



27 August 2025

1220/PM PROVISION OF GENERAL OFFICE SUPPORT SERVICES

Dear Sir/Madam,

Invitation for 'Expression of Interest' for Provision of General Office Support Services

Brunei Gas Carriers Sdn Bhd (BGC) is inviting interested companies who meet the pre-requisite to participate on the above-mentioned project.

Tender Scope:

The Company requires the Vendor to provide integrated services covering Building Maintenance, Corporate Logistics and Cleaning Services. The work shall include but not limited to the following:

1. Scope A: Corporate Logistics and Transportation

- Provision of transportation and logistics support of materials for company events, meetings, and official functions.
- Delivery, relocation, and set up of office furniture, equipment, and materials.
- Provision of manpower for event logistics, handling, and coordination.
- Frequency of work: Services required on an ad-hoc basis.

2. Scope B: Building Maintenance

- Conduct general building maintenance, inspection, and minor repair work monthly.
- Provide renovation services, including interior design consultancy, on an as and when required.
- Perform air-conditioning service (routine and general, including scaffolding services) twice yearly, with on-call support during working hours.
- Perform generator set servicing (routine and general) twice yearly, including provision of an electrical expert and on-call support during working hours.
- Availability of 24-hour support services to accommodate for emergencies or urgent issues.

3. Scope C: Cleaning Services

- Provide maximum/sufficient cleaning staff to ensure daily cleanliness and hygiene at BGC premises, including but not limited to the BGC Office, Archive, and BSTC, during office working hours.
- Carry out daily and deep cleaning, including disinfection services as required.
- Provide safe, proper equipment, materials, and chemicals to deliver the office cleaning services and ensures it complies to QHSSE standards or guidelines
- Provide a monthly supply of consumables to BGC.
- Supply fixtures and equipment for pantry, communal areas, and toilets on an as and when required.
- Provide meeting room setup support on an as and when required.
- Provide a monthly supply of sundry materials to BGC.

General Requirements:

- Availability of qualified personnel (cleaners, technicians, drivers, and logistics staff) to perform services effectively.
- Provision of necessary tools, equipment, and materials to carry out services.

- Compliance with Health, Safety, Security & Environment (HSSE) standards.
- Reporting, monitoring, and service-level tracking to ensure performance quality.

Tender/Contract Schedule:

- Contract duration: Three (3) years

Local Business Development

BGC's LBD requirements are in line with the LBD directives as issued by the Department of Energy Prime Minister Office. This scope falls under **DEVELOPMENT quadrant of the LBD framework as the following shall apply:**

DEVELOPMENT
<ul style="list-style-type: none"> • Open to Local Companies Only • Local Employment target > 50-90% • Local Content target > 70% • Actively managed by Owners • Management target = 50% • Maximize use of local sub-contractors

Pre-qualification requirements:

The vendor is required to submit the following documentation:

Required documentation
a. Copy of Certificate of registration of business name (Section 16&17)
b. Copy of Share certificates of shareholders
c. Copy of certificate of incorporation
d. Copy of particulars of Directors or Manager (form X)
e. Copy of Bank Authorised Signatories
f. Memorandum of Articles of Association
g. Return of Allotment of Shares (Section 45)
h. Notice of Change in the situation of the registered office (if any)
i. Copy of identity cards of shareholders or partners with valid expiry date
j. Confirmation of Owner's active participation in day-to-day operation of the Company

Vendor is also required to register via the BGC Vendor Registration Page on www.bgc.com.bn/vendor-registration in the **Corporate, Office Civil Repairs and Maintenance** category. For vendors who do not have a User ID and Password, please contact vendor.registration@bgc.com.bn to request as such.

Kindly submit the pre-qualification requirements (above) and fill in the questionnaire attached herein and indicate your acceptance by ticking (✓) in the respective box no later than **5th September 2025** via email address at bgc.eoi@bgc.com.bn, marked for the attention to **HJH SITI AISYAH HJ MAGON, CPC/2, PLEASE BE REMINDED THAT ANY REPLY RECEIVED LATER THAN THE SPECIFIED DATE AND TIME MAY NOT BE ACCEPTED.** Please ensure to include the **Expression of Interest title** as your Email subject when submitting the required documentations. Contractors will be contacted on EOI outcome via Email.

This expression of interest shall not be deemed to be an invitation to tender or RFQ. BGC shall have the right and sole discretion to reject any part, or all the response made by the Contractor. BGC 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 only 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 entirety by the interested parties.

'Expression of Interest' for Provision of Safety Equipment, Maintenance and Support Services

- Q1. Please indicate the focal person in the event of further communication required specifically for this Tender.

Full name			
Designation			
Phone number (office)		Phone number (mobile)	
Email address			

- Q.2 Please list down the details of all owners of your Company

Full Name	IC number and/or Sijil Kerakyatan/Akuan Kerakyatan	I/C Colour	Bumiputra/Local/Non-Local

Note:

Bumiputra – Brunei citizens belonging to one of the indigenous group of Malay race namely Belait, Bisaya, Brunei, Dusun, Kedayan, Murut or Tutong

Local – Brunei Citizen means subjects of His Majesty the Sultan and Yang Di-Pertuan holding a Brunei Yellow IC

Non-Local – Not 'Bumiputra' and 'Local'

- Q.3 Please complete this section by ticking Yes or No:

No	Question	Yes	No
1	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)		
2	Are you willing to comply with all applicable laws and regulations of Brunei Darussalam, including complying to Skim Persaraan Kebangsaan (SPK) as laid out by Tabung Amanah Pekerja as of 15 th July 2023?		
3	Have you or any of your key personnel worked for BGC? (If yes, kindly provide details in table "C" provided below)		

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 ex-BGC employees/owners/directors in the table below:

Full Name	I/C Number/Colour	Position in Tenderer's Company	Involvement in Participating Tender (i.e. Tender preparation; contract execution, etc.)	Year last worked with BGC	Job Description in BGC (Include Job Title, Indicator, Department)

Q.5 Please provide the following documentations including any revision made:

		Yes	No
1	Bank Letter of Authorised Signatories		
2	Scanned Coloured Copy of I/C Owners (and Sijil Kerakyatan/Akuan Kerakyatan if any)		

I, hereby, declare that my company or any affiliated companies have not been awarded a contract with BSJV, Government-linked companies or the Government. I also confirm that all

the information provided herein is accurate and acknowledge that BGC and its affiliated companies reserve the right to exclude my Company from any subsequent tenders, should there be any deviations to such information:

For : _____

Signature: _____

Name: _____

Position: _____

Date: _____

Contact No. : _____(O)

_____ (M)

Email : _____

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

(Company Name)

(Registered Address)