



شريكت 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

20th March 2025

Dear Sir/Madam,

Invitation for 'Expressions of Interest' for Ship Agency Services (Vessel Clearance & Pilotage)

Brunei Shell Petroleum Co. Sdn Bhd (BSP) is seeking Expressions of Interest (Eoi) from companies for the provision of ship agency services for BSP and BLNG vessels which includes marine vessel clearance and pilotage services.

Tender Scope:

Scope of contract shall include but not limited to:

- Vessel clearance
- Customs clearance
- Pilotage services
- Cargo handling
- Documentation management
- Any additional services

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), Prime Minister Office. This scope falls under the **Development** of the LBD Framework.

- **Eoi is only open to:**
 - **All Authorised Shipping Agents (ASA) registered under Maritime And Port Authority of Brunei Darussalam (MPABD).**
- 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.

Eoi/Tender/Contract Schedule

- Eoi closing date: 7th April 2025
- Planned Tender Date: 5th May 2025
- Contract Duration: 60 months.



شریٲٲ برونئی شیل سنڊیرین برحد

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Registration of Vendor in SMART system

- Kindly register your company under "Freight Forwarding" by 2 weeks after EoI Deadline.
- 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: Alisa.Hj-Samuil@bsp-shell.bn

Kindly fill in the attached questionnaire, Attachment 1 and 2 herein and indicate your acceptance by ticking (✓) in the respective boxes and email your responses and attachments to Alisa.Hj-Samuil@bsp-shell.bn no later than **07th April 2025**.

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**

Alisa

Alisa Samuil
Supply Chain Executive – Marine (SCM/244)

ATTACHMENT 1
EOI FORM AND CONTACT INFORMATION

PRE-QUALIFICATION & EXPRESSION OF INTEREST FORM

Ref.: SHIP AGENCY SERVICES (VESSEL CLEARANCE AND PILOTAGE)

To: Alisa Samuil
Brunei Shell Petroleum Company Sendirian Berhad

Email: Alisa.Hj-Samuil@bsp-shell.bn

Your reference:

Date:

Reference is made to advertisement with reference to the above.

We confirm that

☐ we would like to participate in this tender

We understand that receipt of this form and the accompanying documents does not constitute an agreement and intent to purchase products / services from our company at a later date, nor a commitment from BSP to invite us for any prospective tender exercise. We understand that BSP may use the information provided by us in pre-selection of its bidlist(s).

Company Name	
Contact Person Name	
Position held	
Signature	
Date	
Address	
Phone number	
Email address	

ATTACHMENT 2

COMPANY OWNERSHIP & RELATED INFORMATION

TABLE OF CONTENTS

- A. Company Structure and Profile
- B. Company Experience
- C. Financial Information
- D. Subcontracting

A. Company Structure & Profile

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. Provide your company existing overall organization chart indicating the owners' positions in managing the company and shall detail the positions/titles of all the personnel, nationalities (to be coloured according to I/C) and reporting relationship between them.

3. 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 'E' provided below)		

- A. Kindly provide owners 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 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

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.

C. Please provide details of directors as per Form-X 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 declare if any of the directors are also directors in other companies in the table below:

Full Name	Company's name	Position/ Role

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

1	Copy of the vendor Registration of Company including Form X
2	Bank Letter of Authorized Signatories.
3	Scanned Coloured Copy of I/C of Owners and Directors.
4	Copy of the valid registration as Authorised Shipping Agents (ASA) registered under Maritime And Port Authority of Brunei Darussalam (MPABD).

5	Company profile
6	HSSE Management System

5. Please respond by ticking “yes” or “no” in the respective boxes:

- The Participant confirms that the Company may approach primary bankers and auditors for reference and verification of data submitted

☐ Yes

☐ No

- Under any jurisdiction has the Participant or Participant’s officer or employee been indicted, plead guilty, plead nolo, been convicted of any offense related to restraint of trade (including collusive bidding), or violation of labour law?

☐ Yes

☐ No

- Has the Participant been under the protection of a bankruptcy court, has the Participant had any pending petition in such a court, or made an assignment for the benefit of creditors

☐ Yes

☐ No

- Will you comply with Company Worker Welfare requirements.

☐ Yes

☐ No

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

CONTRACT:	EoI: SHIP AGENCY SERVICES (VESSEL CLEARANCE AND PILOTAGE)
COMPANY DATA	
Company Name:	
Address:	
Company In-Charge Person:	
Web Site URL:	
Main Phone No:	
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:	

B. Company Experience

1. List out the contracts you executed in the last 10 years in non- Oil & Gas industry related to ship agency services (vessel clearance and pilotage services)
2. Please use this table as a reference list and provide sufficient additional information as attachments.

Name of Contract	Description of Work	Role (Main contractor/ as subcontractor)	Value (BND)	Year	Name of Client & Contact detail	Name of Subcons & their scope (if any)

3. List out the contracts you executed in the last 10 years in Oil & Gas industry related to related to ship agency services (vessel clearance and pilotage services)

Please use this table as a reference list and provide sufficient additional information as attachments

Name of Contract	Description of Work	Role (Main contractor/ as subcontractor)	Value (BND)	Year	Name of Client & Contact detail	Name of Subcons & their scope (if any)

D. Subcontracting

Percentage of the total work to be Subcontracted (Indicative)	%
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Please indicate which elements of the work you would likely subcontract to third parties.

Please use this table as a reference list and provide sufficient additional information as attachments.

Scope to be Subcontracted	Proposed Subcontractors (Name)	MPABD Registered (Yes/No)

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 , 2025

Name : _____

Position Held : _____

Contact No. : _____ (O)

: _____ (M)

Email : _____

Duly authorised to sign Eols for and on behalf of:

.....

..... (Registered Address)