



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

31st May 2023

Dear Sir/Madam,

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

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

COMPANY is seeking for vendors that have an existing cafe facility to participate in this Eoi.

Tender Scope:

The provision of personnel, materials and equipment for an upmarket, modern and halal cafe services that provides light meals, drinks, brewed coffee with trained baristas at designated location(s) provided by the COMPANY.

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 **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.

Tender/Contract Schedule

- Planned Tender Date: Q3 2023
- Contract Duration: 3 years with 1 year extension option

Registration of Vendor in SMART system

- Kindly register your company under **CAFÉ/FRANCHISE SERVICES** by **09th June 2023**.
- 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.

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



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Kindly fill in the EoI questionnaire and Appendix A attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **09th June 2023** via the [BSP ICV Website](#). Any missing information shall be deemed as incomplete submission and shall not be 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 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**

Cheong Siaw Ling
SCE, Facilities Management



شریکت میپف برونی شیل سنڈیرین برحد

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EXPRESSIONS OF INTEREST FOR PROVISION OF CAFE 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 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 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 Eol/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 , 2023

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 Sample	Vendor's Response
1.	Do you have any <u>existing</u> café facility? If yes, please answer the following subsequent questions (a-c) below.	Yes/No	
(a)	No. of year(s) of establishment of your existing facility.	Established since Year 2000 (23 years). Started operating café services in 2012.	
(b)	Location of your current existing facility i.e. address	ABC Cafe in Kg Sg Liang	
(c)	Please indicate the types of food and beverage(s) your company is currently offering in your cafe.	Food: 1. Chicken Pie 2. Chocolate Croissant 3. Breakfast menu / Salad / Light meal Beverage: 1. Iced Latte 2. Hot Cappucino	