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| **REQUEST FOR QUOTATION (RFQ)** | Supplier’s Stamp/Signature: |
| Closing Date | : **12 DECEMBER 2024** |
| Email Submission | : **box4@belts.com.bn** |
| BELTS Ref | : **BELTS/HRA/RFQ/2024/073** |
| Date of Submission | : Click here to enter text. |
| Supplier/Quote Ref | : Click here to enter text. |

|  |  |
| --- | --- |
| Company Name | **Click here to enter text.** |
| Address | **Click here to enter text.** |
| Phone | Office: **Click here to enter text.** Mobile: **Click here to enter text.** |

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| **No.** | **Item Description** | **Delivery Period** | **Qty/UoM** | **Unit Price** | **Total Price** |
| **1** | **PROVISION OF VIDEO PRODUCTION SERVICES**VIDEO PRODUCTION PARTNER TO WORK COLLABORATIVELY WITH ON, BUT NOT LIMITED TO, THE FOLLOWING: 1. **EMERGENCY EVACUATION VIDEO**

**SCOPE OF WORK:**1. PRE-PRODUCTION
* INITIAL CONSULTATION AND BRAINSTORMING SESSION
* CONCEPT DEVELOPMENT AND SCRIPTWRITING
* STORYBOARDING AND SHOT LIST CREATION
* LOCATION SCOUTING (IF APPLICABLE)
1. PRODUCTION
* FILMING OF PRIMARY AND B-ROLL FOOTAGE
* RECORDING OF VOICEOVER
1. POST-PRODUCTION
* VIDEO EDITING AND COLOR GRADING
* SOUND MIXING AND MASTERING
* ADDING GRAPHICS, ANIMATIONS, AND TEXT OVERLAYS
* INCORPORATING LICENSED MUSIC (IF REQUIRED)
* REVIEW AND REVISION ROUNDS

**REQUIREMENTS / GUIDELINES**1. A FULLY EDITED 1-2 MINUTE CORPORATE VIDEO (INCLUDING INTRO/OUTRO)
2. HIGH-RESOLUTION VIDEO FILE IN A SUITABLE FORMAT FOR WEB
3. SEPARATE AUDIO FILE (VOICE-OVER, MUSIC, SOUND EFFECTS)
4. FULL RIGHTS AND OWNERSHIP OF THE VIDEO CONTENT
5. VIDEO INCLUSIVE OF MALAY SUBTITLE AND SIGN LANGUAGE (TALENT PROVIDED)

**GENERAL INFORMATION**1. ESTIMATED TIMELINE FOR EACH PHASE OF THE PROJECT
2. PORTFOLIO SHOWCASING SIMILAR PROJECTS YOU HAVE COMPLETED
 | **2-3 WEEKS AFTER ISSUE OF PO** |  **1 LOT** | **Click here to enter text.** | **Click here to enter text.** |

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| **MANDATORY**Suppliers are to provide with the Packaging Dimension,Measurement & Weight - in Standard measurement in Meter, Feet,Inches, Cm, Mm, Kg, GM | **TOTAL PRICE** | **Click here to enter text.** |
| Freight Term (EXW,CIF,ETC) | **Click here to enter text.** |
| Freight Charges (IF APPLICABLE) | **Click here to enter text.** |
| Any other charges please state | **Click here to enter text.** |
| **GRAND TOTAL** | **Click here to enter text.** |

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| Currency Code : | **BND** |
|  Price Validity(Minimum 9 Months) : | **Click here to enter text.** |
| Payment Terms : | **30 DAYS CREDIT** |
| Warranty : | **Click here to enter text.** |
| Mode of Delivery : | **Click here to enter text.** |
| Delivery Period : | **Click here to enter text.** |
| Country of Manufactured : | **Click here to enter text.** |
| Remarks: | **Click here to enter text.** |