

Contents

1. What is Bid list optimisation? 2

2. Who will be affected by the Bid list optimisation? 2

3. How will Suppliers be informed of the exercise? 2

4. Why are Suppliers de-registered from the product category if no responses to RFQ (Request for Quotation) for more than 3 times? 2

5. What if Suppliers are still interested to remain registered in the respective product category? 2

6. Can Suppliers re-register when they have been de-registered from a product category? 2

7. What will happen to Suppliers who do not respond to the email on work category registration for their respective categories?..... 2

8. What are the Supplier Category status? 2

9. Contact Info:..... 2

Appendix 1: Email to Suppliers 3

Appendix 2 – BSP Material RFQ Terms & Conditions 4

Appendix 3: Supplier Quick Reference Guide 5

Appendix 4 – Supplier Category Status..... 6

1. What is Bid list optimisation?

It is an exercise conducted by BSP SCM to review and refresh the data inclusive of registered suppliers in the online registration database SMART. The BSP Vendor Master will review the registered suppliers and their respective product category status with the objective to remove any inactive suppliers.

From data collected in SMART, there are currently many suppliers who have registered to product categories non-relevant to their nature of business. As a result of this, bid list generated for product category is inaccurate thus leading to inefficiency in activities such as Vendor Registration, Contract Tendering and Procurement process.

2. Who will be affected by the Bid list optimisation?

The exercise is conducted for all BSJV Suppliers who have registered in SMART GEP. However only suppliers who have been inactive will be de-categorised from the product category they have registered in. Suppliers who have not responded to any RFQ for more than 3 times without any justification provided will be considered as inactive suppliers.

3. How will Suppliers be informed of the exercise?

The BSP Vendor Master Team (SCM/653) shall send out email to all the BSJV Suppliers who have registered in SMART GEP with the necessary instructions. *Refer to Appendix 1.*

4. Why are Suppliers de-registered from the product category if no responses to RFQ (Request for Quotation) for more than 3 times?

As per BSP Material RFQ Term and Condition. *Refer to Appendix 2: No 5.*

5. What if Suppliers are still interested to remain registered in the respective product category?

Suppliers must be active in responding to RFQ (Request for Quotation) in SMART GEP by either clicking 'Accepting Guidelines' and 'Confirm Participation' submit response or declining the RFQ. *Refer to Appendix 3, Suppliers Quick Reference Guide: Page 55 – 66).*

6. Can Suppliers re-register when they have been de-registered from a product category?

Yes, Suppliers can [re-register in SMART GEP](#). *Refer to Appendix 3, Suppliers Quick Reference Guide: Page 42 – 49).*

7. What will happen to Suppliers who do not respond to the email on work category registration for their respective categories?

Supplier will be de-registered from the respective product categories in SMART GEP if no response received after 14 days from the email send by BSP Vendor Master.

8. What are the Supplier Category status?

Refer to Appendix 4

9. Contact Info:

- If you have encountered any issues or concerns with the exercise, kindly contact the BSP Vendor Master team via the listed options below. Please take note of BSP working hours from **Monday to Thursday 7.30 AM – 4.30 PM and Friday 7.30 AM – 12.00 PM, 2.00 PM – 4.30 PM.**
- Email bsp-scm13-vendor-registration@bsp-shell.bn or
- Website: [BSP Website](#)

Appendix 1: Email to Suppliers

Dear BSJV Business Partners,

We would like to inform that we are conducting an exercise to review statuses of all BSJV registered suppliers under particular Product Category. From our record, we have invited your company to participate in RFQs (Request for Quotation). However, we have not received any responses for more than three (3) times for the following Product Categories:

We kindly request your confirmation if you are still interested to be registered under the particular Product Category. Please respond within **14 days** from this email dated, otherwise we will consider that you agree to be De-categorised from the particular Product Category. Please be informed that this will not affect any future registrations in SMART GEP.

For more information on the exercise, please visit the Frequently Asked Questions (FAQs) page [here](#).

Appendix 2 – BSP Material RFQ Terms & Conditions



شركة ميپ برونى شيل ساندريين برود
Brunei Shell Petroleum Co Sdn Bhd
Jalan Utara, Panaga
Seria KB3534
Negara Brunei Darussalam
Website: www.bsp.com.bn
Tel: +673 3373999
Fax: +673 3372040



شركة ميپ برونى شيل ساندريين برود
Brunei Shell Petroleum Co Sdn Bhd
Jalan Utara, Panaga
Seria KB3534
Negara Brunei Darussalam
Website: www.bsp.com.bn
Tel: +673 3373999
Fax: +673 3372040

MATERIAL RFQ CONDITIONS

- DEFINITIONS USED IN THIS REQUEST FOR QUOTATION (RFQ) SHALL HAVE THE MEANING AS DEFINED IN COMPANY'S TERMS AND CONDITIONS ATTACHED TO THIS RFQ. RECEIPT OF THIS RFQ SHALL BE REFERRED TO AS SUPPLIER.
- THE PREFERRED INCOTERMS SHALL BE DDP / DAP / FCA / FOB / EX-WORK BASIS. THE DEFINITION OF INCOTERMS CAN BE FOUND IN THE LATEST EDITION OF "INCOTERMS" AS ISSUED BY THE HEADQUARTERS OF THE INTERNATIONAL CHAMBER OF COMMERCE IN PARIS, FRANCE.
- SUPPLIER IS REQUIRED TO SUBMIT ITS QUOTATION IN TWO SEPARATE DOCUMENTS:
A) TECHNICAL BID IN TECHNICAL QUESTIONNAIRE;
B) COMMERCIAL BID IN COMMERCIAL QUESTIONNAIRE.
- FAILURE TO COMPLETE AND SUBMIT THE "POSITIVE DECLARATION OF COMPLIANCE FORM" (PDCF) TOGETHER WITH THE QUOTATION WILL LEAD TO DISQUALIFICATION OF THE QUOTATION. A COPY OF THE PDCF FORM CAN BE FOUND ON THE FOLLOWING WEBSITE:
<https://www.bsp.com.bn/uploads/cmu/cv-po-mc/Positive%20Declaration%20of%20Compliance.pdf>
SUPPLIER MUST ENSURE THAT ITS SUBMITTED PDCF IS AS ACCURATE AS POSSIBLE. ANY DEVIATION FROM THE RFQ MUST BE SPECIFIED IN THE PDCF. FAILURE BY SUPPLIER TO ACCURATELY SPECIFY DEVIATIONS FROM THE PDCF MAY LEAD TO DEREGISTRATION FROM THE PARTICULAR PRODUCT GROUP.
- IF SUPPLIER DOES NOT RESPOND (I.E. WITHOUT CONFIRMATION OF DECLINE) MORE THAN THREE TIMES TO ANY RFQ BY COMPANY IT MAY BE DEREGISTERED FROM THE PARTICULAR PRODUCT GROUP.
- ALL TECHNICAL BID AND COMMERCIAL BID SHALL BE SUBMITTED VIA SMART GEP IN TECHNICAL QUESTIONNAIRE AND COMMERCIAL QUESTIONNAIRE. IN THE EVENT, IF ANY TECHNICAL BID AND COMMERCIAL BID ARE SUBMITTED UNDER DISCUSSION FORUM IN SMART GEP, THE QUOTATIONS WILL BE CONSIDERED DISQUALIFIED.
- ALL QUOTATIONS MUST BE RECEIVED IN FULL BEFORE THE BID CLOSING DATE AND TIME.
- IN THE EVENT OF A FIRM ORDER, COMPANY RESERVES THE RIGHT TO SPLIT THE ORDER.

- COMPANY RESERVES THE RIGHT TO, AT ITS SOLE DISCRETION, NOT AWARD TO THE LOWEST QUOTATION OR PART OF QUOTATION AND MAY CHOOSE TO ACCEPT ANY QUOTATION IN PART OR IN WHOLE. ANY PURCHASE ORDER OR CONTRACT RESULTING FROM A QUOTATION SHALL BE GOVERNED EXCLUSIVELY BY COMPANY'S TERMS AND CONDITIONS AS ATTACHED TO THIS RFQ.
- IN ANY EVENT, COMPANY SHALL NOT ACCEPT ANY QUOTATION PRICED IN SOUTH AFRICAN RAND, DANISH KRONE, PAKISTANI RUPEE, SRI LANKAN RUPEE, EGYPTIAN POUND, MALAYSIAN RINGGIT, OMANI RIAL, NEW TAIWAN DOLLAR, KOREAN WON OR JORDANIAN DINAR.
- THE TERMS OF PAYMENT IN WHICH COMPANY WILL PAY SUPPLIER ANY UNDISPUTED AMOUNT WILL BE IN ACCORDANCE WITH THE TERMS STATED IN THE PURCHASE ORDER, SUBJECT TO RECEIPT OF A CORRECT AND ADEQUATELY SUPPORTED INVOICE. AN INVOICE IS CONSIDERED UNSUPPORTED WHEN COMPANY CANNOT REASONABLY VERIFY THE LEGITIMACY OR ACCURACY OF THE INVOICE USING THE INFORMATION PROVIDED BY SUPPLIER OR IF SUPPORTING DOCUMENTATION IS MISSING.
- SUPPLIER SHALL KEEP THE RFQ, ITS QUOTATION, ANY INFORMATION RELATED TO THE RFQ AND/OR QUOTATION AND ANY INFORMATION THAT CONTRACTOR LEARNS ABOUT COMPANY IN STRICT CONFIDENCE AND WILL NOT DISCLOSE ANY SUCH INFORMATION TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN APPROVAL OF COMPANY.
- THIS RFQ SHALL BE GOVERNED BY THE LAWS OF ENGLAND AND WALES. ANY DISPUTE BETWEEN COMPANY AND SUPPLIER THAT IS NOT RESOLVED AMICABLY SHALL BE EXCLUSIVELY RESOLVED BY ARBITRATION BY SINGAPORE INTERNATIONAL ARBITRATION CENTER.
- ONCE COMPANY HAS ISSUED A PURCHASE ORDER (PO) FOR THE SALE AND PURCHASE OF ALL OR PART THEREOF OF THE MATERIAL IN THE RFQ, SUPPLIER SHALL BE BOUND BY THE TERMS AND CONDITIONS AS SPECIFIED ON THE FOLLOWING WEBSITE OR OTHERS THAT HAS BEEN SPECIFIED BY THE COMPANY.

<https://www.bsp.com.bn/uploads/cmu/cv-po-mc/Purchase%20Order%20Terms%20and%20Conditions.pdf>

Appendix 3: Supplier Quick Reference Guide



Suppliers - Quick
Reference Guide (Sup

Appendix 4 – Supplier Category Status

Status	Definition
Invited / Response Pending	Upon selecting interested categories, Suppliers shall receive Category Forms to be filled and submitted. Status will remain as 'Invited / Response Pending' if Supplier have not yet responded.
Approval Pending	Suppliers have responded to the specific Category Form, but application is still under review by BSP Vendor Master.
Approved	Suppliers which have been approved for the specific category; based on the Category registration (e.g., TAMAP). This does not refer to Technical capability / acceptability.
Rejected	Suppliers' application to the specific category has been unsuccessful / rejected.