

## 'EXPRESSION OF INTEREST'

25<sup>th</sup> May 2026

Dear Sir/Madam,

### Invitation for 'Expressions of Interest' for Provision of Manpower and Equipment services.

Brunei Shell Marketing Co Sdn Bhd (BSM) is seeking Expressions of Interest (EOI) from experienced and qualified service providers to partner with us in the Provision of Manpower and Equipment services (semi-skilled and unskilled).

We intend to engage a capable service provider to supply manpower resources to support the Company's day-to-day operations across both technical and non-technical functions, as well as supply of relevant equipment for warehousing operations.

#### Scope of Work

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

1. Provision of Semi-skilled manpower to support the following departments:
  - Finance
  - HSSE
  - Commercial and Marketing
  - Contract and procurement
  - Operations terminals and warehousing
  - Engineering
  - Projects
2. Provision of unskilled manpower to support general services
3. Provision of forklift services, inclusive of qualified drivers and operators
4. Supply of relevant equipment to support warehousing operations

Contractors who are interested are requested to submit the following as part of the EOI:

- A copy of the company's profile detailing experience in manpower services and warehousing services.
- Details of the proposed work the company can offer to BSM.
- If there are more than one proposal, please kindly segregate them accordingly.

#### 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 (DoE). This scope falls under the **Basic** Quadrant of the LBD Framework.

- Eoi is open for **Bumiputra and local** companies only.
- The owners of the company must actively participate in its management and day-to-day running of the business.

#### EOI Submission Deadline

Please submit your expression of interest by Wednesday, 3<sup>rd</sup> June 2026. Submissions should be emailed to bsm-tender-box@bsm-shell.bn with the subject line: "EOI for **Provision of Manpower and Equipment services** – [COMPANY NAME]"



12<sup>th</sup> Floor, PGGMB Building  
Jalan Kianggeh, Bandar Seri Begawan  
P.O. Box 385, Bandar Seri Begawan BS8670  
Negara Brunei Darussalam

Tel: 673-2244739 / 2240467  
Fax: 673-2240470  
Email: bsm@shell.com  
Website: www.bsm.com.bn

### **Tender/Contract Schedule**

Planned tender date: - Q3 2026

### **Registration of Vendor in SMART By GEP system**

- Kindly register your company under MANPOWER by **Thursday, 19<sup>th</sup> June 2026**.
- 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 comply 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).

For any EOI related queries, kindly email: [M.mohammadmaznilati2@bsm-shell.bn](mailto:M.mohammadmaznilati2@bsm-shell.bn) with the subject header "EOI – **Provision of Manpower and Equipment services** – [COMPANY NAME]".

Kindly fill in the questionnaire attached herein (Appendix 1) and indicate your acceptance by ticking (✓) in the respective boxes no later than (closing of the EOI).

### **EOI Questionnaires**

In relation to expressing your interest, you are to submit proposals as per attached EOI questions. This shall assist BSM in making assessment of your competency, capability and capacity (either with or without technical support) to successfully execute the scope. Kindly respond to the questions attached here in Appendix 2.

This Expression of Interest shall not be deemed to be an invitation to tender. BSM shall have the right and sole discretion to reject any part, or all the response made by the Contractor. BSM 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 with this shall be borne in its entirety by the interested parties.

### **Submission requirements**

Interested vendors are invited to submit their expression of interest, including the following:

- EOI Questionnaire (as appendix 1) to be included in the proposal.
- Company profile, including relevant experience and expertise in Manpower Services

Yours faithfully,  
For **BRUNEI SHELL MARKETING COMPANY SENDIRIAN BERHAD**  
**Mazidah Latiff**  
Supply Chain Executive

**APPENDIX 1: EXPRESSIONS OF INTEREST FOR PROVISION OF MANPOWER AND EQUIPMENT SERVICES**

1. Please list down the details of all owners of your company:

Full Name	I/C Number and/or Sijil Kerakyatan (SK) /Akuan Kerakyatan (AK)	I/C Colour	Rakyat Jati/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 Skim Persaraan Kebangsaan (SPK)?		
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)		

a) Kindly provide owner details in the table below:

Full Name	% of Shares	Actively Managing Company's Operation (Y/N)	Position	Availability of Corporate Bank Account (Y/N)	Authorised Signatories (Y/N)

<sup>1</sup> Rakyat Jati – 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'  
Authorised Signatories – any individual with financial authority to the Company's corporate bank account.



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b) Please provide details of all authorised signatories of your company in the table below:

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

c) Please provide details of all directors as per Form X of your company in the table below:

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

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

Full Name	Position in Tenderer's Company	Involvement in Existing EOI/Tender Tender Preparation; Contract Execution; etc)	Year Left BSJV Company	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		

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 \_\_\_\_\_, 2026

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

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

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

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

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

Duly authorised to sign EOIs for and on behalf of:

.....

..... (Registered Address)

**Request for Information for Provision of Manpower and Equipment services**

Brunei Shell Marketing Company Sdn Bhd (BSM) is seeking Request for Information (RFI) for Manpower and Equipment services

1. What services do you currently provide and how long have you been providing these services?
2. From the scope of work or services indicated in the EOI, which services can you already provide?
3. Which services from the EOI's scope of work given are you interested in providing? (it can also be a service(s) you currently don't have or proposed)
4. Do you have any current / past contract in providing all / any of the EOI's scope of work? If yes, please state the contract name and the duration & period or as per below.

Contract awarded (title and summary of work)	Name of customer	Contract Value (estimate)	Date awarded and duration of contract

5. From the list of services indicated in the EOI, what portion of the scope would you need to be provided by others? e.g. Sub-contractor. Will the sub-contractor scope be provided by a local or non-local vendor? If it is from non-local, please provide the reason e.g. cheaper cost, unavailability of local companies, etc.
6. Please provide your current organizational structures and the number of employees currently working under your company.
7. How many staff are being trained for the indicated EOI and kindly share details of training and certifications?
8. Can you share the resource structure for you to manage the indicated EOI from a small to medium cooperation?

*Disclaimer: This RFI is non-committal and should not be used as any confirmation. All the information here is confidential and should not be shared with other parties.*