



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

27th September 2023

Dear Sir/Madam,

Invitation for 'Expressions of Interest' for PROVISION OF OFFSHORE RELIEF MEDIC & MEDICAL DOCTOR

Brunei Shell Petroleum Co. Sdn Bhd (COMPANY) is seeking Expressions of Interest (Eoi) from companies for the **PROVISION OF OFFSHORE RELIEF MEDIC & MEDICAL DOCTOR**.

Tender Scope:

The provision of offshore relief medic & medical doctor at Panaga Health. The assigned offshore relief medic shall adopt Panaga Health medic guiding principles for management and responding to cases seen at offshore and the assigned medical doctor shall adopt Panaga Health protocol.

The Offshore Relief Medic shall carry out but not limited to the following:

- 1) Medical emergency response, stabilization and care for medical and trauma cases, initial emergency responses, resuscitation and stabilisation of critically ill/injured (trauma) patients including applying Basic Life Support (BLS) and International Trauma Life Support (ITLS) Principles.
- 2) Full clinic administration including an initial clinic audit of equipment and medicines, and on-going medical inventory management.
- 3) Perform Fitness to Work screening medicals for BSP offshore personnel at assigned manned platforms.
- 4) Conducting on-site education health promotion activities.
- 5) On-site clinical reporting documentation, activity logs and confidential patient medical record keeping associated with the required activities.
- 6) Management of equipment maintenance/calibration requirements.
- 7) Administrative duties as required under the direction of COMPANY (when practical) and when, in the opinion of CONTRACTOR, does not interfere with the delivery of medical services.

The Medical Doctor (General Practitioner) shall carry out but not limited to the following:

- 1) Provide high quality, primary health care services to the community, patients of all age ranges and keeping with best practice standards.
- 2) Respond to medical/health problems presented by patients including history taking, diagnosis, investigation, treatment and referral as appropriate.
- 3) Perform medical assessments for occupational health and responding to medical emergencies at Panaga Health or BSP locations as required.
- 4) Provide after hours on call services including medical cover for events as required.
- 5) Provide medical advice and support to other BSP locations and decision on transport to an appropriate medical facility.
- 6) Conduct minor medical procedures as appropriate to a primary health care practice.
- 7) Provide appropriate health promotion and preventative health care advice to patients and supporting in health promoting and screening activities to the Community.
- 8) Assist Clinical Lead in developing and reviewing of procedures and work instructions for Panaga Health
- 9) To participate in improvement activities to the clinic, including conducting clinical audits.
- 10) Support and contribute to the Continuous Professional Development (CPD) committee to conduct CPD activities which contribute to the development and maintenance of clinical competencies.



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- 11) Administrative duties as required under the direction of COMPANY (when practical) and when, in the opinion of CONTRACTOR, does not interfere with the delivery of medical 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). This scope falls under the **Highly Specialised** Quadrant of the LBD Framework.

- EoI is open for **all** 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: Q1 2024
- Contract Duration: 5 years

Registration of Vendor in SMART system

- Kindly register your company under **MEDICAL SERVICES** by **18th October 2023**.
- 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: siaw-ling.cheong@bsp-shell.bn with the subject header "EOI for Provision of Offshore Relief Medic & Medical Doctor – (Company's Name)".

Kindly fill in the EoI questionnaire and Appendix A attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **18th October 2023** via the [BSP ICV Website](#). Your submission will be disqualified if the instructions are not fulfilled.

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.



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Yours faithfully,

For **BRUNEI SHELL PETROLEUM COMPANY SENDIRIAN BERHAD**

Cheong Siaw Ling
Supply Chain Executive, Facilities Management



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EXPRESSIONS OF INTEREST FOR PROVISION OF OFFSHORE RELIEF MEDIC & MEDICAL DOCTOR

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

Full Name	% of Shares	I/C Number and Colour	Position in Company (if any)	Authorised Signatories (Y/N)

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 Skim Persaraan Kebangsaan (SPK) for Brunei locals?		
2	Have you or any of your key personnel worked for BSJV Companies in the last 2 years? (If 'YES' Kindly provide details in table 'A' provided below)		

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 Eol/Tender (i.e. Tender Preparation; Contract Execution; etc)	Year Left BSJV Company	Job Title, Indicator, Department



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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 Directors		
3.	Copy of Akuan Kerakyatan / Surat Kerakyatan		
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		

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

5. Please provide contact details for this EOI:

Name: _____

Position: _____

Email address: _____

Contact No.: _____



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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 _____, 2023

Name : _____

Position Held : _____

Contact No. : _____ (O)

: _____ (M)

Email : _____

Duly authorised to sign Eols for and on behalf of:

COMPANY NAME:

REGISTERED ADDRESS:



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Appendix A – EOI QUESTIONNAIRE FOR THE PROVISION OF OFFSHORE RELIEF MEDIC & MEDICAL DOCTOR

1. Please list down your Company's experience and your current and previous services rendered.

No.	Services rendered	Year
	e.g; Supply of Medical doctor to ABC clinic Supply of Nurses to ABC clinic Supply of First-aid kit to XYZ company	Jan 2021 – ongoing April 2020 – July 2022 May 2019

2. Does your company has the capability to supply offshore relief medic? Yes / No
3. Does your company has the capability to supply medical doctor? Yes / No
4. What other manpower position can your company provide? Please list below.
