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| **REQUEST FOR QUOTATION (RFQ)** | | Supplier’s Stamp/Signature: |
| Closing Date | : **31 DECEMBER 2024** |
| Email Submission | : **box7@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) : |  |
| 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.** |