



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

19th March 2025

Dear Sir/Madam,

Invitation for 'Expressions of Interest' for PROVISION OF CLEANING SERVICES

Brunei Shell Petroleum Co. Sdn Bhd (COMPANY) is seeking Expressions of Interest (Eoi) from companies for the **PROVISION OF CLEANING SERVICES**.

Tender Scope:

- I. To provide all the supervision, personnel, rations, consumables, materials, equipment and other facilities deemed necessary to execute office support services for COMPANY Hydrocarbon Facilities. The work shall include but not limited to the following :

i. Internal cleaning

- a. General Cleaning
 - a) Dusting: Desks, furniture, shelves, light fixtures, and other office equipment.
 - b) Trash Removal: Emptying waste and recycling bins throughout the office.
 - c) Vacuuming: Carpeted areas, rugs, and mats.
 - d) Sweeping and Mopping: Hard floors in common areas, pantries, restrooms, and hallways.
 - e) Lighting Fixtures: Cleaning any lights and any decorative lighting.
- b. Restroom Cleaning
 - a) Disinfection: Toilets, sinks, faucets, and countertops.
 - b) Restocking: Toilet paper, hand soap, paper towels, and other necessary supplies.
 - c) Floor Cleaning: Sweeping, mopping, and sanitizing floors.
 - d) Mirrors and Fixtures: Cleaning and polishing mirrors and metal and/or non-metal fixtures.
- c. Pantry/Breakroom Cleaning
 - a) Countertops: Wiping down and disinfecting.
 - b) Appliances: Cleaning exterior surfaces of Cuckoo machines, microwaves, refrigerators, coffee machines, and dishwashers.
 - c) Sink and Dishwasher: Cleaning and sanitizing sink, draining boards, and dishwashing areas.
 - d) Trash and Recycling: Emptying bins, cleaning bins if needed.
- d. Workspace Cleaning
 - a) Desks: Wiping down and sanitizing desks, chairs, and workstations.
 - b) Electronics: Light cleaning of computers, keyboards, phones, and other office equipment.
 - c) Windows and Glass Surfaces: Cleaning both interior and exterior glass surfaces, including windows, glass doors, and partitions.
- e. High-touch Surfaces Disinfection
 - a) Doors and Handles: Disinfecting all door handles, light switches, and elevator buttons.
 - b) Shared Equipment: Disinfecting copiers, fax machines, and other frequently used equipment.

ii. External cleaning

Note: For cleaning at height, it shall be not more than 1.8m above ground level without any safety equipment/material

- a. Facade Cleaning
 - a) Windows: Washing both interior and exterior windows, including frames and sills. This may involve using specialized equipment for high-rise buildings.
 - b) Walls: Cleaning the external walls of the building, removing dirt, dust, cobwebs, and stains. This might include pressure washing or using gentle cleaning methods for more delicate surfaces.
 - c) Glass Surfaces: Cleaning glass facades or any glass panels on the exterior of the building.
- b. Entrance and Doorways
 - a) Entrance Doors: Cleaning and polishing exterior doors (especially glass or metal doors), including wiping down handles and frames.
 - b) Entrance floors and stairs: Sweeping and Mopping
- c. Parking Lot and Surrounding Area
 - a) Sweeping and Power Washing: Sweeping and washing the parking lot, sidewalks, and driveways. This may include removing debris, trash, or gum.
 - b) Litter Removal: Collecting litter, garbage, and recyclables from the parking lot and surrounding areas.
- d. Signs and Branding
 - a) Exterior Signs: Cleaning and maintaining exterior signage, including company logos, banners, and outdoor advertisements.
 - b) Lighting Fixtures: Cleaning exterior lights, including lamps, security lights, and any decorative lighting.
- e. Exterior Furniture
 - a) Cleaning Outdoor Furniture: Wiping down and sanitizing outdoor seating, tables, benches, and any other furniture in the vicinity of the building.
- f. Drainage and Stormwater Systems
 - a) Clearing Drains: Ensuring exterior drains are clear of debris and functioning properly to prevent flooding.
- g. Safety Checks
 - a) Slip Hazards: Ensuring that walkways, entrances, and parking lots are free of hazards like ice, leaves, or debris that may cause slips or falls.
- h. Power Washing
 - a) Surfaces: Using power washing to clean exterior surfaces like sidewalks, parking areas, or building walls to remove stubborn dirt, stains, and mold.
 - b) This external cleaning scope should be adapted to the needs of the building, the surrounding environment, and any particular maintenance or seasonal requirements.

iii. Supply of tea and coffee rations and consumable

II. The scope includes any COMPANY offices, including but not limited to training rooms, meeting rooms, walkways, huddle room, phone booths, printing rooms, prayer rooms, surau, break out areas and stores, ensuring always that are kept in the state of cleanliness at all times.

- List of COMPANY offices:
 1. BSP HQ & NDCO
 2. Anduki Aviation Department (LDA)



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3. Industrial Gas Terminal Lumut (IGT)
4. VSL
5. G17 (Coreshed Seria)
6. Bayan – (KB)
7. F18 Keluang
8. OPC (STL/22)
9. Marine Construction Yard (MCY)
10. Kenawai – (Seria)
11. Seria Crude Oil Terminal (SCOT)
12. Water Treatment Plant (WTP)
13. Refinery Seria (ROS)
14. STL Muara
15. Tungku Gas Plant (TGP)
16. STL NIA (Seria)
17. TANK GROUP – RASAU, NGCP, DCCO
18. Logistic Delivery Marine, BSP 3 Terminal, Workshop
19. STL KB (Raja Udang)

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 **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.

Tender/Contract Schedule

- Planned Tender Date: Q2 2025
- Contract Duration: 3 years

Registration of Vendor in SMART system

- Kindly register your company under **TEA/COFFEE AND OFFICE CLEANING/MESSENGERS/HELPERS SERVICES** by **9th April 2025**.
- 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.



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For any Eol related queries, kindly email: siaw-ling.cheong@bsp-shell.bn

Kindly fill in the Eol questionnaire and Appendix A attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **9th April 2025** via the [BSP ICV Website](#). Any missing information may prevent vendor from being invited to the tender.

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 vendor. **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**

Ling

Cheong Siaw Ling
SCE, Facilities Management



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EXPRESSIONS OF INTEREST FOR PROVISION OF CLEANING 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 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 Skim Persaraan Kebangsaan (SPK) for Brunei Locals?		
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 BSVJ Companies in the last 2 years? (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	Availability of Corporate Bank Account (Y/N)	Authorised Signatories (Y/N)

¹ 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 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 (i.e. Tender Preparation; Contract Execution; etc)	Year Left BSJV Company	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 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		



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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 _____, 2025

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 A

1. Please confirm if your company has any effective BSJV contract(s)? If yes, kindly list down below:

No.	Contract No.	Contract Title	Expiry Date

2. Please provide the following information:

No.	Description	Vendor's Response
1.	<p><u>Experience in Cleaning Services and Supply of rations & consumables over the past 10 years or presently offering for buildings and complexes accommodating more than 500 occupants:</u></p> <p>a) Name of Client: Please list the clients you have worked with</p> <p>b) Scope of Work: Describe the cleaning services provided, including any specific tasks or areas covered.</p> <p>c) Location: Indicate the locations where these services were rendered.</p> <p>d) Number of Personnel: Provide the number of staff involved in the cleaning operations at each location.</p>	
2.	<p><u>Accreditations and Certifications:</u> Please provide a list of any accreditations or certifications your Company holds, along with the supporting document.</p>	
3.	<p><u>Scheduling Tools:</u> Do you use any scheduling or management tools for coordinating your cleaning services or/and for the supply of rations & consumables? If so, please specify the tool(s) used.</p>	