



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

6 November 2021

Dear Sir/Madam,

Invitation for 'Expressions of Interest' for 000298 – Provision of Commissioning and Start-Up Services

Brunei Shell Petroleum Co. Sdn Bhd (BSP) is seeking Expressions of Interest (Eoi) from companies for the **Provision of Commissioning and Start-Up Services**.

Tender Scope:

Refer to Appendix 1.

Local Business Development (LBD)

Brunei Shell Joint Venture (BSJV) Companies' LBD requirements are in line with the LBD Directives as issued by the Ministry of Energy, Manpower and Industry (MEMI). This scope falls under the **Core** Quadrant of the LBD Framework.

- Eoi is open for **ALL** companies;
- 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.
- For International companies, forming joint venture or technical partnership with local Bruneian companies is highly preferred but not mandatory.

Tender/Contract Schedule

- Planned Tender Date: Q4 2021 or Q1 2022
- Contract Duration: 5 years (tentative)

Registration of Vendor in SMART system

- Kindly register your company under '**FABRICATION & CONSTRUCTION: OTHER SYSTEMS (COMMISSIONING), PROCESS MODULES/PACKAGES (COMMISSIONING), STEEL/METAL/CONCRETE STRUCTURES/PLATFORMS (COMMISSIONING) and UTILITIES MODULES/PACKAGES (COMMISSIONING)**' by **13 November 2021**.
- 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: hann-shyang.chung@bsp-shell.com.



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Kindly complete all the questionnaires in Appendices 2, 3 and 4 attached herein and submit to BSP no later than **29 November 2021, 12:00 pm (Brunei time)** via the [BSJV LBD Portal](#). Submission shall be made in separate files (pdf format) for each appendix.

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**

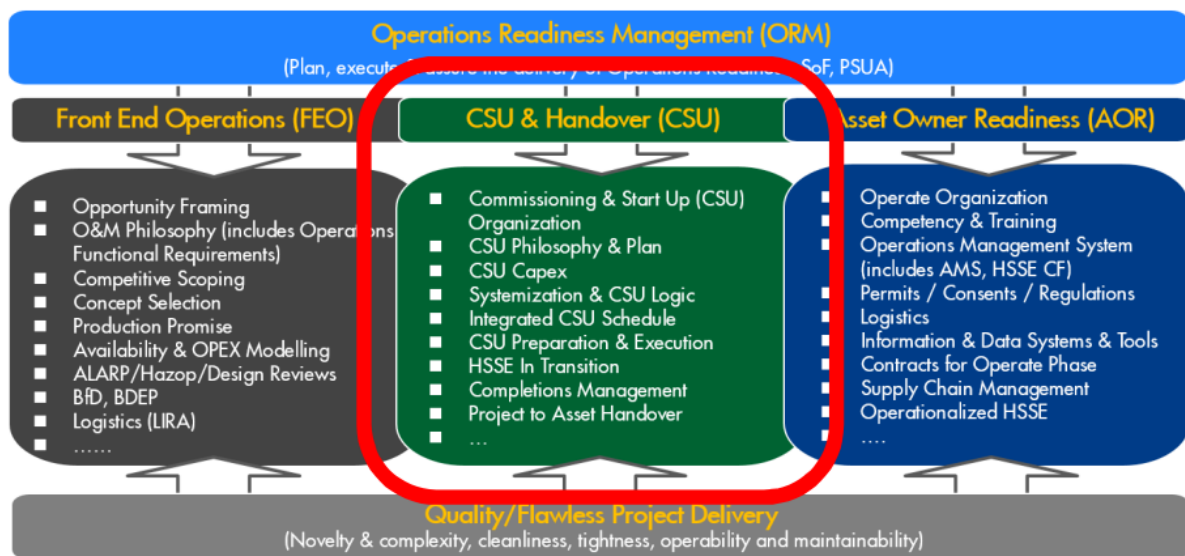
Allan Chung Hann Shyang
Supply Chain Focal Point

APPENDIX 1: BACKGROUND AND TENDER SCOPE

Background

Brunei Shell Petroleum (BSP) Company has a large portfolio of major/minor greenfield and brownfield projects, facilities/pipelines rejuvenation projects, asset integrity improvement projects, infill development project portfolio, facility upgrade projects, non-hydrocarbon project portfolio, and a decommissioning & restoration (D&R) programme distributed over onshore and offshore assets. Asset Engineering & Project (AEP) organisation is responsible from project front end development, concept select, engineering, construction, execution, commissioning start up until handover of these projects and programmes.

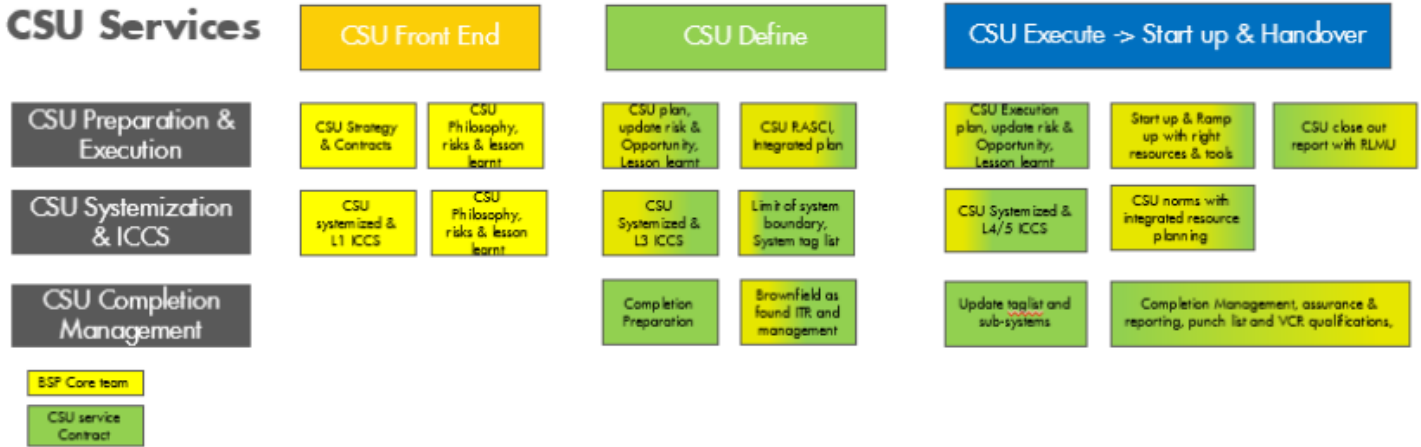
Commissioning Start up (CSU) organisation delivers CSU activities and deliverables from front end / concept select / execution strategy until commission start up and handover to assets. The complexity of the projects is mainly from brownfield / asset integrity of ageing facilities and require more detailed scope integration or planning. CSU comprises of all activities including preparation, making sure the facilities have been completed and commissioning, ready for start up, passed the performance test run and successfully handover to asset owner.



Scope of Work

Primarily provide CSU services with competent resources to support the Commissioning and Start Up (CSU), completion and planning from define and execute commissioning and completion deliverables to projects and team leads across AEP onshore/Offshore project portfolio in line with the AEP Mission Statement, Shell group policies (Project management Framework and global guides), BSP12 process requirements & guidelines, and ensuring high standards are maintained and continuously improved. This also includes the provision of CSU planner to integrate the E2E Commissioning start up and completion activities in Primavera P6 Integrated plan.

APPENDIX 1: BACKGROUND AND TENDER SCOPE



BSP CSU core team is responsible to deliver the CSU deliverables and activities in project front end and define phase. The scope of work for the CSU services contractor will be the provision of CSU resources (personnel and equipment) for the following activities: -

1. Closely liaison with BSP CSU core team to ensure the delivery of flawless start up (Start up Ramp up) outcomes. Provide CSU deliverables and activities to support flawless delivery.
2. Provide multidiscipline CSU & Completion engineers to execute the CSU and completion services mainly in the execution phase of projects such as
 - (a) Review and provide inputs to projects deliverables or develop CSU deliverables to the CSU define phase as required by BSP (Resources required: Senior CSU Engineer category)
 - (b) Provide CSU services starting at the point of detailed design to approved for construction (AFC) stage or post AFC, mechanical completion (MC), Pre-commissioning (PC), Commissioning start up, Red Line marked up (RLMU) and handover to asset (asset owner). (Resources required: CSU engineers, CSU technicians of different disciplines – Mechanical, Electrical and PACO/Instruments, and senior CSU engineer depending on the complexity of the projects)
 - (c) Develop the deliverables as listed by BSP and to optimise or extend depending on the scale or complexity of projects.
 - (d) Provide daily CSU and Completion daily progress report during pre-commissioning & commissioning execution phase
 - (e) Manage the overall CSU action trackers until start up and handover including CSU risk in projects. Ensure the CSU risks are mitigated and review the CSU lesson learning are implemented.
 - (f) Update/develop the Integrated Construction and Commissioning sequence in details such as L3/L4 & L5 manner and ensure this is reflected in the project integrated plan.
 - (g) Identify the require commissioning and operational spares, performance standards, package manuals, training requirement and resource mobilisation plan.
 - (h) Identify performance standards and incorporate in Commissioning deliverables,
 - (i) Identify the package manuals & training requirement and develop resource mobilisation plan based on the Project integrated plan.
 - (j) Provide VCR. PSSC related close out CSU deliverables and handover of completed Red Line marked up Master package
 - (k) Provide CSU close out report which summarise overall CSU execution outcome, captured learning and improvement proposal.
3. Provide systemisation and completion services from approved for construction packages up until site execution, handover to asset and punch list management (Resources required: Systemised engineer of multidiscipline, completion coordinator and completion engineer / technicians)

APPENDIX 1: BACKGROUND AND TENDER SCOPE

- (a) Identify and breakdown the scopes into commissionable sub-systems via BSP Completion Management System (CMS) tool
 - (b) Input or upload the sub systems and tag numbers into CMS which will create the Check sheets and handover documents from Construction to start up
 - (c) Provide daily/weekly reports to BSP core teams and project matrix as required to monitor and manage the project progress
 - (d) Provide the construction completion details including handovers that allow safe flawless pre commissioning and commissioning.
 - (e) Provide the pre-commissioning completion details including the readiness of commissioning with commissioning test procedures, Site acceptance test.
4. Provide planning engineer service to incorporate the CSU activities into Primavera P6 planning tool and integrate with Mechanical completion of construction activities, pre-commissioning and commissioning (BSP core team or vendors), CSU milestones, start up and handover.
5. Provide commissioning tools and equipment to perform the pre-commissioning and commissioning activities except for the leak test using N2/He and bolt torqueing, which will be provided by other 3rd party contracts.

APPENDIX 2: COMPANY OWNERSHIP

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 BSJV 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) |
|-----------|-------------|---|----------|--|------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

B. Please provide Ex-BSJV details (who worked for Brunei Shell Joint Venture 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 |
|-----------|--------------------------------|---|------------------------|----------------------------------|
| | | | | |
| | | | | |

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.

APPENDIX 2: COMPANY OWNERSHIP

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 _____, 202

Name : _____

Position Held : _____

Contact No. : _____ (O)

: _____ (M)

Email : _____

Duly authorised to sign EoIs for and on behalf of:

.....

..... (Registered Address)

APPENDIX 3: COMPANY, FINANCIAL AND LBD DETAILS

1 Contact Details

Please complete below the contact details of your company authorized persons for any communication with regards to the EOI and following matters

| COMPANY DATA | |
|--|--|
| Company Name: | |
| Address: | |
| AUTHORIZED CONTACT DATA 1 (MAIN CONTACT) | |
| Prefix: (Mr/Ms/Mrs/Miss): | |
| First Name: | |
| Last Name (Surname): | |
| Position: | |
| E-mail Address: | |
| Office Phone Number: | |
| Mobile Phone Number: | |
| AUTHORIZED CONTACT DATA 2 (ADDITIONAL CONTACT) | |
| Prefix: (Mr/Ms/Mrs/Miss): | |
| First Name: | |
| Last Name (Surname): | |
| Position: | |
| E Mail Address: | |
| Office Phone Number: | |
| Mobile Phone Number: | |

2 Business Structure:

Please include hereunder a statement of the business structure including:

- (i) The identity of the company including its precise name and trading title:

| |
|--|
| |
|--|

- (ii) The place of incorporation:

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|--|
| |
|--|

- (iii) The registered place of business:

| |
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| |
|--|

APPENDIX 3: COMPANY, FINANCIAL AND LBD DETAILS

(iv) The date when the company was incorporated and first started trading:

(v) Please declare whether or not there is any known financial or other interest held in it, by an employee of Brunei Shell Petroleum Company Sendirian Berhad.

(vi) The identity and place of incorporation of the vendor 's parent company (if applicable):

(vii) For International company, would you be willing to give Technical Support arrangement with a local company?

Yes

No

Please provide your reasons below

(viii) For International company, would you be willing to set up a Joint-Venture with a local company?

Yes

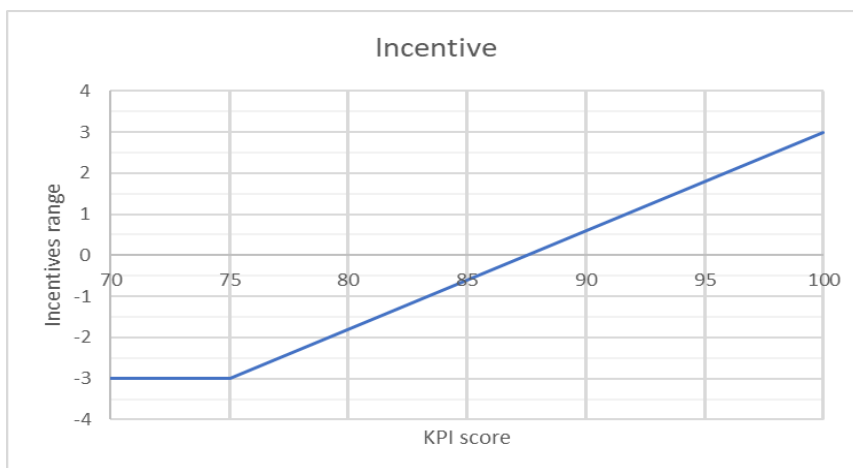
No

Please provide your reasons below

3 Contract KPI Incentive mechanism.

(a) The proposed contract may have a bonus/malus incentive mechanism tied to KPIs. An example of how this work is illustrated in the diagram below. The KPI score, value of work done, percentage of bonus and penalty below are for illustration purpose only.

APPENDIX 3: COMPANY, FINANCIAL AND LBD DETAILS



In the above example,

- Contractor shall be rewarded a bonus for achieving KPIs score above the minimum target of 87.5%. Where contractor achieved 100% scorecard, CONTRACT shall be rewarded the maximum 3% of value of work done. On achieving scorecard between 87.5% to 100%, the bonus shall be pro-rated based on the 3% allocation.
- Similarly, where contractor KPIs score is below the minimum 87.5%, there shall be penalty applied to the value of work done. For performance score between 75% and 87.5%, penalty will be pro-rated based on the 3% allocation. Maximum penalty will be capped at 3%.
- Max penalty % and the max bonus % will be the same figure.
- KPIs may include meeting HSEQ annual targets, continuous improvement initiatives to drive cost avoidance, achieving flawless project delivery, achieving employment targets, quality of technical deliverables, meeting schedule handover etc.

Example:

Assume value of work done = BND 10 million

Scenario 1

KPI score = 95%

Bonus = $(95\% - 87.5\%) / 12.5\% \times 3\% \times \text{BND } 10 \text{ million} = \text{BND } 180,000$

Scenario 2

KPI score = 85%

Penalty = $(85\% - 87.5\%) / 12.5\% \times 3\% \times \text{BND } 10 \text{ million} = - \text{BND } 60,000$

If the above bonus/malus mechanism is being applied to the contract, in your opinion, what would be the percentage that would be acceptable to the contractor?

+/- 1% +/- 2% +/- 3% +/- 4% +/- 5% Others:

+/-0%: No bonus/malus

APPENDIX 4: EXPERIENCE AND CAPABILITY

1 Understanding of Commissioning and Start Up requirements

- (a) Participant to provide a detailed narrative and description to demonstrate its understanding on what is commissioning and start up (CSU).

2 Previous Experience

- (a) Number of years of experience in providing commissioning and start-up services.

Less than 5 years More than 5 years

- (b) Participant to list down and provide a description of their Company's experience as a Commissioning and Start Up (CSU) services contractor in the last ten (10) years as per format provided below and submit any relevant documents to support.

| Project Title (including location) | Client Name | Contract Work Scope | Role and services provided by participant | Contract start/end date | Approximate value in BND |
|---------------------------------------|-------------|---------------------|---|-------------------------|--------------------------|
| | | | | | |

- (c) Provide details of your experience (including the number of years of experience) in providing CSU systemized base planning services.
- (d) Provide details of the type completion management tools which are currently being used or used by participant.
- (e) Provide details list of commissioning and start up deliverables / procedure developed by participant.
- (f) Provide details of your experience (including the number of years of experience) in providing systemization of boundary services.

3 Quality Management

- (a) Participant to provide details of its quality management system, processes, policies, manuals and software (give detail description of what is used and how it is executed for your client)

4 Current Resources & interfaces

- (a) Participant to provide details of its resources and capability **already part of its current organization** (do not provide future growth plans). Participant shall provide as much detail as possible for the following:

- (i) Participant's company organogram, including the CSU organization and how the CSU organization interfaces with other team in the overall organization. Please also provide the information in the table below.

| | |
|----------------------|---|
| Size of organization | Total number of CSU resources in current organization (segregate by type e.g. CSU lead, Sr CSU eng, Technician etc., years of experience with company, permanent staff or contract staff) |
| | |

APPENDIX 4: EXPERIENCE AND CAPABILITY

- (ii) If the Participant's company does not have existing CSU resources (people) to meet the scope, explain in detail where you will get the required additional resources.

5 HSE

- (a) Participant to provide its HSE statistics and performance from the past 5 years.
- (b) Do you have HSE management system, if yes please provide your company latest approved Management System.
- (c) Please provide examples of Contract HSSE Plans and/or how they are operationalized.