



شریٲٲ میٲٲ برونی شیل سنڊیرین 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

22nd August 2025

Dear Sir/Madam,

Invitation for 'Expression of Interest' for Provision of Personal Effects Forwarding Services

Brunei Shell Joint Venture (BSJV) companies — comprising Brunei Shell Petroleum (BSP), Brunei LNG (BLNG), and Brunei Shell Marketing (BSM) — are issuing a Expression of Interest (Eoi) to local companies for the **Provision of Personal Effects Forwarding Services.**

Tender Scope:

This scope is essential to support the HR mobility requirements related to the relocation of expatriate employees moving into and out of BSJV companies. The purpose of this Expression of Interest (Eoi) is to invite submissions from qualified service providers to provide information regarding their capabilities, experience, and proposed solutions for managing the end-to-end logistics of personal effects shipping, in compliance with BSJV standards.

The scope/service shall include but not limited to the following:

1. The vendor shall provide Personal Effect Shipment (Via Sea and Air) into Brunei Darussalam:
 - Site Survey
 - Packing Services at Employee's Designated House/Location Outside of Brunei
 - Transportation Within/Outside Brunei
 - Temporary Storage of Containers when required
 - Customs Declaration and Handling
 - Unpacking Services at Employee's Designated House/Location in Brunei
 - Arranging 'All Risks' Insurance Policy Coverage
2. The vendor shall provide Personal Effect Shipment (Via Sea and Air) outside Brunei Darussalam:
 - Site Survey
 - Unpacking Services at Employee's Designated House/Location Outside of Brunei
 - Transportation Within/Outside Brunei
 - Temporary Storage of Containers when required
 - Customs Declaration and Handling
 - Packing Services at Employee's Designated House/Location Inside of Brunei
 - Arranging 'All Risks' Insurance Policy Coverage



شريكت ميڤ برونى شيل سندنيرين برحد

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3. The vendor shall provide Transportation of Personal Effects Over Land Within Borneo Island

Note: The countries covered may include the following but not limited to:

- Netherlands
- United Kingdom
- USA
- Australia
- Malaysia
- Singapore
- Philippines
- New Zealand
- Canada
- UAE
- Qatar
- China
- India
- Thailand
- Japan
- Nigeria
- Oman
- Hong Kong
- Indonesia
- France
- Germany
- Italy
- Spain
- Poland
- Norway
- Switzerland
- Ireland

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 **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.



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Tender/Contract Schedule

- Planned Tender Date: March 2026 (Tentative)
- Contract Duration: 3 years (with +1 +1 extension options)

Registration of Vendor in SMART system

- Kindly register your company under **FREIGHT FORWARDER SERVICES** by **2 weeks after EoI Deadline**.
- 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.

For any EoI related queries, kindly email: m.dolamit@bsp-shell.bn

Kindly fill in the questionnaire attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **Friday, 5th September 2025** 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**

Donovan Dolamit
Supply Chain Executive



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EXPRESSIONS OF INTEREST FOR **PROVISION OF PERSONAL EFFECTS FORWARDING 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 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 Government of Brunei Darussalam's National Retirement Scheme (SPK) requirements effective on 15th July 2023?		
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)		

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)

¹ 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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B. 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

C. Relevant experience

Experience in <u>PERSONAL EFFECTS FORWARDING SERVICES</u>. Please attach list with evidences of your company's involvement in the past 5 years.	Experience in <u>PERSONAL EFFECTS FORWARDING SERVICES</u> Please attach list with evidences.	Experience with Shell / Oil & Gas company. (Y/N) If Yes, please list out name of clients.

D. Company size and expertise

D1. What is your Company's approximate annual (sales) turnover: _____

D2. How many employees are currently employed by your Company: _____

D3. Please list the number of employees you employ in the following disciplines:

Skill/trade	No. of employees



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D4. List technical partners (if any) that you would employ for the proposed project: _____ (please describe the scopes performed by technical partner(s) and also attach support letters

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)