

E-GOVERNMENT NATIONAL CENTRE (EGNC)

Simpang 69-18, Jalan E-Kerajaan, Gadong BE1110, Brunei Darussalam

Department/References : EGNC/PM/4.2/2015.072 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egc.gov.bn

APPENDIX 1: QUOTATION FOR VIDEO PRODUCTION OF DATA PROTECTION AWARENESS

Item	Description	Unit	Qty	Please specify (y/n) and the Proposed Item & Specification		Total Cost (BND)	Department / References
1.	Item: Production of DATA PROTECTION AWARENESS video	Lot	1				Contact Person: Dyg. Raini - 2424955
	Duration: 3 - 5 Minutes			y/n			
	Description: <ul style="list-style-type: none">Produce professional video illustrating the importance of the Data Protection Awareness for all government employees.			y/n			
	Key messages include: <ol style="list-style-type: none">Introduction of Data Protection Policy and the purpose.Explaining the importance of protecting government data.Type of data that need to be protectedBriefly explain the 11 principles of Data Protection PolicyHow to lodge any complaint on data breach or the potential risk identified.			y/n			
	Work include: <ol style="list-style-type: none">Develop concepts, ideas, scripts and storylines for audio visual productions to illustrate effectively the purpose of the videos.Conduct research on the Data Protection and how best to educate the government employees to create the awareness.Carryout the shooting and filming or create an animated infographic of relevant footage. Whichever agreed by the E-Government National Centre (EGNC).The videos must be delivered in both English and Malay versions			y/n			

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Item	Description	Unit	Qty	Please specify (y/n) and the Proposed Item & Specification	Total Cost (BND)	Department / References
	5. Recording of musical scores and obtaining rights for use of any proprietary music. 6. Sound-mixing, editing and other necessary post-production operations. 7. Use all audio visual means and techniques necessary to convey concepts and processes in the areas required to a general or non-specialised audience. 8. Video formats : DVD (min. 5 nos.), MP4, Internet version			y/n		
	<p>Deliverables:</p> <ul style="list-style-type: none"> ▪ 1st draft concepts; ideas; design; ▪ 1st draft video ▪ Final videos <p>Notes:</p> <p>The work of production of video must be completed before February 2016</p>			y/n		
				TOTAL COST :		
	<p>Please Also Observe The Following:</p> <ul style="list-style-type: none"> a. Please provide product brochures b. Quotation Validity: 6 months or above <p>ISSUE QUOTATION : 27 October 2015 CLOSE QUOTATION : 10 November 2015 (2.00PM)</p>	<p><i>Acknowledgement:</i></p> <p><i>Company Ref. No.:</i></p> <p>I hereby certify the above quote to be correct.</p> <p>Signature:</p> <p>Designation:</p> <p>Date :</p>			<p><i>Company's Official Stamp:</i></p>	

REQUEST FOR QUOTATION

VIDEO PRODUCTION FOR DATA PROTECTION POLICY AWARENESS

1. OBJECTIVES

The objective of releasing this quotation is to engage services of a qualified Vendor to:-

- Produce professional video illustrating the importance of the Data Protection Awareness for all government employees.

2. BACKGROUND INFORMATION

1. Introduction of Data Protection Policy.

The Government of Brunei has introduced a policy to control the use of non-public data especially personal data and ensure that it is used safely and responsibly. The policy aimed to ensure that high confidentiality, quality and availability standards of information are maintained.

2. The purpose of Data Protection Policy:

“To govern the collection, use and disclosure of data including personal data by the Government in a manner that recognizes both the right of individuals to protect their personal data and the need of the Government to collect, use or disclose data for purposes that a reasonable person would consider appropriate in the circumstances”.

3. The importance of protecting government data.

- The public is actually becoming more concerned of their personal data.
- We live in era of increased globalization and electronic advances, where information has never been more readily available and transmittable.
- To avoid data breaches that could harm the agency and the individual whether it is deliberately or not..

4. Type of data that need to be protected are:

The data that is kept either in electronic form or manual form that contains Personal data. Personal data it is data about an individual who can be identified from the data that you keep. Personal Data are such as individual’s name, or their age, home address, contact number, identity card (IC) number, DOB, income, passport details, medical records and education.

5. Briefly explain the 11 principles of Data Protection Policy

The policy has 11 principles that everyone responsible for using data has to follow:

- Principle 1 - **Responsibility.**
- Principle 2 - **Specifying the purpose.**
- Principle 3 - **Seeking consent.**
- Principle 4 - **Only collect what you need.**
- Principle 5 - **Limit use and retention.**
- Principle 6 - **Data must be Accurate and up to date.**
- Principle 7 - **Security is crucial.**
- Principle 8 - **Publishing information.**

- Principle 9 – **Right of access.**
 - Principle 10 – **Responding to complaints.**
 - Principle 11 – **Limit on international transfer of data**
6. How to lodge any complaint on data breach or the potential risk identified.
Any breaches on Data Protection found within the agency should be informed immediately to the person responsible in the Agency.

3. SCOPE OF SERVICES

1. Develop concepts, ideas, scripts and storylines for audio visual productions to illustrate effectively the purpose of the videos.
2. Conduct research on the Data Protection and how best to educate the government employees to create the awareness.
3. Carryout the shooting and filming or create an animated infographic of of relevant footage, whichever agreed by the E-Government National Centre (EGNC).
4. The videos must be delivered in both English and Malay version.
5. Recording of musical scores and obtaining rights for use of any proprietary music.
6. Sound-mixing, editing and other necessary post-production operations.
7. Use all audio visual means and techniques necessary to convey concepts and processes in the areas required to a general or non-specialised audience.
8. The final videos will be submitted in the following formats:
 - a. Broadcast quality uncompressed files
 - b. Compressed files, on various formats such as wmf, flv, mov, mp4 as well as other formats for broadcast quality.
 - c. Given the technical development in the audiovisual field, the Contractor may also be asked for other formats;
9. EGNC should receive ownership and right to use:
 - a. all videos produced
 - b. all source files including graphics used for the videos.
10. The work for the production of video must be completed before February 2016.

4. DELIVERABLES

1. 1st draft Concepts; Ideas; Storyboards; Scripts;
2. 1st draft Videos
3. Final videos

DELIVERY CONFIRMATION LETTER

To:
Chairman of Procurement Committee,
E-Government National Centre,
Prime Minister Office,
Spg 69-18, Jalan E-Government
Gadong BE1110, Negara Brunei Darussalam.

QUOTATION OF: EGNC/PM/4.2/2015.072

With regards to the quotation above that our Company participate, our Company agreed to the terms below:

1. In the event that our Company is successful in this quotation, we promise to perform and supply within the promise period according to the specifications and quantity mention in Appendix 1 from the issued date.
2. In the event that our Company is unable to make provision in the original period specified in paragraph 1., the company will:
 - a) Inform E-Government National Centre within 14 days before the date of supply is to be made in writing with an explanation. In this regard, our Company agreed to implement one of the following ways:
 - i) Replace with the same specifications that is agreed with E-Government National Centre or
 - ii) Lending until supply is made that is agreed with E-Government National Centre.
 - b) Inform in the event that the conditions mentioned above in clause (a) cannot be fulfilled, therefore E-Government National Centre reserves the right to cancel this quotation.
3. If our Company fails to perform as required to make the supply, our Company will be banned from participating in any future tender or quotation from the Government of His Majesty Paduka Seri Baginda Sultan dan Yang Di Pertuan Negara Brunei Darussalam.
4. If our Company fails to meet these requirements, our company will be charged a penalty of 10% of the total price of the delayed or unsuccessful supply without any acceptable reasons. E-Government National Centre is entitled to deduct from the security deposit or any payments to be received by the Company in the event that the Company are not able to supply within the stipulated period.

Signature, Name & Position

Company Cop & dates

**TERMS AND CONDITIONS OF RFP
REF. NO: EGNC/PM/4.2/2015.072**

- 1.1 The Tenderer is required to quote the proposed services which will best meet the requirement as per given in the enclosed Request for Quotation (RFQ) taking into consideration the following:-
a. Any amendments made should be initialled with the Tenderer's stamp
- 1.2 All prices are to be quoted:
 a. In Brunei Dollars (BND),
 b. With minimum validity period of 1 year from closing of quotation.
- 1.3 RFQ responses must be submitted using the form in Appendix 1 attached hereto on or before the closing date :
- 1.3.1 Using a sealed envelope to the Reception Counter of the 'E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG ', addressed to:
- Quotation Reference : EGNC/PM/4.2/2015.072**
- E-GOVERNMENT NATIONAL CENTRE
PRIME MINISTER'S OFFICE
SIMPANG 69-18, JALAN E-KERAJAAN,
GADONG BE1110
NEGARA BRUNEI DARUSSALAM
and marked "Quotation Closing Date, Tuesday 10th November 2015 (2.00 pm)"**
- 1.4 The E-Government National Centre hereafter referred to as the Customer has and reserves the right:
 a. not to accept the lowest or any quotation,
 b. to accept any quotation in whole or in part, or
 c. to penalise and cancel any order or contract from/with the Tenderer if the delivery, installation and commissioning schedule and other related terms and conditions are not met or adhered to by the Tenderer.
- 1.5 Any clarification of the requirement can be requested not later than 1 (one) working day before the closing of the quotation submission. For any clarification please contact **Dyg. Raini at telephone number +6732426747** .
- 1.6 A contract shall be signed with the Government to exercise the terms.
- 1.7 After the services have been delivered, a copy of the Delivery Order is required to be faxed to 2424940 with attention to Procurement Section, E-Government National Centre.
- 1.8 The Tenderer must not make any public statement in relation to this quotation document or to the awarding of any consequent order for the supply of the required items.
- 1.9 The above terms and conditions are subject to review or revision whenever deemed necessary without prior written notice.

PUSAT KEBANGSAAN E-KERAJAAN
JABATAN PERDANA MENTERI

APPENDIX 4

VENDOR'S PARTICIPATION FORM
FOR QUOTATION REF : EGNC/PM/4.2/2015.072

Tick (v) where appropriate:-

Quote

No Quote

Name :

Designation:

Date :

Company's chop:

NOTE :

This form (Appendix 4) must be signed and stamped by the vendor and submit to the reception counter of the 'E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG BE1110' or fax to 2424940.

Your response is highly appreciated.

Pusat Kebangsaan E-Kerajaan
Simpang 69-18
Jalan e-Kerajaan
Gadong BE1110
Negara Brunei Darussalam

Tel: 2424955/6/7 ext 122 / Fax : 2424940