



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

11 September 2024

Dear Sir/Madam,

Invitation for 'Expressions of Interest (EOI) and Request for Information (RFI)' for Provision of Estate Maintenance Services

Brunei Shell Petroleum Co. Sdn Bhd (BSP) is seeking Expressions of Interest (Eoi) and Request for Information from companies for **Provision of Estate Maintenance Services**.

1. Tender Scope:

The scope of work includes routine and non-routine estate maintenance services and shall include but not limited to, the provision of personnel, equipment, materials, consumables, and logistics, including necessary vehicles for access such as, but not limited to, cherry picker/skymaster and grass cutting tractor to carry out the following tasks:

- a) Grass cutting, ditch cleaning and herbicide spraying at BSP's residential and industrial areas.
- b) Tree cutting, trimming, and fallen trees removal at BSP's residential and industrial areas and this shall include waste disposal at approved dumpsite.
- c) Landscape and gardening services including new or upgrading the existing landscape and maintenance.

2. EOI/RFI Requirement

This EOI/RFI is open to all Bumiputra companies with the following criteria:

A) Experience

- (i) Minimum of 3 years proven experience in the above-mentioned estate maintenance work.
- (ii) Experience must include work in both industrial/commercial and residential settings.
- (iii) Preferably company with experience in the oil and gas industry.

B) Company structure

Preferably with an existing workforce of at least 60 employees, excluding management and administrative staff for the above-mentioned estate maintenance work.

C) Health, Safety, Security and Environment (HSSE)

Preferably with HSE Management System in place or an equivalent system that demonstrates a commitment to health, safety, and environmental standards or any documentation of HSSE policies, procedures, and records of safety performance.

D) Equipment, vehicles and tools

Preferably company with existing tools, equipment, vehicles to execute the above-mentioned scope.



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3. 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 **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;

Registration of Vendor in SMART system

- Kindly register your company under **Estate Maintenance** by 28th September 2024
- 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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Instructions on EOI

For any Eoi related queries, kindly email: a.hajisijom@bsp-shell.bn with the subject header "**EOI for Provision of Estate Maintenance Services – (Company's Name)**".

Kindly fill in the questionnaire attached herein and indicate your acceptance by submitting the questionnaire no later than **28th September 2024 at 0900 hours (Brunei time)** via the [BSP ICV Website](#).

Please be reminded that any response received later than the specified date and time may 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.

We are looking forward to reviewing your response and interest in supporting BSP's work. In the meantime, BSP reserves all rights, including but not limited to changes to scope, timing, and selection process.

Yours faithfully,

For **BRUNEI SHELL PETROLEUM COMPANY SENDIRIAN BERHAD**

Ayatul Sijom

Supply Chain Executive, Facilities Management Team



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APPENDIX A – SCOPE OF WORK

Below is the potential scope of work under Provision of Estate Maintenance Services.

Scope of work	Details
Routine grass cutting, ditch cleaning and herbicide spraying.	<ul style="list-style-type: none"> Grass cutting (include bush clearing/ trimming), ditch cleaning including clearing/ cleaning/ unblocking culvert and herbicide spraying at residential and industrial locations based on indicated frequency. Indicative area may cover from Rasau to STL Muara (Hydrocarbon and non-hydrocarbon areas).
Routine tree cutting/ trimming.	<ul style="list-style-type: none"> Preventive maintenance may include but not limited to station i.e.; electrical/ sewer pump, street lighting, cycle path, pipeline corridor etc.
Non routine works	<ul style="list-style-type: none"> These are the works that are not listed under routine scope and set frequency such as but not limited to fallen trees, bush clearing for access to pipeline corridor/ tracker etc. This shall include waste disposal to approved dumpsite.
Landscape and gardening.	<ul style="list-style-type: none"> Pre-landscape/ gardening set-up. Routine maintenance of the landscape/ garden. Nursery with variety of plant options.
Waste collection and disposal	<ul style="list-style-type: none"> Removal of any waste generated from the scope or site pre-and housekeeping.



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APPENDIX B – COMPANY AND LBD INFORMATION

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

Full Name	% Of Shares	I/C No. and Colour or Passport No.	Position in Company	Authorised Signatories (Yes/No)

2. Please complete this section by ticking YES or NO:

No	Particulars	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.		
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 'A' provided below)		

3. Please provide the following documentations including any revision made:

No.	Description	Yes	No
1	Bank Letter of Authorised Signatories		
2	Scanned Coloured Copy of I/C of Owners and Directors		
3	Copy of Akuan Kerakyatan or Surat Kerakyatan		
4	Business Name Act (Section 16)		
5	Certificate of Registration (Section 17)		
6	Certificate of Incorporation of Private Companies		
7	Share Certificate		
8	Memorandum of Association		
9	Article of Association		
10	Form X		
11	Notice of Change		



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A. 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

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

No.	Contract No.	Contract Title	Expiry Date



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APPENDIX C – CONTACT DETAILS

CONTACT DATA 1 (MAIN CONTACT)	
Prefix: (Mr/Ms/Mrs/Dr/Miss):	
First Name:	
Last Name (Surname):	
Position in the company:	
E-mail Address:	
Phone Number:	

CONTACT DATA 2 (ADDITIONAL CONTACT)	
Prefix: (Mr/Ms/Mrs/Dr/Miss):	
First Name:	
Last Name (Surname):	
Position in the company:	
E-mail Address:	
Phone Number:	



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APPENDIX D – EOI QUESTIONNAIRE

1. Please list your company's experience and the services you have provided, both currently and in the past:

No.	Project Description	Client name	Year and Duration	Project cost (BND\$)
1	<i>For example: Tree cutting for x project of m²/ number of trees etc.</i>	<i>Company xxx</i>	<i>2018 to date</i>	<i>20,000</i>
2				
3				

2. Company shall indicate its interest and ability to provide specific services by ticking the following scope. This includes the provision of personnel, equipment, materials, vehicle and any other resources required to achieve optimum quality of services.

No.	Scope	Yes	No
1	Routine grass cutting (include bush clearing/ trimming), ditch cleaning including clearing/ cleaning/ unblocking culvert and herbicide spraying at residential and industrial locations based on indicated frequency. Indicative area may cover from Rasau to STL Muara (Hydrocarbon and non-hydrocarbon areas).		
2	Routine tree cutting/ trimming: Preventive maintenance may include but not limited to station i.e.; electrical/ sewer pump, street lighting, cycle path, pipeline corridor etc.		
3	Non-routine works: These are the works that are not listed under routine scope and set frequency such as but not limited to fallen trees, bush clearing for access to pipeline corridor/ tracker etc. This shall include waste disposal to approved dumpsite.		
4	<ul style="list-style-type: none"> ▪ Pre-landscape/ gardening set-up. ▪ Routine maintenance of the landscape/ garden. 		



No.	Scope	Yes	No
5	Nursery with variety of plant options.		
6	Removal of any waste generated from the scope or site pre- and housekeeping for any routine and non-routine works listed here in item 1 – 4.		

3. If there are any, company shall provide a list of HSSE-related documents such as policies, standards, procedures, etc.

No	HSSE related documentations	Date last assessed
1	<i>e.g. Green banding/ IOGP/ HSE MS</i>	
2		
3		
4		

4. If there are any, list all safety performance records for the last 3-year. This may include any existing KPIs:

No	Description
1	<i>e.g. 1,000,000 manhours without LTI in August 2024.</i>
2	<i>e.g. 3 Life Saving Rules incidents from 2023 to 2024 – PPE non-compliance etc.</i>
3	
4	

5. Please kindly state whether your company has any waste management procedures related to the scope of work stated in this EOI.

E.g. All cut trees are sent to sawmill company or composting, repurposing etc.



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6. If there are any, company shall provide a list of accreditations, affiliations, or certifications acquired.

No	Accreditation, Affiliation or Accreditation	Date Acquired
1	<i>For example: ISO 9000, ISO 14001</i>	
2		
3		
4		

7. Please provide company structure with a clear indication of personnel (local/non-local), the number of personnel and any other trainings attended.

No	Role	Training	Date attended/ expiry date
1	<i>e.g. HSEO</i>	<i>NEBOSH</i>	<i>XXXX</i>
2	<i>e.g. Work site supervisor</i>	<i>IMIST</i>	<i>XXXX</i>

8. Company shall provide the following company details.

No	Description	Company Response
1	No. of Personnel including positions, indicate clearly locals/ non-locals	
2	Details of existing Company Facilities	<i>Office address:</i>
		<i>Staff accommodation address:</i>
		<i>Nursery address:</i>
		<i>Workshop/ warehouse address:</i>



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APPENDIX E – LIST OF EQUIPMENT, VEHICLES AND TOOLS

Kindly provide a list of any equipment, tools, and vehicles that are pertinent to the scope outlined in this document. It is crucial for the company to specify whether these resources are rented or owned.

Item	Grass cutting	Ditch cleaning	Herbicide spraying	Tree cutting/trimming	Landscape
Equipment model, year made, brand and name (rented/owned)	<i>E.g.</i> <i>1. 1234-XXX-Lawn mower (owned)</i> <i>2. 4567-XXX-Sit on mower (rented)</i>				
Vehicles model, year made, brand and name (rented/owned)	<i>E.g. XXXX-2021-Ford-Ranger (owned)</i>				
Tools name and specs. (rented/owned)	<i>E.g. Plastic rake (owned)</i>				



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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 _____, 2024
Name : _____
Position Held : _____
Contact No. : _____ (O)
: _____ (M)
Email : _____

Duly authorised to sign Eols for and on behalf of:

.....

..... (Registered Address)