

22nd November 2021

Dear Sir/Madam,

Invitation for 'Expressions of Interest' for PROVISION OF CANTEEN AND KIOSK SERVICES AT BSP FACILITIES

Brunei Shell Petroleum Co. Sdn Bhd is seeking Expressions of Interest (Eoi) from companies for the **PROVISION OF CANTEEN AND KIOSK SERVICES AT BSP FACILITIES**.

Tender Scope:

The provision of Personnel, Materials and Equipment for a modern, Halal, standard quality Canteen, Kiosk, Vending Machine(s) offering (but not limited to) hot foods, snacks, sandwiches and beverages with different concept of approaches (e.g. grab & go, healthy food corner, etc.) at designated location(s) provided by BSP.

Local Business Development (LBD)

Brunei Shell Joint Venture (BSJV) Companies' LBD requirements are in line with the LBD Directives as issued by the Ministry of Energy (ME). This scope falls under the **Basic** Quadrant of the LBD Framework.

- Eoi is open for **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.
- Development of local capabilities through active participation by local company,
- To increase spend in country either through full or co-ownership of capital assets between the local partners/joint ventures and increased sub-contracting to other smaller local companies.

Tender/Contract Schedule

- Planned Tender Date : February 2022
- Contract Duration : 3 years with 1-year extension option

Registration of Vendor in SMART system

- Kindly register your company under **CANTEEN SERVICES** by **7th December 2021**.
- 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



شريكت ميپت 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

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: siti-azzahra.hanafi@bsp-shell.bn

Kindly fill in the questionnaire attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **7th December 2021** via the LBD portal: <https://www.bsp.com.bn/main/icv/> REPLY NOT RECEIVED BY THE SPECIFIED DATE WILL NOT BE ACCEPTED.

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**

Siti Azzahra Hanafi
SCE, Facility Management Hydrocarbon Areas

EXPRESSIONS OF INTEREST FOR PROVISION OF CANTEEN AND KIOSK SERVICES AT BSP FACILITIES

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 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 BSJV Companies? (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	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)		



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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 _____, 2021

Name : _____

Position Held : _____

Contact No. : _____ (O)

: _____ (M)

Email : _____

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

.....

..... (Registered Address)



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Appendix 1

Participants to give indication by giving a tick (✓) on each of the option which services they are interested in and able to provide at designated location(s) provided by BSP. This includes the provision of personnel, equipment, materials and vehicles and any other provisions that is required to achieve the optimum quality of service.

No.	Options	Yes	No
1.	Canteen services		
2.	Kiosk services		
3.	Vending Machines		