

**REQUEST FOR QUOTATION****PRODUCTION OF CORPORATE VIDEO FOR
CONSUMER FORUM OF MALAYSIA (CFM)****RFQ NO. 1****SECTION I - PURPOSE**

CFM is looking for a credible and reliable vendor to provide creative ideas and video production services to produce a Corporate Video for CFM to elevate its brand visibility and brand awareness among the public.

SECTION II – SCOPE OF WORKS

Appointed vendor will undertake the following but not limited to:

1. Pre-production Planning:
 - a. Develop and provide concepts
 - b. Scripting
 - c. Storyboarding
2. Creative Services:
 - a. Digital enhancements
 - b. Sourcing of stock photos (Image bank, clipart and copyright issues) - must own copyright to clipart, footages and photographs that are used and indemnify CFM for the use of the same
3. Production:
 - a. Filming on location or in studio
4. On-site work:
 - a. Ability to come to CFM with computer to do amendments on-the-spot, when required.
5. Post-Production
 - a. Editing
 - b. Graphics creation (if any)
 - c. Sound Design
 - d. Color Correction
 - e. Delivery of the Final Video

SECTION IV – DELIVERY & IMPLEMENTATION TIMELINE



1. Appointed vendor will be required to deliver the services by **30 June 2025**.
2. Vendor is required to indicate delivery date/ project milestones in the submission.

SECTION V – COSTING DETAILS

1. The vendor is required to submit a quotation based on the above requirements with cost breakdowns.
2. The price offered in the quotation shall include all materials, labor, custom duties, SST and any other taxes (if applicable), and other incidental costs for the production.
3. The quotation must be valid for a minimum of 6 months.

SECTION VI – SPECIAL REQUIREMENTS

1. The vendor is required to submit the following information in the submission:
 - a. Proposed concept, design and rationale – minimum two (2) proposal
 - b. Costings for the above requirements.
 - c. Duration of the video must be within 1.5 minutes.
 - d. Samples of previous related works/ sample (please provide link if available through internet)
 - e. Other related information (if any)
 - f. Freelance video makers, newcomers are also encouraged to apply.



SECTION VII – CFM TERMS & PAYMENT

1. Only shortlisted vendor(s) will be notified.
2. Appointment of supplier will be made via Email or other methods deemed appropriate by CFM.
3. Payment shall be made in one total lump sum or progressively whichever is deemed appropriate to CFM. In the case of advance payment is required, a maximum of 10% from the project value will be applicable and shall be invoiced upon appointment.
4. Payment will be made within thirty (30) days upon receipt and verified by the Finance Department.

IMPORTANT NOTES FOR VENDOR

1. The vendor is advised to read carefully and understand the above requirements and terms before participating in this RFQ exercise.
2. If further clarification is required, vendor can email the queries to communications@cfm.my before the closing date, 21 March 2025 (Friday).