1 October 2015

Dear Sir/Madam,

**Invitation for ‘Expressions of Interest’ for BSM Agreement – BSM Shell Lubricant Distributor**

Brunei Shell Marketing Sdn Bhd is seeking Expressions of Interest (EoI) from companies to be appointed as sole local distributor for BSM Shell Lubricant in Brunei.

**Tender Scope:**

The sole local distributor shall be responsible for the following but not limited to:

1. Purchase minimum quantities of lubricant stocks from BSM quarterly
2. Sole distributor approved by BSM in Brunei
3. Able to strengthen the market position of BSM products to the customers in Brunei
4. Develop relationship with customers to retain and increase customer base
5. Distribute and transport required volume of products purchased by customer within an agreed time frame
6. HSSE Management system in place
7. Monthly stock check and stock reporting
8. Quarterly sales reporting of the products under BSM
9. Host events or promotional activities to advertise BSM products
10. Provide BSM approved storage area for the purchased products
11. Proper material tracking and handling system of the products from BSM stores to distributor’s transport
12. Valid and approved license
13. To provide market intelligence for continual improvement

**Distributor Requirements:**

Brunei Shell Marketing Sdn Bhd requires distributors to meet the requirements as follow:-

* EoI is open for Local companies;
* The owners of the company must actively participate in its management and day to day running of the business;
* The owners must develop reporting relationship with BSM and adhere to the agreement KPIs;
* The owners shall be responsible to provide evident documents to meet the scope of work requirements as stated above in this EoI.

**Tender/Contract Schedule**

* Planned tender date: **23rd November 2015**
* Agreement Duration : **Three (3) years**

Kindly fill in the questionnaire attached herein and indicate your acceptance by ticking (✓) in the respective boxes no later than **23rd October 2015** via email address **'BSM-Tender-Box@shell.com'.** Please include the title **SCM/87**- **BSM Agreement – BSM Shell Lubricant Distributor** as your email subject when responding**.** Contractors will be contacted on EoI outcome via email. PLEASE BE REMINDED THAT ANY REPLY RECEIVED LATER THAN THE SPECIFIED DATE AND TIME MAY NOT BE ACCEPTED.

This Expression of Interest shall not be deemed to be an invitation to tender. BSM shall have the right and sole discretion to reject any part or all of the response made by the Contractor. BSM shall have the right and sole discretion to determine the bidders for this tender. This letter serves solely for the purpose of obtaining Expressions of Interest 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 in its entirety by the interested parties.

Yours faithfully,

For **BRUNEI SHELL MARKETING SENDIRIAN BERHAD**

**Siti-Kurshiah Anuar**

**Head of Commercial**

**EXPRESSIONS OF INTEREST FOR BSM AGREEMENT – BSM SHELL LUBRICANT AND KEROSENE DISTRIBUTOR**

* 1. Please list down the details of all owners of your company:

|  |  |
| --- | --- |
| **Full Name** | **Bumiputra/Local/ Non-Local[[1]](#footnote-1)** |
|  |  |
|  |  |
|  |  |

* 1. Please complete this section by ticking YES or NO:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| **1** | Are you willing to comply with all applicable laws and regulations of Brunei Darussalam, including Tabung Amanah Pekerja (TAP) and Supplementary Contribution Pension (SCP) requirements? |  |  |
| **2** | 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) |  |  |
| **3** | Have you or any of your key personnel worked for BSJV Companies? (If ‘YES’ Kindly provide details in table ‘B’ provided below) |  |  |

* + 1. Kindly provide owner details in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **% of Shares** | **Actively Managing Company’s Operation (Y/N)** | **Position** | **Authorised Signatories**  **(Y/N)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* + 1. Please provide Ex-BSJV details in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **Position in Tenderer’s Company** | **Involvement in Existing EOI/Tender (i.e. Tender Preparation; Contract Execution; etc)** | **Year Last Worked in a BSJV Company** | **Job Description (include Job Title, Indicator, Department)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I, hereby, declare that all the information provided herein is accurate and acknowledge that BSJV companies reserve the right to exclude my Company from any subsequent tenders, should there be any deviations to such information.

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated this day of , 201

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Held : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (O)

: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M)

Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

..........................................................................................................

........................................................................................................ (Registered Address)

1. Bumiputra – Brunei Citizens belonging to one of the indigenous group of the Malay race, namely, Belait, Bisayah, Brunei, Dusun, Kedayan, Murut or Tutong

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

   Non-Local – Not ‘Bumiputra’ and ‘Local’ [↑](#footnote-ref-1)