



شريك ميپف بروني شيل سنديرين برحد

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

**19 October 2024**

Dear Sir/Madam,

**Invitation for 'Expressions of Interest' for PROVISION OF MANPOWER SUPPLY SERVICES**

Brunei Shell Petroleum Co. Sdn Bhd is seeking Expressions of Interest (Eoi) from companies for the **Provision of Manpower Supply Services**.

**Tender Scope:**

The Contractor will provide all the resources necessary to perform the work at locations designated in accordance with the specific tasks. The scope of work shall include but not limited to the following:

- a) Source, propose, recruit and employ manpower resources;
- b) Provision of administrative services that includes MPS recruitment, mobilisation, onboarding, lodging facilitation, and payroll services.
- c) To adhere to all local immigration and labour laws in mobilizing and administering contractor personnel.

**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 (DoE). This scope falls under the **Core** Quadrant of the LBD Framework.

- Eoi is open to all companies;
- 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.

**Tender/Contract Schedule**

- Planned Tender Date: April 2025
- Contract Duration: 5 years

**Registration of Vendor in SMART system**

- Kindly register your company under **RESOURCES, TECHNICAL** by **09 November 2024**
- 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.



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For any SMART registration-related queries, kindly email to: [bsp-scm13-vendor-registration@bsp-shell.bn](mailto:bsp-scm13-vendor-registration@bsp-shell.bn).

For any Eoi related queries, kindly email: [mashirrynaty.matahir@bsp-shell.bn](mailto:mashirrynaty.matahir@bsp-shell.bn)

Kindly fill in the questionnaire attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **02 November 2024** via the [BSP ICV Website](#).

This Expression of Interest shall not be deemed to be an invitation to tender. **BSP** shall have the right and sole discretion to reject any part or all of the response made by the Contractor. **BSP** 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 SHELL PETROLEUM COMPANY SENDIRIAN BERHAD**

**Dk Mashirrynaty Pg Hj Matahir**  
Supply Chain Executive



شریکت میپف برونی شیل سنڈیرین برحد

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## EXPRESSIONS OF INTEREST FOR PROVISION OF MANPOWER SUPPLY SERVICES

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

Full Name	I/C Number and/or Sijil Kerakyatan (SK) /Akuan Kerakyatan (AK)	I/C Colour	Rakyat Jati/Local/ Non-Local <sup>1</sup>

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 Skim Persaraan Kebangsaan (SPK) for Brunei locals?		
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 BSJV Companies in the last 2 years? (If 'YES' Kindly provide details in table 'B' provided below)		

A. Kindly provide owner details in the table below:

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

B. Please provide Ex-BSJV details (who worked for BSJV Companies in the last 2 years) in the table below:

<sup>1</sup> Rakyat Jati – 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' and 'Local'  
Authorised Signatories – any individual with financial authority to the Company's corporate bank account.



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Full Name	Position in Tenderer's Company	Involvement in Existing Eol/Tender (i.e. Tender Preparation; Contract Execution; etc)	Year Left BSVJ Company	Job Title, Indicator, Department

### 3. Specific Questionnaire

Vendor to complete the following questionnaire and attached any relevant documentations to support the response:

Do you have any experience in providing manpower supply services? If yes, how many years of experience?

Please describe detailed experience in providing manpower supply services, job category and name of client within the last 3 years.

Please explain the form of resourcing and any means of job hunting tools your Company utilized.

Please list down any foreign manpower agencies that you currently have partnership with. If any, please provide evidence.



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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      , 202

Name : \_\_\_\_\_

Position Held : \_\_\_\_\_

Contact No. : \_\_\_\_\_ (O)

: \_\_\_\_\_ (M)

Email : \_\_\_\_\_

Duly authorised to sign Eols for and on behalf of:

.....

..... (Registered Address)