

02 September 2022

Dear Sir/Madam,

Invitation for 'Expressions of Interest' for Videography and Photography Services for Brunei LNG

Brunei LNG Sdn Bhd is seeking Expressions of Interest (Eoi) from companies for **Videography and Photography Services for Brunei LNG**.

Tender Scope:

1. Create a photo and video database for Brunei LNG to be used in internal and external communications.
2. Supply a media team for coverage of events/activities – at least one photographer and one videographer.
3. Work closely with Communications Team to provide video and photo content for internal and external communications.
4. Create effective and meaningful photography and videography content to be delivered across every digital platform to connect Brunei LNG to its audience.
 - Including video strategy, storyboard suggestions, script creation, interviews, b-roll, voiceovers, producing the final story, music selection and video editing.
5. Contract to include all necessary photography and videography equipment (including for post editing and post-production)

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 System

- Kindly register your company under **Corporate Services, Media** by **31st October 2022**.
- 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 or phone at: 337-3305/4076.

For any EOI related queries, kindly email to: n-a.suliman@bruneilng.bn with the subject header "EOI – Videography and Photography – [COMPANY NAME]".

Kindly fill in the questionnaire attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **11th October 2022** via the Eoi page in the [ICV Portal](#).

PLEASE BE REMINDED THAT ANY REPLY RECEIVED LATER THAN THE SPECIFIED DATE AND TIME WILL 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 of 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

EXPRESSIONS OF INTEREST FOR VIDEOGRAPHY AND PHOTOGRAPHY SERVICES FOR BRUNEI LNG

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

Full Name	I/C Number and/or Sijil Kerakyatan /Akuan Kerakyatan	I/C Colour	Bumiputra/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? (If 'YES' Kindly provide details in table 'C' provided below)		

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)

¹ Bumiputra – 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' or 'Local'

B. Please provide details of the bank authorised signatories of your company in the table below

Full Name	I/C Number	I/C Colour	Bumiputra/Local/ Non-Local	Position in the Company

C. Please provide Ex-BSJV details in the table below:

Full Name	I/C Number (Colour)	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)

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 Sijil Kerakyatan/Akuan Kerakyatan if any)		

بروني ايل عين جي سنديرين برحد
BRUNEI LNG SENDIRIAN BERHAD
[INCORPORATED IN BRUNEI DARUSSALAM]



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: -

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..... (Registered Address)