

EXPRESSION OF INTEREST (EOI) FOR DEVELOPMENT OF CONTRACT AND PROCUREMENT (CP) SYSTEM

Brunei Fertilizer Industries Sdn Bhd (BFI) is launching this Expression of Interest exercise to seek suitable local companies (the “Interested Parties”) with the capability and capacity to provide Contract and Procurement (CP) System as per the Scope of Services below.

In accordance with the Local Business Development Directive, this EOI falls under Highly Specialised Quadrant and the target for local employment and local content shall be based on best endeavors. Please refer to the LBD Directives at Department of Energy’s website (<https://www.energy.gov.bn>) for more information.

SCOPE OF SERVICES

The scope of work is to develop Contract and Procurement (CP) System for Supply Chain Department, including Procurement Management, Contract Management, Supplier Management, Warehouse Management with seamless integration to the existing SAP System. The system shall enhance operational efficiency, improve visibility and ensure compliance with BFI requirements.

The system is planned to be implemented in Q4 of 2025.

Below is the summary of scope of services that shall include but not limited to the following:

- To develop detailed system and design specifications, data flow models and integration points between new CP system and the existing SAP system (i.e., Material Management (MM) and Financial Accounting and Controlling, and Fund Management).
- To develop an integrated strategy for seamless data synchronisation between CP system and existing SAP system to ensure real-time updates inbound and outbound and data consistency across procurement, contracts, supplier and warehouse management.
- To provide solution and implement that support scalability to accommodate future business growth and ensure compatibility with Industry Best Practices.
- To provide proven full training plan and package including but not limited to strategies, plan, trainer background, facilities, methods, materials and manuals
- To provide detailed user manuals and system documentation that outline key processes, system features, workflows and troubleshooting guides for BFI representatives.
- To provide technical support and warranty within BFI Service Level Agreement for system maintenance, bug fixes and updates to facilitate smooth adoption across relevant departments
- To provide Best Practices for Agile methodologies of Project Implementation standards.
- To provide hyper care support and Operational support services.

Please refer to Appendix A for the System Business Requirements.

To register an EOI, Interested Parties are requested to submit full information on the following:

1. COMPANY’S EXPERIENCE ON PROVEN SYSTEM

- a. Interested Parties are to submit their experience on proven system implementation for the past four (4) years in the table below.

NAME OF SYSTEM	CLIENT’S NAME AND ADDRESS	DURATION OF CONTRACT	CLIENT’S CONTACT PERSON	DESIGNATION OF CONTACT PERSON	CONTACT NUMBER AND E-MAIL ADDRESS

Note: add more rows, if required

: BFI reserves the right to contact the above client to verify their CP system performance and quality for EOI assessment purposes.

2. PROPOSED CP SYSTEM

- a. Interested Parties shall submit their proposed CP system in accordance with Scope of Services mentioned above. BFI reserves right to invite the shortlisted Interested Parties for a demonstration of their proposed CP system.
- b. Interested Parties shall submit the details on the ownership of the system, for e.g., if it’s owned by Interested Parties or by their Partner or sub-contractor. Details of partner and/or sub-contractor shall also be submitted.
- c. Interested Parties shall proposed relevant licence and hardware in accordance with Scope of Services mentioned above.

3. DECLARATION OF CONFLICT OF INTEREST

Interested Parties shall hereby declare and fully disclose any conflict of interest with any of BFI’s personnel, directors or shareholders pertaining to this EOI.

No Yes If Yes, please provide details:

For any EOI related queries, kindly email to: Requestforinformation@bfi.com.bn with the subject header “EOI- Development of Contract and Procurement (CP) System”.

Interested Parties to submit the above information to Requestforinformation@bfi.com.bn , no later than 0900 hours, Monday, 13th January 2025.

This EOI exercise shall not be deemed to be an invitation to tender. BFI shall have the right and sole discretion to consider any part or all the submissions made by the Interested Parties. BFI shall have the right and sole discretion to determine the bidders for any future tender. This EOI serves solely for the purpose of obtaining information. Expenses incurred in connection with this EOI shall be borne in its entirety by the Interested Parties

Appendix A Technical Requirements

Module	Business Requirements	Detail Requirements	Yes or No	Interested Parties To Elaborate Solution
Supplier Management	Registration Form.	Create a user-friendly registration form for suppliers to submit basic information, including contact details and legal documents.		
Supplier Management	Approval Workflow.	Implement an approval process for new registrations, including notifications to relevant personnel for review and approval.		
Supplier Management	Document Upload.	Allow suppliers to upload required documentation, such as business licenses, tax documents, and insurance certificates.		
Supplier Management	Data Validation.	Validate entered information for accuracy, including checks for duplicate entries and mandatory fields.		
Supplier Management	User Access Management.	Define user roles and access levels for suppliers to manage their profiles and submit information securely.		
Supplier Management	Performance Metrics.	Track key performance indicators (KPIs) such as delivery time, quality of goods, compliance, and pricing accuracy.		
Supplier Management	Performance Scoring.	Implement a scoring system to rate suppliers based on defined metrics and performance over time.		
Supplier Management	Feedback and Evaluation.	Allow internal users to provide feedback on suppliers and generate periodic evaluation reports.		
Supplier Management	Issue and Resolution Tracking.	Log any performance issues and track the resolution process.		
Supplier Management	Visit Scheduling.	Schedule and track visits to supplier locations for audits, assessments, or relationship management purposes.		
Supplier Management	Visit Reports.	Allow staff to document findings from visits and generate detailed reports with recommendations.		
Supplier Management	Checklist for Audits.	Create customizable checklists for specific audit requirements during supplier visits.		
Supplier Management	Category Management.	Define and manage work categories and subcategories to classify supplier services and products.		
Supplier Management	Category Assignment.	Assign suppliers to relevant categories based on their capabilities and services offered.		
Supplier Management	Category Approval Workflow.	Implement a workflow for approving suppliers for specific work categories.		
Supplier Management	LBD Tracking.	Monitor and report on local business development initiatives and targets for suppliers.		
Supplier Management	Compliance Reporting.	Generate reports on LBD compliance for regulatory and internal purposes.		
Supplier Management	KPI Dashboard.	Provide a visual dashboard with key performance indicators, trends, and alerts for quick decision-making.		
Supplier Management	Supplier Overview.	Show an overview of supplier statuses, performance scores, and registration progress.		
Supplier Management	Customizable Views.	Allow users to customize dashboard views and filters based on roles and preferences.		
Supplier Management	Performance Reports.	Performance Reports. Generate detailed reports on supplier performance, including trends, comparisons, and benchmarks.		
Supplier Management	Registration Reports.	Create reports on registration activity, pending approvals, and completed registrations.		
Supplier Management	Audit and Visit Reports.	Generate comprehensive reports on supplier audits and visit outcomes.		

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Supplier Management	Local Business Development Reports.	Provide detailed reports on LBD initiatives, compliance, and targets.		
Supplier Management	Agency Letter Tracking.	Allow suppliers to update the agency letter.		
Supplier Management	Update Records.	Update the records using the latest information.		
Supplier Management	Notifications and Alerts.	Set up notifications and alerts for critical events, such as contract expiration, registration approval, or performance issues.		
Supplier Management	Integration with External Systems.	Integrate with external systems such as ERP or financial systems for seamless data flow.		
Supplier Management	User Training and Support.	Provide training materials, help documentation, and support for users of the system.		
Supplier Management	Security and Compliance.	Ensure the system meets all security standards and regulatory compliance requirements.		
Supplier Management	Approved PR-11 and PR-13 received by SCM	Notification email will be sent to buyer and user as soon as the PR is approved.		
Procurement	RFQ or tender	Option to choose RFQ, Single Source, OEM or Tender		
Procurement	Obtain Bidder list from approved supplier of the categories and has the option to choose add if its not in categories	CP system will be able to generate a list of bidder in the categories for buyer to choose, remove or add.		
Procurement	Bid clarification between supplier and end user (directly)	Notification email will be sent to end user to remind them to reply in CP		
Procurement	Bid closure will display the bidder's response, whether they declined, or did not respond.	CP will be able to report the number of times a particular vendor has not responded, declined, or actively submitted a bid in this category.		
Procurement	Technical Bid option (with or without scoring)	CP system will be able to generate technical bid option with or without scoring for buyer to choose. Format of the Technical bid option will be provided by Company.		
Procurement	Technical Bid will be automatically sent to end user once bid closed with timeline (3days, 7 days, 10 days etc)	Option to specify the timeline in days and the email addresses of the buyer and end user to whom the TE will send the notification.		
Procurement	A reminder/notification will send to both buyer and end user if the TE is not completed within the timeline given	CP will be able to send a reminder (set by buyer for each RFQ based on the workscope) to both buyer and end user if it's not completed within the timeline given.		
Procurement	A notification will be sent to the buyer/contract engineer once the TE has completed the review in CP.	End user will be able to choose "Approved" or "Technically not approved" in CP. If "Technically Not Approved" is selected, providing a justification is mandatory."		
Procurement	Once the TE is completed, the Buyer/Contract Engineer can proceed with the Commercial Evaluation, choosing either the 'Lump Sum Award' or 'Cherry Pick' option.	Option to choose Lump Sum or Cherry pick		
Procurement	There will be an option for the Buyer/Contract Engineer to benchmark historical prices.	Option to click the benchmarking button which will display all previously awarded prices in CP (excluding SAP).		
Procurement	A Commercial Evaluation will be generated by CP once the option is chosen	CP will be able to generate the draft CE with the chosen option from buyer		
Procurement	CE will be circulated for approval either in CP or outside CP	For TC, Ex-Comm will be outside CP but there is an option to choose CE to be approved in CP or outside CP based on threshold.		
Procurement	Once the CE approved, PO / contract to be issued	As soon as the CE is approved, buyer can generate the PO via CP to SAP system.		
Procurement	Once PO approved, Buyer will required to click on "Open" or "Closed" button for this PR	As soon as the PO is approved, buyer will then able to click on an option "open" or "closed" to close the PR		
Procurement	Obtain signed PO from vendor	once received, buyer can have the field to key in the signature date and attach the signed PO. A reminder should be sent to buyer if the signed PO is not received within the given timeline.		
Procurement	A dashboard for this PR will be generated with PR-PO lead time (no of days), TE-TE , TE-CE etc	The CP should be able to provide a full details of the process of PR to PR in no of days.		

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Contracts Management	Received notification from SAP system that PR Contract PR has approved with details provided	To provide drop list item (Yes/No) and fill in the date that CA received the notification		
Contracts Management	To prepare executive summary and tender package/single source package	Automated template of executive summary and tender package generate, ability to create these documents quickly by auto-filling fields with pre-existing data. Automated generate propose bidders in the system based on the scope of work provided provide drop list item for type of sourcing (Open tender, selective tender and single source)		
Contracts Management	To circulate executive summary and tender package to reviewer (Head of department, HSSE, Legal, Contract Holder) for review/input/amend	1. To provide a box for CA to fill in the name of reviewer. 2. push notification to CH and other reviewer for review/edit 3. Automated generates the editable version of executive summary and tender package generate, ability to amend these documents quickly by CH and others representative 4. once completed review the documents, CH and other reviewer to press enter button and then push notification to CA to proceed with further action. on repeat action, if required more amendment.		
Contracts Management	1. To circulate Executive Summary to CH, and other reviewer for signature 2. Each sign the Executive summary in sequently and automated send back to CA 3. CA circulate the document for signature to the next reviewer (repeat action)	To provide a box for CA to fill in the name of reviewer and then push notification to approver for signature in CP system.		
Contracts Management	to launch Tender package to Bidders as stated in Executive Summary	1. Automated send invitation to invited bidder (registered or not registered with Bidders) and key in the date of closing date based on the bidlist stated in Executive Summary 2. push notification to propose bidlist. 3. to provide drop list item (Yes/No) to acknowledge the receipt of tender and fill in the receipt date of receiving the document within tender period 4. To provide drop list item box for Bidders to choose either to participate or decline the tender.		
Contracts Management	to receive tender clarification from the Bidders	Bidders to fill in the clarification in the CP system and Automated circulate Tender clarification from Bidder to CA		
Contracts Management	to compile and circulate tender clarification to invited Bidders	Automated receive tender clarification generate from reviewer, ability to create these document quickly by auto-filling field fields with pre-existing data. Automated send tender clarification to invited bidder		
Contracts Management	To send invitation for tender briefing/site visit to invited Bidders	CA to choose the date and time, location and Agenda		
Contracts Management	To receive invitation from BFI on the tender briefing/site visit	Automated Entry form generate and ability to create this document quickly by auto-filling fields with pre-existing data. Bidder to fill in from drop list item (Yes/No) and fill in the name of Bidder representative		
Contracts Management	1. CA to fill in the MOM, Slide pack and Addendum Package. 2. CA to circulate MOM, slide pack and addendum tender package to reviewer 3. Reviewer to amend/edit the MOM, Slide pack and addendum tender package and circulate to CA for compilation 4. CA circulate these documents to Bidders for references and their acknowledgement of receipt the documents. 5. Bidder acknowledge receipt of documents	1. To provide a box to fill in the name of reviewer for CA to fill in. 2. provide editable version on MOM, Slide Pack and Addendum Tender Package for edit for CA and reviewer 3. to provide drop list item (Yes/No) and fill in the receipt date of receiving the document for Bidders		

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Contracts Management	<ol style="list-style-type: none"> CA to fill in the standard template of TEP, Tender Scoring System and DOI CA circulate the TEP, Tender Scoring System to reviewer for review and input. Reviewer revert the documents with their comment and submit it to CA for compilation CA circulate TEP and DOI to each of reviewer for signature Each reviewer sign the TEP and DOI in sequently and send back to CA CA circulate the document for signature to the next reviewer (repeat action) 	<ol style="list-style-type: none"> Automated template of TEP, tender scoring system and DOI generate, ability to create these documents quickly by auto-filling fields with pre-existing data. To provide a box to fill in the name of reviewer in sequently after all complete review and update by CA, CA to upload the document for signature. push notification to reviewer for signature in sequence. to sign the document in CP System by CA, and reviewer 		
Contracts Management	Bidders to fill in their submission online between technical and commercial. And these submissions to be automated generate in tender scoring system with result.	<ol style="list-style-type: none"> key in the date of submission Online bidding Automated tender package generate, ability to create these documents quickly by auto-filling fields with pre-existing data. to key in the name of Bidder's focal person 		
Contracts Management	to receive submission bid from Bidders.	<ol style="list-style-type: none"> Submission bid will be lock until the closing date. only after closing bid, the submission bid to be unlock and send the all submission to CA for next action push notification to CA about the closing date. Automated opening bid form generate, ability to create these documents quickly by auto-filling fields with pre-existing data. CA to choose in the system by ticking the box (Option 1 or option 2) for the evaluation methodology. To provide a box to fill in the name of reviewer in sequently. push notification to reviewer for signature in sequence. to sign the document in CP System by Head of SCM, and Legal. once the document sign, push notification either to commercial evaluation committee or technical evaluation committed or both based on the evaluation methodology. 		
Contracts Management	If CA choose option 1 (up to 5 bids are received) Technical and commercial bids shall be evaluated concurrently.	<ol style="list-style-type: none"> To provide a box to fill in the name of Tender evaluation committee and push notification to them Automated tender scoring system generate, ability to create these documents quickly by auto-filling fields with pre-existing data. 		
Contracts Management	If CA choose option 2 (at least 6 bids are received) Commercial bids to be evaluated first and identify the top 3 lowest Bidders. The technical bids for the 3 lowest bidders will be issued to the technical team for evaluation. if there is atleast one technically acceptable Bidder, the Technical evaluation will be concluded and to proceed with the award proposal. If there is none, the technical bids for the next 3 Bidders (4th lowest to 6th lowest) will be evaluated. this process will continue with 3 bidders per batch until there is atleast one technically acceptoable bid in the batch and to proceed with the award for the least cost bidder	<ol style="list-style-type: none"> To provide a box to fill in the name of Tender evaluation committee and push notification to them Automated tender scoring system generate, ability to create these documents quickly by auto-filling fields with pre-existing data. 		
Contracts Management	to compile and circulate the clarification to invited Bidders	<p>Automated receive clarification generate from reviewer, ability to create these document quickly by auto-filing field fields with pre-existing data.</p> <p>Automated send clarification to invited bidder</p>		
Contracts Management	to compile and circulate the clarification to reviewer	<p>Automated receive clarification generate from bidders ability to create these document quickly by auto-filing field fields with pre-existing data.</p> <p>Automated feedback of clarification to reviewer</p>		

Module	Business Requirements	Detail Requirements	Yes or No	Interested Parties To Elaborate Solution
Contracts Management	To prepare award proposal and slide pack based on the outcome of tender evaluation	1. Automated award proposal and slide pack generate, ability to create these documents quickly by auto-filling fields with pre-existing data. 2. To provide a box to fill in the name of reviewer and push notification to them 3. Reviewer received notification to review the documents and generate the document for reviewer to review/amend. 4. Reviewer to fill in the name of CA and send notification to CA for updates. repeat process if require more action to review the document		
Contracts Management	To upload and award proposal for signature	1. Automated finalised award proposal generate 2. To provide a box to fill in the name of reviewer in sequently for signature. 3. push notification to reviewer for signature in sequence. 4. to sign the document in CP System by CA, reviewer and CEO		
Contracts Management	to prepare notice of award and circulate for review and signature	1. Automated Notice of award generate, ability to create these documents quickly by auto-filling fields with pre-existing data. 2. To provide a box to fill in the name and push notification for signature. 3. CEO received notification to review the documents and generate the document for signature in CP and press enter button. 4. push notification to CA for updates. 5. download the notice of award		
Contracts Management	to prepare contract document and send the contract document to reviewer for their review/amend	1. Automated contract document generate, ability to create these documents quickly by auto-filling fields with pre-existing data. 2. To provide a box to fill in the name of reviewer and push notification to them 3. Reviewer received notification to review the documents and generate the document for reviewer to review/amend. 4. Reviewer to fill in the name of CA and send notification to CA for updates. repeat process if require more action to review the document		
Contracts Management	to circulate contract for signature	1. To provide a box to fill in the name and push notification for signature. 2. witness and CEO received notification to sign the documents in sequence and press enter button. 3. push notification to CA for updates. 4. download the contract		
Contracts Management	Notification	Automatically notify the CA and reviewer if the tender timeline lapse to ensure timely actions are taken		
Contracts Management	Reminder 6 months in advance before contract expiry date	Reminders for key dates 6 months in advance before contract expiry date (renewal) and expiration date		
Contracts Management	Contract report	Real-time visibility into contracts and procurement activities through dashboards Customise dashboard on Contract report such as list of local and internation, Contract amount vs Contract PO amount spent, KPI Tracking such as contract completion times, supplier performance, and procurement costs. Alert for contract milestone and deliverables		

Module	Business Requirements	Detail Requirements	Yes or No	Interested Parties To Elaborate Solution
Contracts Management	to prepare variation to contract	<ol style="list-style-type: none"> 1. Automated request for variation generate, ability to create these documents quickly by auto-filling fields with pre-existing data. 2. To provide a box to fill in the name of CA and push notification to them 3. Reviewer received notification to review the documents and generate the document for CA to review 		
Contracts Management	To prepare award proposal and slide pack based on the outcome of tender evaluation	<ol style="list-style-type: none"> 1. Automated award proposal and slide pack generate, ability to create these documents quickly by auto-filling fields with pre-existing data. 2. To provide a box to fill in the name of reviewer and push notification to them 3. Reviewer received notification to review the documents and generate the document for reviewer to review/amend. 4. Reviewer to fill in the name of CA and send notification to CA for updates. repeat process if require more action to review the document 		
Contracts Management	To upload and award proposal for signature	<ol style="list-style-type: none"> 1. Automated finalised award proposal generate 2. To provide a box to fill in the name of reviewer in sequently for signature. 3. push notification to reviewer for signature in sequence. 4. to sign the document in CP System by CA, and reviewer and CEO 		
Warehouse	Vendor book a slot to deliver materials	To provide slot assignment function to deliver materials to BFI		
Warehouse	BFI Warehouse team to approve slot timing from vendor	To provide approval status for delivery slot		
Warehouse	BFI Warehouse team and end user conduct inspection	Warehouse team to key in inspection report and notification to end users once first inspection is completed - already provided by SAP		
Warehouse	Acceptance of materials into SAP	Acceptance of Materials by end users - already provided by SAP		
Warehouse	Inventory management	All materials inventory management (materials issuance, receiving, movement) should be done using system - already provided by SAP		