



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

28<sup>th</sup> December 2022

Dear Sir/Madam,

**Invitation for 'Expressions of Interest' for Photography and Videography Services**

Brunei Shell Petroleum Co. Sdn Bhd is seeking Expressions of Interest (Eoi) from companies for Photography and Videography Services.

**Scope:**

The following services required will be on a **call-off basis** :

1. Provide photography and videography services that meet BSP's visual identity standards as and when required for special projects and events and cover assignments which may include BSP assets, people and events, onshore and offshore.
2. Supply a media team for coverage of events/activities – at least one photographer and one videographer.
3. Work closely with Communications Team to provide video and photo content for internal and external communications
4. Create effective and meaningful photography and videography content to be delivered across every digital platform to connect BSP to its audience:
  - Including video strategy, conceptual design, storyboard suggestions, script creation, interviews, b-roll, voiceovers and actors, producing the final story, music selection and video editing.
5. Include all necessary photography and videography equipment and services (including for post editing and postproduction).

**Local Business Development (LBD)**

This scope falls under the **Basic** Quadrant of the LBD Framework.

1. Eoi is open for **bumiputra** companies;
2. The owners of the company must actively participate in its management and day to day running of the business.

**Contract Schedule**

- Planned Start Date: June 2023
- Duration: 12 months

**Registration of Vendor in SMART system**

- Kindly register your company under **Corporate Services – Media** by 13<sup>th</sup> January 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->



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](http://www.bsp.com.bn)

Tel: +673 3373999

Fax: +673 3372040

[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](mailto:bsp-scm13-vendor-registration@bsp-shell.bn).

For any Eol related queries, kindly email: [izza.romzi@bsp-shell.bn](mailto:izza.romzi@bsp-shell.bn)

Kindly fill in the questionnaire attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than 13<sup>th</sup> January 2023 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**

**Izza Azeera Romzi**  
Supply Chain Executive



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

## EXPRESSIONS OF INTEREST FOR PROVISION OF FOR PHOTOGRAPHY AND VIDEOGRAPHY SERVICES

A. 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>

B. 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 in the last 2 years? (If 'YES' Kindly provide details in table 'B' provided below)		

C. 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)

<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.



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

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

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

E. Company size and expertise

<b>Experience in providing Photography and Videography services.</b> 1. Please state number of years' experience in this scope. 2. Please attach list with evidences of your company's involvement in the past 3-4 years including clientele and description of your role/scope. 3. Please indicate experience with Oil and gas companies. 4. Please attach CV of your photographer(s) and videographer(s)	<b>Shell or BSJV Experience (Y/N)</b> If yes, please attach list to include information such as size and scope, your role in the project (deliverables), duration, date of completion, contract no. & title.
--	---

F. Company size and expertise

F1. What is your Company's approximate annual (sales) turnover: \_\_\_\_\_

F2. How many employees are currently employed by your Company: \_\_\_\_\_

F3. Please list the number of employees you employ in the following roles:

Role	No. of employees
Photographer	
Videographer	



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

F4. Have you done any corporate videos before? Please indicate what kind and for how many companies so far?

---

---

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 Eols for and on behalf of:

.....

..... (Registered Address)