

**EXPRESSION OF INTEREST (EOI) FOR PROVISION OF OFFICE CLEANING SERVICES AT BFI'S
OFFICE AT SPARK CENTRE**

Brunei Fertilizer Industries Sdn Bhd (BFI) is launching this Expression of Interest (EOI) exercise to seek suitable local young entrepreneurs with or without companies ("Interested Parties") who are interested to provide office cleaning services at BFI SPARK Centre.

As part of the Department of Energy's initiative, this EOI falls under I-Usahawan Programme and the Interested Parties are required to meet the following criteria to be eligible to participate in this EOI:

- Brunei Citizens from any one of the 7 indigenous groups holding yellow I.C.
- Youths between ages 18 to 35
- No prior contract awarded by Government or GLCs or Statutory bodies (previous 5 years).
- Shall be required to incorporate a company as Sdn Bhd in Brunei (in the event of award of contract) with at least 3 shareholders.
- Actively running and involved in the daily operations of the business.

SCOPE OF SERVICES

1. To carry out general routine cleaning and housekeeping such as cleaning, disinfecting, sanitising, room fogging, washing, mopping, polishing, dusting, sweeping, vacuuming, carpet shampooing and emptying all waste bins and trash cans at all BFI's Offices at SPARK Centre.
2. To provide competent and sufficient cleaning personnel including relief team with supervision and facilities deemed necessary to execute the services safely and effectively.
3. To provide, deliver, maintain and operate the all-cleaning tools, equipment and consumables items as listed in Appendix A.
4. To provide own transportation/logistics for the delivery of the services.
5. The planned duration of services shall be three (3) years with an option to extend for a minimum of one (1) year. These services are expected to commence by Q1 2024.

The above scope of services shall be executed in full compliance with BFI's Health, Safety, Security and Environment (HSSE) requirements and procedures, all relevant policies, safety rules and regulations implemented by the relevant Brunei Government Authorities. All costs related to compliance to such requirements shall be borne entirely by the Interested Parties.

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

1. FOR YOUNG ENTREPRENEURS WHO DOES NOT HAVE ANY COMPANY:

- a. Coloured and clear copy of IC for all the shareholders of the potential company [Note that as per the i-usahawan criteria, the potential company shall have at least 3 shareholders]
- b. The declaration that all members will form a company incorporated as Sdn Bhd in Brunei (upon award of contract)

2. FOR YOUNG ENTREPRENEURS WHO OWN A COMPANY:

- a. The required information in Appendix A, Table 1 and Table 2.
- b. The declaration Letter as per Appendix B

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- Provision of Office Cleaning Services".

Interested Parties to submit the above information to Requestforinformation@bfi.com.bn, no later than 1200 hours, Monday, 21st August 2023.

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 Interested Parties who will be invited for any future tender. This EOI serves solely for the purpose of obtaining information. Expenses incurred in connection to this shall be borne in its entirety by the Interested Parties.

Appendix A Table 1

Please fill the required information in the table below in accordance with your company registration.

Company Registration	Documents to be submitted	Please tick (✓) if submitted with this EOI	Attach the softcopy here
"Sdn Bhd" (Companies Under Cap. 39)	Form X		
	Certificate of incorporation		
	Coloured copies of IC of the Owner(s)/ Shareholders / Partners		
	Valid shares certificates		
	Contact details including address proof		
	Letter from Bank which states the authorised bank signatories		

Appendix A Table 2

Please fill the required information in the table below. The information must match with the documents submitted in **Appendix B Table 1** above.

Type of Company Registration	"Sdn Bhd" (Companies Under Cap. 39)		
Name of Document	Incorporation Certificate		
Description	Full Company Name as stated in Incorporation Certificate	Incorporation Certificate No.	Incorporation Certificate Date.
Fill in the details			

(Note: Add more rows if required)

Type of Company Registration	"Sdn Bhd" (Companies Under Cap. 39)		
Name of Document	Form X		
Description	Full Name of Owner(s)/ Shareholders / Partners stated in Form X	IC Number of Owner(s)/ Shareholders / Partners	IC expiry date
Fill in the details			

(Note: Add more rows if required)

Type of Company Registration	"Sdn Bhd" (Companies Under Cap. 39)			
Name of Document	Share Certificate			
Description	Full Name as stated in IC	IC number	IC expiry date	No. of Shares
Fill in the details				

(Note: Add more rows if required)

Note: Interested Parties to submit the Appendix B Table 1 and 2 in Microsoft Word format.

Appendix B – Declaration Letter

[INSERT COMPANY LETTER HEAD]
[INSERT COMPANY ADDRESS]

[DATE]

[Contract Holder / Contract Owner]

[Address]

Negara Brunei Darussalam.

Dear Sir/Madam,

DECLARATION LETTER OF OWNERSHIP TO PARTICIPATE IN i-USAHAWAN PROGRAMME

As the active owner(s) (*refer to Attachment 1*) of [insert business name] with ROC number [insert ROC number], I/we acknowledge and declare that the following information is true to our knowledge:

1. The owner(s) of the business above are actively involved in the daily operations of the business;
2. The business above does not have any contract with the Brunei Government, Government Linked Companies (GLCs) and Statutory Bodies in the previous five (5) years;
3. Any other business entities registered and *listed in Attachment 2, (if any)* all the owner(s) have no prior contracts with the Brunei Government, Government Linked Companies (GLCs) and Statutory Bodies in the previous five (5) years;
4. The owner(s) is/are in full understanding that the business is/are encouraged but not required to be incorporated into Private Limited Company upon award of contract as per the requirement set in the I-Usahawan programme for the Non-Energy sector.

Yours faithfully,

[NAME]

[DESIGNATION]

[Address of Company]

[INSERT COMPANY LETTER HEAD]
[INSERT COMPANY ADDRESS]

Attachment 1 Owner(s) details

No	Name	I.C. Number	Date of Birth	Position in company

Attachment 2 Other business entities (if any)

No	Company Name	ROC Number	Owner(s) & IC number	Brief description of business activities