

22<sup>nd</sup> November 2021

Dear Sir/Madam,

**Invitation for 'Expressions of Interest' for CAFÉ/FRANCHISE SERVICES AT BSJV FACILITIES**

Brunei Shell Petroleum Co. Sdn Bhd and Brunei LNG Sdn Bhd is seeking Expressions of Interest (Eoi) from companies for the **CAFÉ/FRANCHISE SERVICES AT BSJV FACILITIES**.

**Tender Scope:**

The CONTRACTOR shall provide provision of personnel, material and equipment for the operation of Café Services at BSP Facilities. The scope shall include but not limited to provide fresh and light meals, hot and cold drinks. The food ranges from deli style to subs to other kinds of sandwiches.

Café provider shall design and construct at its own cost a “plug-and-go” concept café with its own characteristic at designated location(s) provided by BSP, with your own:

- a. Kitchen equipment and appliances;
- b. Kitchen utensils and accessories;
- c. Table wares i.e. plates, bowl, server wares, cutleries, etc.;
- d. Basic furniture i.e. tables and chairs;

No live cooking shall be allowed at BSP provided facilities.

**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 **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.
- 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 **CAFÉ/FRANCHISE SERVICES** by **7<sup>th</sup> 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

For any SMART registration-related queries, kindly email to: [BSP-SCM13-Vendor-Registration@bsp-shell.bn](mailto: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](mailto:siti-azzahra.hanafi@bsp-shell.bn) / [n-a.suliman@bruneilng.bn](mailto:n-a.suliman@bruneilng.bn)

Kindly fill in the questionnaire attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **7<sup>th</sup> 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 CAFÉ/FRANCHISE SERVICES AT BSJV 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 <sup>1</sup>

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)

<sup>1</sup> 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 other authorised signatories of your company in the table below:

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

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

Full Name	I/C Number	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 documentation (where applicable) including any revision made:

		Yes	No
1	Coloured copy of all owner's Brunei Darussalam Identity Card (I/C)		
2	Copy of Akuan Kerakyatan / Surat Kerakyatan		
3	Authorised Signatories Letter from the Bank		
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		



شريك ميپف 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

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 \_\_\_\_\_, 2021

Name : \_\_\_\_\_

Position Held : \_\_\_\_\_

Contact No. : \_\_\_\_\_ (O)

: \_\_\_\_\_ (M)

Email : \_\_\_\_\_

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

.....

..... (Registered Address)