

22nd May 2024

Dear Sir/Madam,

Invitation for 'Expression of Interest' for Provision of Laboratory Equipment Maintenance

Brunei LNG Sdn Bhd is seeking Expression of Interest (Eoi) from companies for the **Provision of Laboratory Equipment Maintenance**

Scope of Work:

The scope of work shall include but not limited to the following:

1. To furnish all labour, materials, parts, equipment, tools and supervision required to service and perform preventive maintenance on laboratory equipment as identified in the Equipment Inventory Listing.
2. To provide preventive maintenance services by authorized service providers on the specialized equipment identified in Equipment Inventory Listing.

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. As part of the In-Country Value (ICV) initiative, this scope falls under the **Development** Quadrant of the LBD framework. This Eoi has the following criteria:

- Eoi is open to **locally registered** 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.

Tender/Contract Schedule

- Planned tender date: Q3 2024
- Contract Duration: 3 or 5 Years

Registration of Vendor in SMART System

- Kindly register your company under work category **AFTERMARKET - INSTRUMENTATION** by **5th June 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.

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: anisah.samuil@bruneilng.bn with the subject header "EOI – PROVISION OF LAB EQUIPMENT MAINTENANCE – [COMPANY NAME]".

Kindly fill in the questionnaire attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **5th June 2024** via the EOI page in the [ICV Website](#). All submissions of the EOI must be submitted via the [ICV Website](#). Your submission will be disqualified if the instructions are not fulfilled.

PLEASE BE REMINDED THAT ANY REPLY RECEIVED LATER THAN THE SPECIFIED DATE AND TIME 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 Expression 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

APPENDIX 1 – EXPRESSION OF INTEREST FORM

EXPRESSION OF INTEREST FOR PROVISION OF LABORATORY EQUIPMENT MAINTENANCE

Date:

We confirm that:

We would like to participate in this EOI.

We understand that receipt of this form and the accompanying questionnaire does not constitute an agreement and intent to purchase products/services from our Company at a later date, nor a commitment from BLNG to invite us for any prospective tender exercise. We understand that BLNG may use the information provided by us in pre-selection of its bidlist(s). We understand that in the event BLNG does not wish to pursue with a tender, we shall be due no compensation whatsoever.

Company Name	
Contact Person Name	
Position Held	
Signature	
Date	
Company Address	
Phone Number	
E-mail Address	

EXPRESSION OF INTEREST FOR PROVISION OF LABORATORY EQUIPMENT MAINTENANCE

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 Skim Persaraan Kebangsaan (SPK) 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 BSJV 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 including any revision made:

		Yes	No
1	Bank Letter of Authorized Signatories		
2	Scanned Coloured Copy of I/C of Owners (and Sijil Kerakyatan/Akuan Kerakyatan if any)		
3	Business Name Act (Section 16)		
4	Certificate of Registration (Section 17)		
5	Certificate of Incorporation of Private Companies		
6	Memorandum of Association		
7	Article of Association		
8	Share Certificate		
9	Form X		

4. Please provide details by completing the questionnaires below:

a. HSSE

Do you have a Corporate HSSE Manual & Policy and Quality Policy? If yes, to provide the Corporate HSSE Manual only.

b. EXPERIENCE

Do you have any similar experience in providing a similar scope of work? Either currently or past projects. If Yes, kindly fill in the table below:

Name of Project	Description of work	Value of Project	Start/Finish Date of Work	Name of Client/Company for reference

c. ORGANIZATION CHART

Kindly provide a copy of your Company information, which covers organisation structure, management Team and core-work?

d. MOBILIZATION PERIOD

What will be your expected mobilisation period if this EoI exercise to be materialised?

e. ICV COMPLIANCE

Will your Company comply to Local Business Development (LBD)? Yes/No:

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



I, hereby, declare that my company of any affiliated companies have not been awarded a contract with BSJV, Government-linked companies or Government. I also confirm 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 _____, 2024

Name : _____

Position Held : _____

Contact No. : _____ (O)

: _____ (M)

Email : _____

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

.....

..... (Registered Address)