comply [Y/N]	Remarks
2.	Requirements		
2.2.	Scope of Work		
2.2.1	Event Coverage		
	<p>To provide:</p> <ul style="list-style-type: none"> videography services covering a total of 20 event-days, including filming of key event activities and highlights (each edited video shall have a final duration of 2–3 minutes); speech and/or short interview recordings covering a total of 10 event-days, to be captured alongside scheduled events where applicable; and photography services covering a total of 30 event-days, capturing key moments, activities, and stakeholders during each event (a minimum of five edited photographs shall be provided on the same day of the event for use in social media posting and submission to media outlets). <p>Note: Each event-day shall generally range from four to eight hours in duration, subject to the specific requirements of the event.</p>		
	Filming and Production		
	<ul style="list-style-type: none"> Capture event highlights and recap videos. 		
	<ul style="list-style-type: none"> Record interview and speech recordings, testimonial videos. 		
	<ul style="list-style-type: none"> Implement simple motion graphics, subtitles, and branding elements (where applicable). 		
	Post-Production		
	<ul style="list-style-type: none"> Conduct professional photo editing, including selection, colour correction, and retouching. 		
	<ul style="list-style-type: none"> Video editing, including sound balancing, colour grading, and formatting for multiple platforms. 		
	<ul style="list-style-type: none"> Both edited outputs and raw file shall be delivered within one week after each event, unless otherwise agreed with BDCB for specific deliverables requiring extended production time. 		
	Others		
	<ul style="list-style-type: none"> To provide a minimum of 3 rounds of revisions for each deliverable. 		
	<ul style="list-style-type: none"> Liaise regularly with BDCB's Communications team for approvals and feedback. 		
	<ul style="list-style-type: none"> To propose and implement a suitable project management tool to facilitate task assignments, real-time updates, and centralised communication with the BDCB Communications team. This tool should ensure 		



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	<p>seamless collaboration and effective progress tracking between the vendor's team and BDCB.</p> <ul style="list-style-type: none"> All content produced during the project, including raw materials, working files, and final assets, will be the sole property of BDCB. Hence, the vendor is required to provide BDCB with all associated files upon project completion or as requested. 		
3.	Submission of Proposal		
3.1.	<p>Interested parties are requested to submit a written proposal outlining the following:</p> <ul style="list-style-type: none"> Company/Individual profile <ul style="list-style-type: none"> A copy of a valid company registration certificate (where applicable). A copy of Form X. Detailed relevant qualifications, experience, and track record in similar projects. Proposal Detailed work plan and timeline Organisation and staffing, including experience and qualifications of each key project staff designated for the project: <ul style="list-style-type: none"> Full CVs for key project team members, including a list of previous similar work. A copy of the company's directors' identity card/passport. Disclose any potential conflicts of interest. The written quotation in Brunei Dollars (BND), including a summary breakdown of the total project cost and a detailed breakdown of fees, as well as the payment schedule. 		
3.2.	<p>The submission must be in the following format:</p> <ul style="list-style-type: none"> The proposal must be written in English. Documents must not exceed 10 MB per file. 		
3.3.	<p>The quotation must maintain a validity period of at least six (6) months from the RFQ closing date.</p>		
3.4.	<p>The complete proposal must be submitted no later than 29 April 2026 (Closing Date) by stating the Reference Number (Reference No.: BDCB/Comms/RFQ/2026/2) in the email subject to corpcomms@bdcg.gov.bn. Any requests for clarification must be submitted before the stipulated deadline.</p>		
3.5.	<p>Shortlisted vendors will be contacted from time to time during the evaluation process if the evaluation committees require further information on the submitted proposal, and shall submit any further documents, clarifications, or explanations as required to facilitate the evaluation process.</p>		



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3.6.	BDCB is not bound to accept the lowest quoted bid and reserves the right to disqualify incomplete submissions, overlapping submissions, or those that do not comply with the above requirements. Notification of results will be sent only to shortlisted vendors upon completion.		
4.	Eligibility		
4.1.	Any company or individual currently debarred from participating in Government tenders is not eligible to participate in this RFQ. If a debarred company/individual submits an RFQ and falsely declares its eligibility, BDCB reserves the right to rescind any contracts entered into pursuant to such an RFQ, without BDCB being liable therefore in damages or compensation.		
5.	Confidentiality		
5.1.	This RFQ constitutes confidential and proprietary information of BDCB and shall not, except with the consent in writing of BDCB, be disclosed in whole or in part to any third party or to any employees of the vendor other than those who have a need to know such information for the purpose of responding to this RFQ and shall not be duplicated or used by the vendor for any other purpose than to evaluate this RFQ.		
5.2.	BDCB may require any unsuccessful vendor to return any specifications, plans, patterns, samples or instructions issued by BDCB.		
5.3.	The vendor's attention is also drawn to Section 29 of the BDCB Order, 2010 and to the Official Secrets Act (Chapter 153), which relates to the preservation of the confidentiality of the safeguarding of official information.		
6.	Clarification Prior to Closing Date		
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7.	Right to Reject Proposals and Negotiate Contractual Terms		
7.1.	BDCB reserves the right to accept or reject any proposal and to annul the procurement process, and to reject all proposals at any time prior to execution of contract, without having to assign any reason and without thereby incurring any liability to any vendors or obligation to inform the vendors of the grounds for BDCB's action.		