

19 March 2025

Dear Sir/Madam,

Invitation for ‘Expressions of Interest for Provision of Project Control Services’.

Brunei Shell Petroleum Co. Sdn Bhd (BSP) is seeking Expressions of Interest (Eoi) for Provision of Project Control Services.

Scope Information

The Provision of Project Control Services scope will focus on providing project control services and Quantity Survey across BSP facilities, that involves Projects & Maintenance organisations. The parameters of scope shall include but are not limited to establish, assure, analyze, forecast, report and communicate project schedule and cost against realistic targets and provide the project team with the decision tool to assist in meeting the project targets.

The Contractor will follow the Company procedures and guidelines (e.g. BSP-12) in the execution of tasks and responsibilities, each work package may contribute to one or a combination of Project Management, Execution, Cost Review, Monitoring and Control activities including and not limited to:

Project Control Services:

- Support in verification of invoices and claims.
- Setting up and maintaining Project Control (Schedule, Cost and Risk) in accordance to Company requirements and procedures.
- Conduct Procurement / Service market analysis / review/ benchmarking of cost and schedule
- Develop independent and Company Cost Studies, Project Benchmark and Value Improvement assessments.
- Carrying out and facilitating risk analyses.
- Preparation of Bill of Quantities/Schedule of Rates and Preambles, as required;
- Cost Estimating.
Planning.

Quantity Survey Services:

- Support in verification of invoices and claims.
- Review and verify Service Entry inline with project/maintenance contract and liaise with BSP Commercial Lead/ Project Engineer/ Maintenance Lead.
- Analysis and reporting of cost avoidance.
- Measuring and valuing the work done on site.



شريكت ميٲف بروني شيل سنڊيرين 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

- Regularly visiting construction sites to assess progress, identify potential issues, and ensure compliance with project specifications. Preparation of Bill of Quantities/Schedule of Rates and Preambles, as required.
- Cost Estimation & Control.
- Must be a registered company under Brunei Darussalam Board of Architects, Professional Engineeris and Quantity Surveyors (BAPEQS).

BSP requires interested parties to **submit** the information in the Attachment :

- Attachment 1 – Instructions and Questionnaire.

Your answers will be used by BSP to gather information on the market availability to provide BSP with this Scope for future references.

Local Business Development (LBD)

Brunei Shell Joint Venture (BSJV) Companies' LBD requirements are in line with the LBD Directives as issued by the Department Energy.

- This EoI is open for Local Companies only,
- The company must be private limited company i.e 'Sdn.Bhd' or be willing to convert from a sole proprietorship/partnership to a 'Sdn Bhd'.
- The owners of the company must actively participate in its management and day to day running of the business,
- Recruitment and development of suitably qualified Bruneian staff, including graduates will be part of Tender / Contract.

Registration of Vendor in SMART system

- Kindly register your company under **Work Category Quantity Survey.**
- 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 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: morlaila.mornie@bsp-shell.bn

Business Integrity Hotline:

LAPOR: +673 337 7600

Shell Global Helpline: 800-1111 then 800-961-4117

Anti Corruption Bureau: +673 238 2395 or +673 872 1002



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Kindly fill in the questionnaire attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **27 March, 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. 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 and on behalf of **BRUNEI SHELL PETROLEUM COMPANY SENDIRIAN BERHAD**

Morlaja Mornie

Supply Chain Executive SCM/313



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APPENDIX 1

EXPRESSION OF INTEREST FORM 1

Email to : morlaila.mornie@bsp-shell.bn

Your reference: Expression of Interest Provision of Project Control Services

Date:

Company Name	
Contact Person Name	
Position held	
Signature	
Date	
Address	
Phone number	
Email address for telecon/contact	

Business Integrity Hotline:

LAPOR: +673 337 7600

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**EXPRESSIONS OF INTEREST FOR:
Provision of Project Control Services
Attachment 1 – Questionnaire**

**ATTACHMENT 1
INSTRUCTIONS and QUESTIONNAIRE**

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A. Objectives

1. PURPOSE OF THIS EXPRESSION OF INTEREST

Brunei Shell Petroleum Company Sdn Bhd (BSP or “COMPANY”) is issuing this Expression of Interest (EOI) specifically to gather market intel on the availability, interests and capability of Contractors to provide this services to BSP. The outcome of this EOI will be used by BSP to formulate its strategy in provision of such services. There may or may not be any further communications to Contractors with regards to this EOI.

2. CONFIDENTIALITY OF PROPOSALS

COMPANY will undertake to keep the documentation submitted by CONTRACTORS confidential. Submitted documentation will be reviewed by personnel and/or representatives of COMPANY.

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B. Requirements

1. LOCAL BUSINESS DEVELOPMENT (LBD) DIRECTIVES

- a) This EOI is open for **Local Companies**.

Please refer to: <https://www.bsp.com.bn/main/icv/doing-business-with-bsjv/local-business-development> for definition of Local Companies.

- b) CONTRACTOR's attention is drawn to the Directives on Local Business Development as issued by the Department of Energy, Brunei Darussalam. The directives are published here:

<https://www.energy.gov.bn/SitePages/index.aspx>

- c) Emphasis is also to be made on the target parameters in the LBD contract as stipulated in the LBD Framework in LBD Directives 2. Such parameters are % local employment, % local content and % management, active demonstration of owner in managing the Company and maximum utilisation of local subcontractors.

2. PREPARATION OF SUBMISSIONS

- a) CONTRACTORS are required to complete all elements of the Company Provided Documents, which along with any annotations on accompanying material must be in the English Language.
- b) CONTRACTORS are to bear responsibility for and pay all costs and expenses and other charges incurred in preparing their Submission.

3. CONSIDERATION

- a) Due to the intent of this EOI is to gather market intel only, COMPANY will not be in a position to provide a de-brief session to each CONTRACTOR.

4. CLOSING DATE

The Closing Date and Time for receipt of Submissions is **27 March 2025**.

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C. Questionnaires

1. Are you interested to provide services for the following scope:

Please tick in the box where applicable.

a. Quantity Surveyors only, OR

☐
☐

b. Project Control only, OR

☐

c. Both Quantity Surveyors and Project Control Services.

2. Are you currently providing any of the above services? **Yes** ☐ or **No** ☐

Please fill in the table in question 5 below if answering “Yes” in Question 2.

3. COMPANY INFORMATION

Name of Local Bruneian Company:

Local Bruneian Company Registration number and date:

ORGANISATION PARTICULARS

a) EMPLOYMENT DETAILS

Current Local Company employment details:

Table 1.

	As of January 2025		
	Local	Non-Local	% Local
Management			
Supervisory			
Skilled			
Un-skilled			
Admins & Accounts			
Total (number)			

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b) ORGANISATION CHART

To submit the existing Company organisation chart.

c) OWNERSHIP INFORMATION

Local Bruneian Company ownership details to be provided in the table below.

Table 2.

No.	Company Name	Details of ownership (State Full Name, IC No. & Colour, Nationalities, Position)	Ownership %	Actively Managing Company's Operation (Yes/No)	Names of Authorised Signatories, IC No. & Colour	Names of Director , IC No. & Colour	Please state Ex-BSJV staff (if any) (Yes/No) (State name, IC No., year of resignation, last position in BSJV)
<i>E.g.</i>	<i>XYZ Sdn Bhd</i>	<i>Director</i> <i>Name: Ali bin Abu</i> <i>IC No. 00-000000 (Yellow)</i> <i>Bruneian</i> <i>Position: Managing Director</i>	<i>100%</i>	<i>Yes</i>	<i>Name: Dayang Siti Aminah</i> <i>binti Haji Abdullah (IC No. 01-123456 (Yellow)</i>	<i>Name: Dayang Siti Aminah</i> <i>binti Haji Abdullah (IC No. 01-123456 (Yellow)</i>	<i>Name: Ali bin Abu</i> <i>IC No. 00-000000 (Yellow)</i> <i>Last Position: HSSE Manager in 2010</i>
1.							
2.							

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d) AUTHORISED SIGNATORIES

Provide attachment of the letter from the Bank on the account information including the names of the Authorised Signatories for the Bank account of the Local Bruneian Company.

e) Is the Local Company holding an existing contract with Brunei Shell Joint Venture (BSJV)?

Yes ☐ or **No** ☐

If “Yes”, please provide information on which Contracts?

f) Please provide following copies of :

- i. Identification Card (IC) of Owners
- ii. Register of Company (ROC) 16/17 certificate
- iii. Form X and Shareholders certificates
- iv. BAPEQS Certificate (applicable for Quantity Survey Service)

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4. Please complete this section by ticking **Yes** or **No**:

Table 3.

		Yes	No
1	Are you willing to comply with all applicable laws, regulations and Directives of Brunei Darussalam, including SPK requirements and LBD Directives?		
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 2 above.		
3	If your Company is Sole proprietor/Partnership, are you willing to register your company under Sdn.Bhd, should you be awarded this EOI scope?		
4	Is your company currently registered under BAPEQ? If "No" , Do you have plans to register to BAPEQS?		
5	Have you or any of your key personnel worked for Brunei Shell Joint Venture (BSJV) Companies? If 'Yes' Kindly provide details in Table 4 provided below		

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

Table 4.

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

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5..GENERAL EXPERIENCE

You are requested to provide details of similar work performed previously or presently being undertaken. Relevant examples may be drawn from specific support on Project Control and/or Quantity Survey aspects including market solutions and any other relevant experience in Brunei related to oil & gas industry and others. Where the contract awarded was a subcontract or proportion of a larger project, then the relationship and scope of the work performed by the Participant must be clearly defined.

Table 5.

Name of Project	Description of Work	Role (Main contractor/ as subcontractor)	Value (BND)	Year	Name of Client (Contract Details)	Name of Subcontractors & their Scope (if any)
Please use the lines below to indicate your experience in Brunei/ Overseas						