

1 November 2025

CONFIDENTIAL

Dear Sir/Madam,

Invitation for 'Expression of Interest' – BLNG Office Support Services

Brunei LNG Sdn Bhd (BLNG) is seeking Expressions of Interest (EOI) from qualified companies for the provision of Office Support Services.

Tender Scope:

The scope shall include, but not limited to, the following services:

1. Cleaning services for BLNG offices within both non-restricted and restricted areas (such as LPG Plant, Clinic and Fire Station).
2. Cleaning services for BLNG toilets within both non-restricted and restricted areas.
3. Collection and disposal of rubbish within non-restricted areas, including parking lots and along the roadside leading to Liquefied Petroleum Gas (LPG) Plant and Fire Fighting Ground.
4. Cleaning of windows at height at the Management Building, Block A offices, and the Aerobridge.
5. Provision of general helpers to support office moves and cleaning campaigns.
6. Provision of cleaning materials, consumables and its associated services for all BLNG facilities, including but not limited to both interior and exterior of buildings.
7. Provision of laundry services for coveralls and any other personal protective equipment (PPE), including collection, cleaning and delivery as required.

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. This tender falls under the BASIC quadrant of the LBD Framework.

- EOI is open to Bumiputra companies only.
- Company owners must actively participate in management and day-to-day operations.
- Recruitment and development of suitably qualified Bruneian staff, including graduates, will form part of the tender/contract requirements.

Tender/Contract Schedule

- Planned Tender Date: Q1 2026
- Contract Duration: 3 years + 1-year extension

Vendor Registration in SMARTGEP

- Kindly ensure that your company is already registered under 'Office Support Services' and/or 'Tea/Coffee and Office Cleaning/Messengers/Helpers Services' Work Category by 30th November 2025.

- 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 SMARTGEP.
- Acceptance of your company registration shall be in compliance with our registration checklist and criteria.

For SMART registration queries, kindly email to: BSP-SCM13-Vendor-Registration@BSP-shell.bn.

For EOI-related queries, kindly email: n-a.suliman@bruneilng.bn with the subject line: "EOI – BLNG Office Support Services – [COMPANY NAME]".

Kindly complete the questionnaire attached herein (APPENDIX 2) and indicate your acceptance by submitting the questionnaire no later than **15th November 2025** via the EOI page in the [ICV Portal](#).

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 VENDOR. 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 Expression 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 Bungga
Head of Contracts

APPENDIX 1 - EXPRESSION OF INTEREST FOR BLNG OFFICE SUPPORT SERVICES

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 National Retirement Scheme (SPK) 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 'D' provided below)		
4	Please confirm if your company has any effective BSJV contracts outside of 'Basic' Quadrant?		

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		

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' 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 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 details of directors as per Form-X of your Company in the table below:

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

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

Full Name	Position in the 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)

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 _____, 2025

Name : _____

Position Held : _____

Contact No. : _____ (O)

: _____ (M)

Email : _____

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

.....

..... (Registered Address)

APPENDIX 2

Pre-Qualification Questionnaire - BLNG Office Support Services

	Yes	No	Remarks (If Yes, please provide details / examples)
Business Capability			
1. Does your company have experience in carrying out office cleaning services?			
2. Does your company have experience in carrying out toilet cleaning services?			
3. Does your company have experience in carrying out window cleaning at height?			
4. Does your company have any previous contract(s) of similar scope with BSJV companies?			If yes, please provide contract references
5. Does your company have any previous contract(s) of similar scope with other companies (non-BSJV)?			If yes, please provide client names and scope