



Reference no.: **1218/IM PROVISION OF MULTI-FUNCTIONAL PRINTERS**

6<sup>th</sup> August 2025

Dear Sir/Madam,

Invitation for 'Expression of Interest' for PROVISION OF MULTI-FUNCTIONAL PRINTERS

Brunei Gas Carriers Sdn Bhd (BGC) is keen to seek an Expression of Interest or otherwise from companies for the above-mentioned services.

Tender Scope:

The Company requires the Vendor to supply, install, configure, and maintain multifunctional printers. The work shall include but not limited to the following:

- Supply of three (3) multifunctional printers to Brunei Gas Carriers Sdn Bhd
- Supply of and disposal of cartridges for multifunctional printers
- Supply of A3 and A4 paper cartons
- Provide other services such as manpower to set up the multifunctional printers, transportation and delivery, storage of materials (such as spares and cartridges), installation and disassembly of materials in the workstation within the office
- Qualified technicians for configuration (e.g. user setup and scanner) and support
- Troubleshooting of the components and parts of the multifunctional printers, accessories, and peripherals
- Installation, maintenance, repairs and replacement of the multifunctional printers
- Supply and deliver spare printers (standalone/network) when all MFP printers services are not available/failed.

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 BASIC quadrant of the LBD framework as such the following shall apply:

**BASIC**

- Open to Bumiputera companies only
- Local Employment target > 90%
- Local Content target > 70%
- Actively managed by Owners
- Management target = 100%

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](http://www.bgc.com.bn/vendor-registration) in the **IT Materials and Equipment** category. For vendors who do not have a User ID and Password, please contact [vendor.registration@bgc.com.bn](mailto: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 **22<sup>nd</sup> August 2025** via email address at [bgc.eoi@bgc.com.bn](mailto: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 e-mail.

This expression of interest shall not be deemed to be an invitation to tender. BGC shall have the right and sole discretion to reject any part or all of 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 entirely by the interested parties.

'Expression of Interest' for 1218/IM PROVISION OF MULTI-FUNCTIONAL PRINTERS

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 DiPertuan 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	<b>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<sup>th</sup> July 2023?</b>		
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, Governmentlinked 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 EOLs for and on behalf of:-

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_(Registered Address)