

Creative Services

Period Contract and Framework Agreement (2nd Edition)

w.e.f. 29 Apr 2022



Period Contract (Itemised Services)

- 1 For projects **above \$90k**, seek **written** quotes from at least **three** contractors. Assess for cost and quality as part of your evaluation.[^]
 - You may also ask contractors to prepare a detailed pitch*. If so, use the Pitching Fee line item.
- 2 Seek approval to engage the selected contractor based on your internal procurement process
 - **Recommended** Document reason for selecting the contractor
- 3 Issue a Purchase Order (PO) via GeBIZ to the selected contractor
- 4 For projects **above \$90k**, submit declaration form to MCI[^]
- 5 After campaign completion, submit feedback on the contractor's performance



[^]No need to follow Steps 1 and 4 if your project is \$90k or below. You should still follow your agency's internal procurement guidelines, if applicable.

*Pitching is when one or more selected Contractors is invited to pitch an idea for a communications campaign, which should include the following: approach, concept, development and execution strategies, timeline and costing.



Framework Agreement (Customised Services)

- 1 Submit a **Request for Quotation (RFQ)** via GeBIZ to all or selected contractors on the PCFA panel.
 - **Recommended** To limit your RFQ to selected contractors, seek approval from your Quotation Approving Authority before calling the RFQ
- 2 Evaluate the proposals and perform cost assessment
 - Contractors shall only quote RFQ offers that are equal or lower than the rates for the listed services awarded to them in the PCFA
- 3 Seek approval for the RFQ award based on your internal procurement process
- 4 After campaign completion, submit feedback on the contractor's performance

Submit feedback on contractor's performance here



For enquiries, email
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