

12th July 2024

CONFIDENTIAL

Dear Sir/Madam,

Invitation for 'Expression of Interest' for Provision of Landscape and Grass Cutting Services

Brunei LNG Sdn Bhd (BLNG) is seeking Expression of Interest (EOI) from companies for Provision of Landscape and Grass Cutting Services.

Tender Scope:

The Contractor shall provide the following Scope of Work:

1. Grass cutting - grass cutting including weeding and spraying.
2. Horticulture work - carrying out agricultural practices, planting of new plants including replacing, conserving, and re-vegetating plants.
3. Maintenances work - trimming of plants and shrubs, watering plants, tree cutting including trimming and trunk removal.
4. Supply and delivery of red bricks, topsoil, fertilizers, and chemicals (herbicides/weedicides and insecticides) including transportation to Brunei LNG site as requested.
5. Provision of short-term hire of potted plants as and when requested by Brunei LNG.
6. Provide the necessary equipment and materials for work to be carried out (grass cutting backpack, battery operated grass cutting machine, tractor, chainsaw, gardening tools including transportation of personnel).
7. Landscaping work - as and when required by Brunei LNG.
8. Worksites may include but not limited to:
 - a) Company's Plant (within and outside restrictive areas, surroundings i.e. parking sites, all access roads to worksites)
 - b) Asset Rejuvenation Project (ARP) warehouse compound, Fire Fighting training ground
 - c) Onshore Compressor Plant (OCP) site
 - d) Badas Track
 - e) Propane Bottling Plant site

Local Business Development (LBD)

Brunei Shell Joint Venture (BSJV) Companies' LBD requirements are in line with the LBD Directives as issued by the Energy and Industry Department. This tender falls under the BASIC quadrant of the LBD Framework.

- Eoi is open to Bumiputra 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: Q4 2024
- Contract Duration: 3 years + 1 year extension

Registration of Vendor in SMART by GEP System

- Kindly ensure that your company is already registered under Facilities Management – Estate Maintenance Work Category by 16th August 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 SMARTbyGEP.
- Acceptance of your company registration shall be in compliance with 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: n-a.suliman@bruneilng.bn with the subject header “EOI – Provision of Landscape, Horticulture, Gardening and Grass Cutting Services – [COMPANY NAME]”.

Kindly fill in the questionnaire attached herein (APPENDIX 2) and indicate your acceptance by submitting the questionnaire no later than **31st July 2024** via the EOI page in the [ICV Portal](#).

PLEASE BE REMINDED THAT ANY REPLY RECEIVED LATER THAN THE SPECIFIED DATE AND TIME MAY 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 the response made by the VENDOR. 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 Contract Services

APPENDIX 1 - EXPRESSION OF INTEREST FOR PROVISION OF LANDSCAPE AND GRASS CUTTING 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 National Retirement Scheme (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 'D' provided below)		
4	Please confirm if your company has any effective BSJV contracts outside of 'Basic' Quadrant?		

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 Directors		
3	Copy of Akuan Kerakyatan / Surat Kerakyatan		
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		

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' and 'Local'

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)

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 details of directors as per Form-X of your Company in the table below:

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

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

Full Name	Position in the 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)

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)

APPENDIX 2

Pre-Qualification Questionnaire for Provision of Landscape and Grass Cutting Services

	Yes	No	Remarks: If yes, please provide summary of your previous project(s) / experience(s).
Business Capability			
Does your company have any experience in carrying out the following Scope?			
• Landscape			
• Tree Cutting			
• Gardening			
• Grass Cutting			
Does your company have any previous contract of similar scope with BSJV?			
Does your company have any previous contract of similar scope with any other companies (non-BSJV)?			
Does your company have the capability and resources to provide the Scope? i.e., grass cutter, gardener, etc.			