

30 September 2022

Dear Sir/Madam,

**Invitation for 'Expressions of Interest (EOI)' for Provision of Document Scanning Services.**

Brunei LNG Sdn Bhd is seeking Expressions of Interest (Eoi) from companies for **Provision of Brunei LNG Document Scanning Services.**

**Tender Scope:**

The CONTRACTOR shall provide provision of personnel, vehicle, material and equipment for the moving, inventorying, design, scanning and destruction of BLNG's documents and drawings.

The scope of the contract covers services such as:

- Moving of documents from business areas to proposed site office (maximum distance 600 meters).
- Inventorying the documents by specific indexing.
- Reorganising the document filing based on assigned index reference
- To design virtual filing library and providing insights.
- Rental of heavy-duty scanning machine
- Rental of heavy-duty shredding machine
- Scanning and digitising of documents.
- Disposal of redundant documents.

**Local Business Development (LBD)**

Brunei Shell Joint Venture (BSJV) Companies' LBD requirements are in line with the LBD Directives as issued by the Energy and Industry Department. As part of the In-Country Value (ICV) initiative, this tender scope is open to I-Ushawan participants with the following criteria:

- Eoi is open to Bumiputra companies only;
- The owners of the company must be aged between 21 to 40 years;
- The owners of the company must actively participate in its management and day to day running of the business;
- This EOI is open to all companies that have had no prior contracts with any of the BSJV companies, Government or Government linked companies;
- Target for recruitment and development of suitably qualified Bruneian staff, including graduates will be part of Tender / Contract.

**Tender/Contract Schedule**

- Planned tender date: Q4 2022
- Contract Duration: 3 years + 1 year extension

**Registration of Vendor in SMART by GEP System**

- Kindly ensure that your company are already registered Digitalisation Work Category by **18 October 2022** with reference to the Eol title
- 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 SMARTbyGEP.
- 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).

For any EOI related queries, kindly email: [Aqillah.Samad@bruneiLNG.bn](mailto:Aqillah.Samad@bruneiLNG.bn) with the subject header "EOI – Brunei LNG Facilities Management Services – [COMPANY NAME]".

Kindly fill in the questionnaire attached herein (APPENDIX 2) and indicate your acceptance by submitting the questionnaire no later than **11 October 2022** via the [BLNG-EOI@BruneiLNG.bn](mailto:BLNG-EOI@BruneiLNG.bn)

PLEASE BE REMINDED THAT ANY REPLY 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. Brunei LNG Sdn Bhd shall have the right and sole discretion to reject any part or all the response made by the Contractor. Brunei LNG Sdn Bhd 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 LNG SENDIRIAN BERHAD

Cynthia Bunga  
CP Contracts Lead (CPS)

APPENDIX NO.1 – EXPRESSION OF INTEREST FORM

Expression of Interest for Provision of Brunei LNG Document Scanning Services

Date:

We confirm that:

We would like to participate in this EOI.

We understand that receipt of this form and the accompanying questionnaire does not constitute an agreement and intent to purchase products/services from our Company at a later date, nor a commitment from Brunei LNG to invite us for any prospective tender exercise. We understand that Brunei LNG may use the information provided by us in pre-selection of its bidlist(s). We understand that in the event Brunei LNG does not wish to pursue with a tender, we shall be due no compensation whatsoever.

|                     |  |
|---------------------|--|
| Company Name        |  |
| Contact Person Name |  |
| Position Held       |  |
| Signature           |  |
| Date                |  |
| Company Address     |  |
| Phone Number        |  |
| E-mail Address      |  |

**APPENDIX 2 - EXPRESSIONS OF INTEREST FOR PROVISION OF BRUNEI LNG DOCUMENT SCANNING SERVICES**

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

| Full Name | Rakyat Jati /Local/<br>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)  |     |    |

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 (AK) / Surat Kerakyatan (SK)              |     |    |
| 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   |     |    |

<sup>1</sup> Rakyat Jati – Brunei Citizens belonging to one of the indigenous groups 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'

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) |
|-----------|-------------|---|----------|------------------------------|
|           |             |   |          |                              |
|           |             |   |          |                              |
|           |             |   |          |                              |

B. Please provide Ex-BSJV details in the table below (if applicable):

| Full Name | 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) |
|-----------|--------------------------------|---|------------------------------------|--|
|           |                                |   |                                    |  |
|           |                                |   |                                    |  |
|           |                                |   |                                    |  |

C. Please provide details of the bank authorised signatories of your Company in the table below:

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

D. Please provide details of directors as per Form-X of your Company in the table below (only applicable for Local companies):

| Full Name | I/C Number | I/C Colour | Rakyat<br>Jati/Local/Non-Local | Position in the<br>Company |
|-----------|------------|------------|--------------------------------|----------------------------|
|           |            |            |                                |                            |
|           |            |            |                                |                            |
|           |            |            |                                |                            |

I, hereby, declare that my company of any affiliated companies have not been awarded a contract with BSJV, Government-linked companies or Government. I also confirm 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 \_\_\_\_\_, 2022

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

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

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

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

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

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

.....

..... (Registered Address)