

Restricted



بروني دارالسلام سنترال بڤڤا
BRUNEI DARUSSALAM CENTRAL BANK

REQUEST FOR QUOTATION (RFQ):
PRODUCTION OF STOCK PHOTOS
REFERENCE NO.: BDCB/COMMS/RFQ/2025/2

Date of Issuance:
23 October 2025



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1. Background

- 1.1. Brunei Darussalam Central Bank (BDCB) is seeking quotations from qualified and experienced production companies and individuals with strong portfolios to produce a collection of high-quality stock photos. These materials will be used for BDCB's communication and outreach initiatives, highlighting key themes such as trust and governance, digital innovation and inclusion, and sustainable growth and strategic development.

2. Requirements

- 2.1. The appointed company/individual (vendor) will be responsible for, but not limited to, the following tasks:
 - 2.1.1. Pre-Production
 - Conduct site visits or location recce, as needed, to assess lighting, accessibility, and setup requirements.
 - Develop a detailed production plan, including, but not limited to, shot lists, schedule, talent, locations, props, and equipment.
 - Prepare and submit creative concepts, mood boards, and storyboards for BDCB's review and approval.
 - Coordinate with BDCB to confirm availability and participation of identified BDCB talents.
 - Source, brief, and secure external talents, where required.
 - Obtain all necessary permits and permissions for on-site photography.
 - 2.1.2. Filming and Production
 - Prepare production logistics, including wardrobe, props, set arrangements, and equipment setup.
 - Conduct on-site shoots according to the approved schedule and shot list.
 - Ensure professional-quality production using appropriate equipment, lighting, and framing to achieve consistent visual standards.
 - Edit and colour-grade all materials to produce polished final outputs.
 - 2.1.3. Post-Production and Deliverables
 - Provide up to three rounds of revisions per deliverable to accommodate feedback.
 - Provide all raw and edited files (photos) to BDCB in an organised format.
 - Ensure all deliverables are reviewed and approved by BDCB before final submission.
 - 2.1.4. Project Coordination and Ownership
 - Liaise regularly with BDCB for creative direction, review, and approvals throughout the production process.
 - Implement a suitable project management approach or tool to facilitate task tracking, progress updates, and efficient communication with BDCB.
 - All content produced under this project, including raw footage, working files, and final edited assets, will be the sole property of BDCB. The vendor is required to provide all associated files to BDCB upon project completion or upon request.



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2.2. Locations and Shot Requirements

No.	Location	Brief Description	Talent	Number of Shots (Ranges)
1.	Mekar FinTech Innovation Centre	Shots of individuals and teams reviewing documents (physical and digital), sitting for meetings/presentations/discussions, and conducting digital transactions, highlighting collaboration, productivity and professionalism.	BDCB talent (up to 10 people)	30-39
				40-49
				50-59
2.	Ministry of Finance and Economy, Lobby Area	Shots of individuals making calls, completing digital transactions, and coordinating tasks.	BDCB talent (up to 3 people)	5
				10
				15
3.	BCMB Building	- Dynamic shots of individuals and small teams doing work, collaborating, and discussing in an office setting. - Exterior shots of the BCMB building (in line with security clearance).	BDCB talent (up to 6 people)	5
				10
4.	Bandar Seri Begawan	- Shots of urban and recreational scenes showcasing city life, families and friends enjoying parks and community activities. - Scenic views of the city landscape, highlighting Kampong Ayer and the surrounding urban architecture and natural landscapes.	Vendor to provide (up to 7 people)	10-19
				20-29
				30-39
5.	Masjid (either Jame' Asr or Omar Ali Saifuddien)	Shots of a mosque setting where individuals and families pray, reflect, and engage in charitable activities.	Vendor to provide (up to 2 people)	5
				10
6.	Home setting <i>Note: Vendor to secure the location.</i>	Shots of a family-centred environment depicting daily routines, learning, financial management, and sustainable habits at home.	Vendor to provide (up to 5 people)	10
				15
				20

Note: Please provide unit and total prices per range.

2.3. The appointed vendor shall complete the project, from initiation to final submission of all deliverables, within two months from the date of award.



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3. Submission of Proposal

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

- Company/Individual profile
 - A copy of a valid company registration certificate (where applicable).
 - 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.
 - 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.

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

3.4. The complete proposal must be submitted no later than **29 October 2025** (Closing Date) by stating the Reference Number (Reference No.: BDCB/Comms/RFQ/2025/2] in the email subject to corpcomms@bdcdb.gov.bn

3.5. Shortlisted vendors will be contacted from time to time during the evaluation process if the evaluation committees require further information on the submitted proposal.

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.



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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

6.1. Invited vendors 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/2025/2] 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 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.

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