

CONTRACTS & PROCUREMENT

INFO PACK

Purchase Order

The illustration features a central white document titled 'Purchase Order' with several horizontal lines representing text. Below the document, two hands in black suits are shaking. To the left, a blue credit card and a blue pen are visible. To the right, there are three gold coins with dollar signs and a 100 Euro banknote. The entire scene is set against a blue background.

www.bgc.com.bn



**Vision**

Shipping Energy First-Class.

Mission

Developing our Nation's resources for safe, reliable and sustainable maritime transportation.

Values

Safety, Honesty, Integrity, Professionalism

Brunei Gas Carriers Sendirian Berhad (BGC) was established in 1998 and is a joint venture company incorporated in Brunei Darussalam by the Government of His Majesty the Sultan and Yang Di Pertuan of Brunei Darussalam), Shell Gas B.V. and Diamond Gas Carriers B.V.

BGC currently owns five A-Class vessels (Abadi, Arkat, Amali, Amani and Amadi) ranging from 137,000 m³ to 154,800 m³. BGC also provides management services to Brunei Shell Tankers Sendirian Berhad (BST) that owns two B-class vessels that range from 75,000m³ and 77,000m³.

Currently, the business opportunities for BGC are centered on the provision of services to BLNG. Moving forward, BGC aspires to not just own but to operate its LNG Vessels as well. To realize this aspiration, BGC initiated its Ship Management Transition (SMT) Plan in 2014 with a target to become a fully-fledged First Class Ship Operator by 2020.

The SMT plan sets out the transfer of knowledge and capabilities from BGC's current Vessel Operator, Shell International Trading and Shipping Company (STASCO) in London which includes taking over the management of contracts and procurement required to support the operations of its vessels.

As part of the SMT Plan, the takeover of procurement activities by BGC will kick-off in 2018 where the BGC Buying Team will commence the procurement of its vessels in phased transitions, beginning with one of its vessels, Amani and eventually, procurement for its entire fleet by 2019.

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Rakan



“RAKAN” which stands for “Raising Awareness, Knowledge and Networking” is BGC’s premier vendor event held in support of its commitment to building and fostering relationships with its business partners. “RAKAN” translates to “partner” or “friend” in Malay.



The objective of RAKAN is to raise awareness on BGC’s outlook for its Ship Management Transition aspirations and growth opportunities pertaining to the Brunei LNG shipping industry as well as provide a platform for networking amongst BGC’s business partners.



As we, in BGC, are committed to supporting the development of local businesses in our supply chain, we invite interested vendors wishing to explore opportunities of working with local businesses to contact rakan@bgc.com.bn.



SUPPLIERS CODE OF CONDUCT

All BGC vendors are required to understand BGC’s Suppliers Code of Conduct which can be found at BGC’s website or through the following link:

<http://bgc.com.bn/wp-content/uploads/2016/07/SUPPLIER-CODE-OF-CONDUCT.pdf>



MANAGING HSSE IN CONTRACTS

It is MANDATORY for BGC employees and contractors to comply with the 12 Life Saving Rules and BGC House Rules.

12 LIFE-SAVING RULES

	1. Work with a valid work permit when required.
	2. Conduct gas tests when required.
	3. Verify isolation before work begins and use the specified life protecting equipment.
	4. Obtain authorisation before entering a confined space.
	5. Obtain authorisation before overriding or disabling safety critical equipment.
	6. Protect yourself against a fall when working at height.
	7. Do not walk under a suspended load.
	8. Do not smoke outside designated smoking areas.
	9. No alcohol or drugs while working or driving.
	10. While driving, do not use your phone and do not exceed speed limits.
	11. Wear your seat belt.
	12. Follow prescribed Journey Management Plan.

Source: Shell 12 Life-Saving Rules

Comply the **12 Life-Saving Rules** so that everyone goes home safely

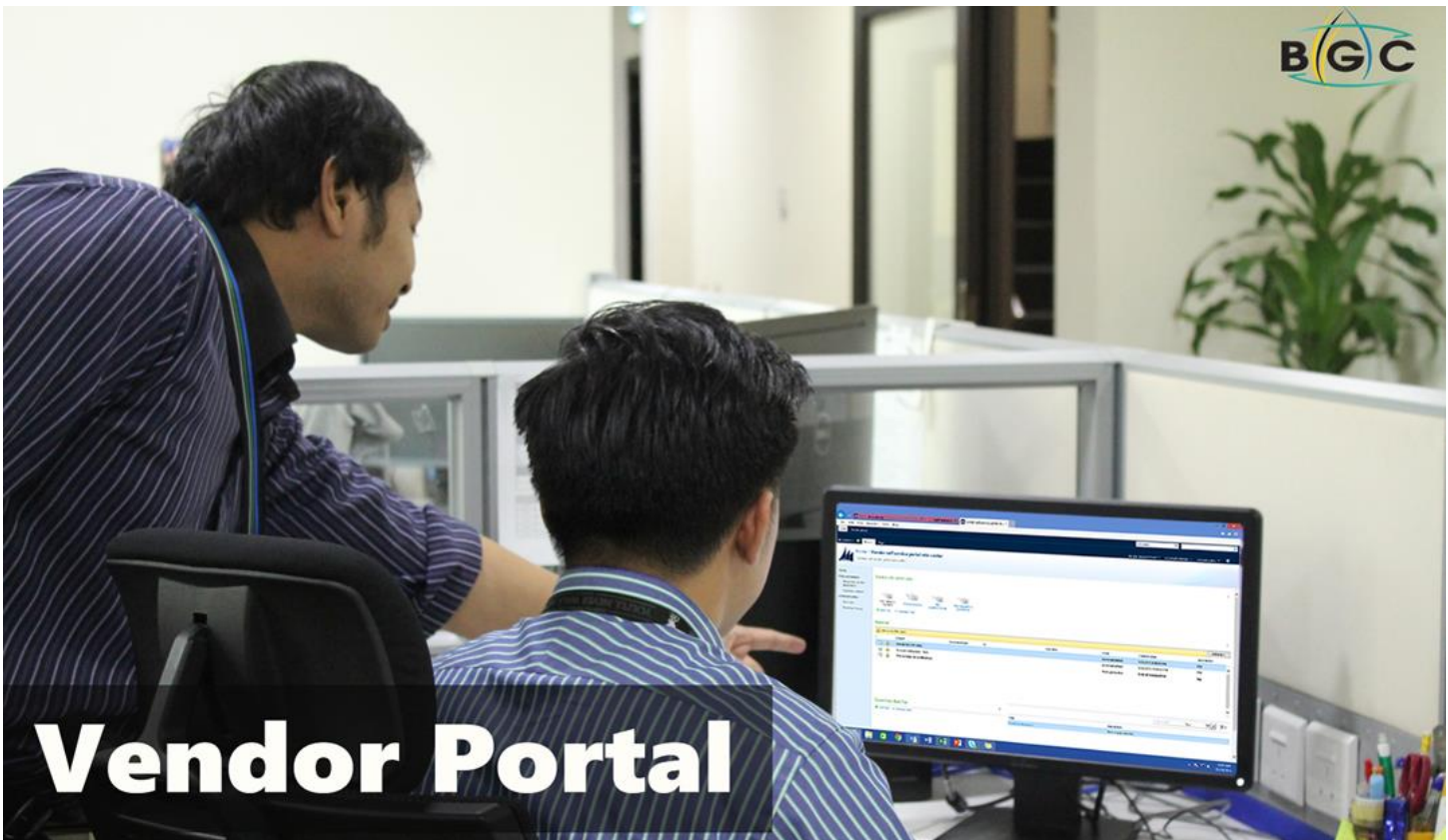
I am **RESPONSIBLE** for my safety and safety of others

Our top priority is to achieve **GOAL ZERO**

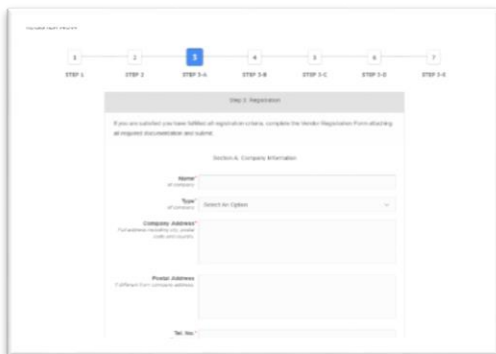
LOCAL BUSINESS DEVELOPMENT (LBD)

Contractors & sub-contractors in the Oil & Gas industry in Brunei Darussalam are required to comply with the requirements of the Energy & Industry Department, Prime Minister’s Office, Negara Brunei Darussalam

Further information can be found on the LBD section of the EIDPMO website:
<http://www.energy.gov.bn/SitePages/Local%20Business%20Development.aspx>



Interested vendors wishing to provide products and services to BGC are required to register via BGC's website.



Once registered, vendors will be provided with a username and password to access BGC's vendor portal. The vendor portal will allow vendors to:

- ◆ Update general profile and contact information.
- ◆ Check vendor status of company.
- ◆ Check on registration status in Work Categories/Product Groups.

Further information on the vendor portal can be found in the User Guide (available on the BGC website)

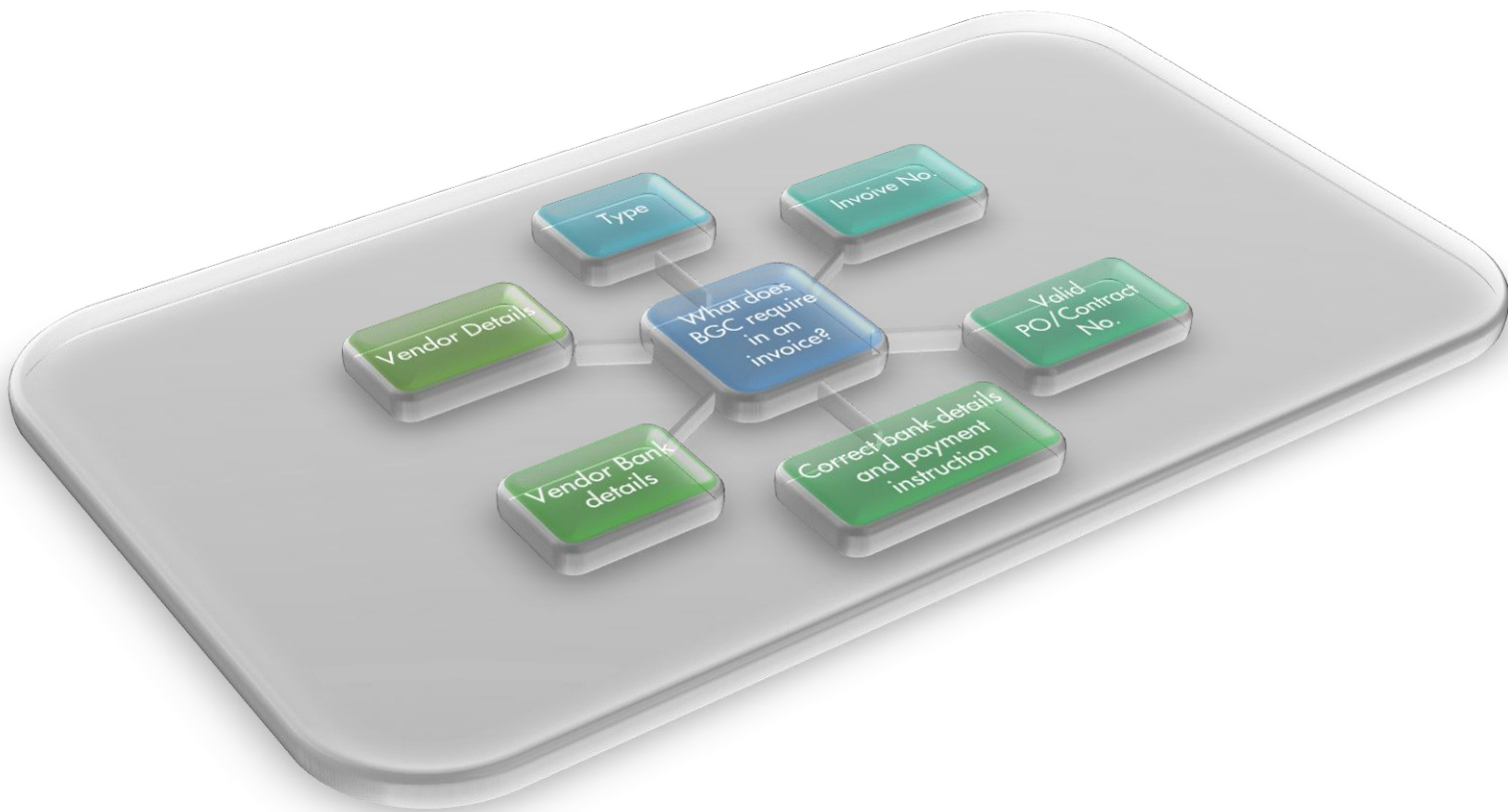
Vendor Portal URL:

<https://vendor.bgc.com.bn>



It is the responsibility of each vendor to update and ensure the accuracy of their information in the Vendor Portal.

Payment & Invoicing



To ensure timely payment:

- ◆ Vendors must register in the AXIS system (refer to page 5).
- ◆ Vendors must submit E-invoice for the process of payment which will be sent via email to accounts@bgc.com.bn.
- ◆ All communications shall be handled through accounts@bgc.com.bn.

Important note on invoices:

- ◆ In cases of undelivered invoices, vendors must have a certified true copy of the undelivered invoices to be submitted to BGC.
- ◆ The cut-off time for invoices received during every working day is at 3 pm.

OUR BUYING TEAM

BGC's Buying Team consists of one Lead and two Buyers, each of which have their respective portfolios in Corporate & IT and Fleet Operations. The Buying Team are responsible for the procurement of all products and services within BGC, and will be the first point of contact for all procurement related matters until Purchase Order is issued. Interested vendors may register via BGC's website: www.bgc.com.bn (see section on Vendor Registration on page 5).



**NORYANINANI HJ
MOHD AZNI**
Contracts &
Procurement
Lead (Corporate)

Nani joined BGC in 2006, she is currently the Contracts and Procurement Lead (Corporate) in the Contracts and Procurement Department.

Previously, she was heavily involved with the procurement of BGC's Arkat and Amali vessels. In 2012, she was seconded to the Supply Chain Management Department in Brunei Shell Petroleum (BSP).

Nani holds a degree in Accounting & Finance and completed a Professional Diploma in Purchasing and Supply (CiPS).



**HAJI MD FAKHRI
HAJI HARITH**
Buyer, Corporate

Hj Fakhri started his career with Brunei Shell Tankers Sdn Bhd (BST) in 2002, then transferred to BGC in 2009.

He worked his way up the ranks and held the role of Chief Cook from 2005 until 2014 before moving to an onshore role in mid-2015, when he joined the Contracts and Procurement Department as a Buyer for Fleet Procurement. He has now assumed the role as a Buyer for Corporate Procurement.



**NURAMALINA BINTI
ABDUL LATIF**
Buyer, Fleet
Operations

Amal joined BGC in April 2016 as a Governance & Systems Support Apprentice in the Contracts and Procurement Department.

In early 2017, she was officially recruited as a Graduate Trainee where she assumed the role of Buyer for Corporate Procurement.

As part of her development, she has now assumed the role of Buyer for Fleet Operations.

Amal holds a Higher National Diploma (HND) in Business Finance.