

24 July 2023

Dear Sir/Madam,

Invitation for 'Expressions of Interest' for Provision of Café Services

Brunei LNG Sdn Bhd is seeking Expressions of Interest (Eoi) from companies for **Provision of Café Services**.

Tender Scope(s):

The CONTRACTOR shall provide personnel, material and equipment for the operation of Café Services at BLNG Facilities. The scope shall include but not limited to provide fresh and light meals, hot and cold drinks, and healthy food and drinks options. The food ranges from fresh bakes and freshly cooked a la carte meals to deli style to subs to other kinds of sandwiches.

Café provider shall design and construct at its own cost a "plug-and-go" concept café with its own characteristic at designated location(s) provided by BLNG, with your own:

- a. Kitchen equipment and appliances
- b. Kitchen utensils and accessories
- c. Table wares i.e. plates, bowl, server wares, eco-friendly cutleries, etc.
- d. Basic furniture i.e. tables and chairs

Live cooking shall be allowed at the BLNG provided facilities.

The scope also includes Supply and Delivery of Fruits, Light Snacks, Coffee Beans, Tea and other consumables to Brunei LNG's site and/or designated site(s).

Local Business Development (LBD)

Brunei Shell Joint Venture (BSJV) Companies' LBD requirements are in line with the LBD Directives as issued by the Department of Energy. This scope falls under the **Development** Quadrant of the LBD Framework.

- Eoi is open for **Local** Companies only.
- The owners of the company must actively participate in its management and day to day running of the business.
- Target for recruitment and development of suitably qualified Bruneian staff, including graduates will be part of Tender / Contract.
- Development of local capabilities through active participation by local company.
- To increase spend in country either through full or co-ownership of capital assets between the local partners/joint ventures and increased sub-contracting to other smaller local companies.

Tender/Contract Schedule

- Planned tender date: Q4 2023
- Contract Duration: 3 years + 1 year extension

Registration of Vendor in SMART System

- Kindly register your company under **CAFÉ/FRANCHISE SERVICES** by **31st August 2023**.

- For non-BSJV registered vendor, please refer to <https://www.bsp.com.bn/main/icv/doing-business-with-bsjv/getting-registered> for further information on how to register with BSJV.
- For details on Work Category and Product Group, please refer to <https://www.bsp.com.bn/main/icv/doing-business-with-bsjv/local-business-development/products-and-services>
- For existing BSJV vendors, please ensure that your company details are updated online in Smart By GEP.
- Acceptance of your company registration shall be in compliance to our registration checklist and criteria.

For any SMART registration-related queries, kindly email to: BSP-SCM13-Vendor-Registration@BSP-shell.bn or phone at: 337-3305/4076.

For any EOI related queries, kindly email to: n-a.suliman@bruneilng.bn with the subject header "EOI – Provision of Café Services – [COMPANY NAME]".

Kindly fill in the questionnaire attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **5th August 2023** via the Eoi page in the [ICV Portal](#).

For vendors who are interested to participate in the Tender(s), kindly fill in the Pre-Qualification Questionnaire attached herein under Appendix 1 below and submit no later than **5th August 2023** via the Eoi page in the [ICV Portal](#).

PLEASE BE REMINDED THAT ANY REPLY RECEIVED LATER THAN THE SPECIFIED DATE WILL NOT BE ACCEPTED.

This Expression of Interest shall not be deemed to be an invitation to tender. **Brunei LNG Sdn Bhd** shall have the right and sole discretion to reject any part or all of the response made by the Contractor. **Brunei LNG Sdn Bhd** shall have the right and sole discretion to determine the bidders for this tender. This letter serves solely for the purpose of obtaining Expressions of Interest and shall neither in any way be construed as to create any legal obligation on the parties responding to this advertisement nor mentioned herein. Expenses incurred in connection to this shall be borne in its entirety by the interested parties.

Yours faithfully,
For **BRUNEI LNG SENDIRIAN BERHAD**

Cynthia Bunga
Head of Contracts Services

EXPRESSIONS OF INTEREST FOR PROVISION OF CAFÉ SERVICES.

1. Please list down the details of all owners of your company:

Full Name	I/C Number and/or Sijil Kerakyatan /Akuan Kerakyatan	I/C Colour	Bumiputra/Local/ Non-Local ¹

2. Please complete this section by ticking YES or NO:

		Yes	No
1	Are you willing to comply with all applicable laws and regulations of Brunei Darussalam, including Tabung Amanah Pekerja (TAP) and Supplementary Contribution Pension (SCP) requirements?		
2	Please confirm that the owners of your company are actively managing the day-to-day operations of your company. (Kindly provide owner's details in table 'A' provided below)		
3	Have you or any of your key personnel worked for BSVJ Companies? (If 'YES' Kindly provide details in table 'C' provided below)		

A. Kindly provide owner details in the table below:

Full Name	% of Shares	Actively Managing Company's Operation (Y/N)	Position	Authorised Signatories (Y/N)

¹ Bumiputra – Brunei Citizens belonging to one of the indigenous group of the Malay race, namely, Belait, Bisayah, Brunei, Dusun, Kedayan, Murut or Tutong
Local – Brunei Citizens means subjects of His Majesty the Sultan and Yang Di-Pertuan holding a Brunei Yellow IC
Non-Local – Not 'Bumiputra' or 'Local'

B. Please provide details of the bank authorised signatories of your company in the table below

Full Name	I/C Number	I/C Colour	Bumiputra/Local/ Non-Local	Position in the Company

C. Please provide Ex-BSJV details in the table below:

Full Name	I/C Number (Colour)	Position in Tenderer's Company	Involvement in Existing EOI/Tender (i.e. Tender Preparation; Contract Execution; etc)	Year Last Worked in a BSJV Company	Job Description (include Job Title, Indicator, Department)

3. Please provide the following documentations (where applicable) including any revision made:

		Yes	No
1	Coloured copy of all owner's Brunei Darussalam Identity Card (I/C)		
2	Copy of Akuan Kerakyatan / Surat Kerakyatan		
3	Authorised Signatories Letter from the Bank		
4	Business Name Act (Section 16)		
5	Certificate of Registration (Section 17)		
6	Certificate of Incorporation of Private Companies		
7	Memorandum of Association		
8	Article of Association		
9	Share Certificate		
10	Form X		
11	Notice of Change		

بروني ايل عين جي سنديرين برحد
BRUNEI LNG SENDIRIAN BERHAD
[INCORPORATED IN BRUNEI DARUSSALAM]



I, hereby, declare that all the information provided herein is accurate and acknowledge that BSJV companies reserve the right to exclude my Company from any subsequent tenders, should there be any deviations to such information.

Signature : _____ Dated this _____ day of _____, 2023

Name : _____

Position Held : _____

Contact No. : _____ (O)

: _____ (M)

Email : _____

Duly authorised to sign EoI for and on behalf of: -

.....

..... (Registered Address)

APPENDIX 1

PRE-QUALIFICATION QUESTIONNAIRE FOR PROVISION OF CAFÉ SERVICES.

	Yes	No
Quality Standards		
Does your company comply with the requirements for Brunei Health and Food Safety regulations?		
Are your staff all fully trained in food hygiene and other relevant areas?		
Is your company Quality management following a national and/or recognized international Standard relevant to the Food and Beverages services?		
HSSE		
Do you have a Health and Safety Policy or Standard that is compliant with current legislation and/or Health and Food Safety regulation?		
Are you or have you been in the last five (5) years, involved in any civil or industrial tribunal relating to Health & Safety?		
Do you have a Health & Safety advisor who is aware of current legislation and/or Health and Food Safety regulation?		
Do you currently provide a catering service, or any other Food and Beverages related services within the Oil and Gas sector? If yes, please provide the name of the company.		
Business Capability		
Does your company have the capability and resources to provide beverage services for coffee and tea (including but not limited to specialty drinks) as well as light pastries, baked goods and light snacks (e.g., sandwiches, salads, pastries, cakes, cookies, etc)? If yes, please provide supporting document such as menu proposal/selection.		
Business Continuity: Please confirm that your company has contingency procedures that can be implemented, to enable your business to continue operating in the event of a major disruption or emergency. E.g., Covid-19/flu epidemic, IT failure, fire or other office/working environment disruption.		
Does your company have and/or will have halal certification, as required for the Contract, in the event of successful award? If yes, please provide evidence.		
Does your company have the capability and resources to supply fresh fruits, light snacks, fresh coffee beans, tea and related consumables like sugar and creamer (or via subcontracting if this service is not within your core business)?		

Note:

At the sole discretion of the COMPANY, and if required, candidate Tenderer may be required to provide further information and/or evidence to support the details of your submission to this PQQ, in later stages of the tendering process.