

BSM i-USAHAWAN HANDBOOK

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INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR i-USAHAWAN PROGRAMME



The i-Usahawan programme is a private sector and Government wide initiative led by The Ministry of Energy, Manpower and Industry (“MEMI”) and was officially launched on 1st August 2018. The programme is a Youth Entrepreneurship Development Programme aimed to encourage young entrepreneurs to start and develop their own companies by providing opportunities to competitively win a contract with the Government, Government-Linked Companies (GLCs) and/or Statutory Bodies.

Brunei Shell Marketing Company Sendirian Berhad (BSM) is inviting young entrepreneurs and business owners who meet the programme’s pre-requisite to participate in the following future tenders under this programme.

EOI No.	EOI Title	Category
C180920	Flintkote Distributorship	NA
C180919	Retail Station Cleaning Services	Onshore Maintenance Services
C180914	Photography and Videography Services	Corporate Services - Media
C180915	Event Management Services	Corporate Services - Event Management
C180916	Merchandise Supply	Corporate Services - Media
C180917	Event Hosting Services (Paid Host)	Corporate Services - Event Management
C180918	CCTV supply & maintenance	Instrumentation - Aftermarket

Interested Young Entrepreneurs are hereby invited to submit their EOI with the relevant documentations which will open from **12 September 2018**. Further details on the EOIs can be obtained from the BSJV LBD portal website at <https://www.bsp-lbd.com.bn> and click on “**BSJV Vendor Opportunities**” and select “**Expression of Interest (EOI)**”. Outcome of the EOI will be corresponded to the participating companies via e-mail.

Please state clearly the EOI title and reference number (as above) and all submissions must be submitted via the LBD portal as per above no later than **12 October 2018**.

Interested companies and entrepreneurs will be required to register with BSJV on Vender Online Registration System (VORS) and in the appropriate categories listed above. For further information on registering through VORS, go to <https://www.bsp-lbd.com.bn/sitepages/rbsjv.aspx>

Please be reminded that any submissions received later than the specified date may not be accepted. BSM has the right to decline any EOI submission with incomplete data in VORS.

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Introduction

The i-Usahawan programme is a private sector and Government wide initiative led by The Ministry of Energy, Manpower and Industry ("MEMI") and was officially launched on 1st August 2018.

The programme is a Youth Entrepreneurship Development Programme aimed to encourage young entrepreneurs to start and develop their own companies by providing opportunities to competitively win a contract with the Government, Government-Linked Companies (GLCs) and/or Statutory Bodies.

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i-Usahawan Programme - Overview

Pre-requisites:

- Open only to Rakyat Jati Business Owners or Entrepreneurs
- Aged between 18 – 40 years old
- No prior contract with BSJV companies, Government or Government Linked Companies (GLCs) and/or Statutory Bodies

Contract Title:

- Photography and Videography services
- Event Management services
- Merchandise Supply
- Event Hosting Services
- Flintkote (Shell Paint) Distributorship
- CCTV Supply and Maintenance
- Retail Station Cleaning Services

Support provided:

- Start-up Accelerator programme (Energy Business Academy)
- 3 years contract, with potential extensions
- BSJV Credit Facility Programme via BIBD or Baiduri
- Experienced business mentors throughout the contract period

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PHOTOGRAPHY AND VIDEOGRAPHY SERVICES



CONTRACT TITLE	WORK CATEGORY	ISSUE TENDER
C180914 - PHOTOGRAPHY AND VIDEOGRAPHY SERVICES	CORPORATE SERVICES, MEDIA	Q2 2019

TENDER SCOPE:

The Contractor shall provide photography and videography services as follows, but not limited to:

Photography Services:

- Photography assignments covering BSM assets, people and events as and when required.
- To own and utilise equipment that will fit the scope of work
- To understand and apply BSM standards of branding for photography as defined in BSM's Corporate Visual Identity Manual.
- Have in depth knowledge of cameras, composition, lighting, framing
- Skilled and experienced in photoshop, including editing and retouching of photos.
- To provide and maintain an archive filing system

Videography Services:

- To produce creative video(s) as and when required including to provide creative advice throughout production period
- To provide, set-up, test and operate appropriate equipment to be used for filming in different locations indoors or outdoors
- To develop a concept, script and storyboard based on the requirements and storyline of the video to be produced aligned to BSM Corporate Visual Identity Manual
- To provide talents, such as voice-over and actors, as and when required
- Experienced in video editing, graphic design and animation.

DURATION: 3 years + 1 year extension (optional)



EVENT MANAGEMENT SERVICES



CONTRACT TITLE	WORK CATEGORY	ISSUE TENDER
C180915 - EVENT MANAGEMENT SERVICES	CORPORATE SERVICES, EVENT MANAGEMENT	Q2 2019

TENDER SCOPE:

The Contractor shall provide end to end event management services which includes but not be limited to:

- To provide project management services for small or large scale marketing, corporate or national level events.
- The scope includes an end-to-end event services i.e. event preparation (concept and design development, event planning, advertisements, marketing campaigns), execution (day of event coordination, overall logistics, event programme) and event demobilisation (event wrap up, editorials). This includes and not limited to product launches, campaigns, conferences, ceremonies, exhibitions or conventions.
- To provide creative and innovative concept and design development, advertisements and marketing campaigns along with digital, print and marketing content.
- To provide in-house man power services for graphic design and editorial.
- To provide services in constructing, fabricating, installing and dismantling of backdrops, platform stage, banners, decorative arch, and exhibition booths in a sustainable manner.
- To carry out market research
- To attend regular internal/ external stakeholder meetings

DURATION: 3 years + 1 year extension (optional)

EVENT HOSTING SERVICES (PAID HOST)

BRUNEI SHELL MARKETING COMPANY
TENDER OPPORTUNITY



CONTRACT TITLE	WORK CATEGORY	ISSUE TENDER
C180917 - EVENT HOSTING SERVICES (PAID HOST)	CORPORATE SERVICES, EVENT MANAGEMENT	Q2 2019

TENDER SCOPE:

The Contractor shall provide event hosting ('Paid Host') services as follows, but not limited to:

- To provide capable and trained manpower to support and/or coordinate Corporate, Selling and Marketing events/activities.
- The scope will require the service provider to act as ambassadors to BSM brand and products.
- The manpower shall be readily available as and when required
- The manpower shall be trained sales persons, skilled in areas relating to customer service, able to facilitate marketing events and knowledgeable of BSM products including technicalities of the product.

DURATION: 3 years + 1 year extension (optional)

MERCHANDISE SUPPLY

BRUNEI SHELL MARKETING COMPANY
TENDER OPPORTUNITY



CONTRACT TITLE	WORK CATEGORY	ISSUE TENDER
C180916 - MERCHANDISE SUPPLY	CORPORATE SERVICES, MEDIA	Q2 2019

TENDER SCOPE:

The Contractor shall supply BSM merchandises as follows, but not limited to:

- The design and production of company corporate items such as Diaries, Calendars, Money Packets, Greeting Cards, T-Shirts etc
- The supply of company shirts or uniforms including those for Business Partners
- To supply corporate gifts, promo merchandises/items for events/activities
- To keep and maintain a minimum level of stock for some of items
- To understand and apply BSM standards of branding for merchandise as defined in BSM's Corporate Visual Identity Manual.

DURATION: 3 years + 1 year extension (optional)



RETAIL STATION CLEANING SERVICES



CONTRACT TITLE	WORK CATEGORY	ISSUE TENDER
C180919 - RETAIL STATION CLEANING SERVICES	ONSHORE MAINTENANCE	Q1 2019

TENDER SCOPE:

To provide cleaning services of Retail Visual Identities (RVI) and Signages at all Retail Stations as listed below, but not limited to:

- RVI SHELL Logo (LED/NON LED)
- Monolith Sign (LED/NON LED)
- S-Curve Fascia
- Red Bar (LED)
- Leader Board
- Arrow Sign
- Standard Spreader
- Free Standing Spreader
- Wall Mounted Poster Board
- Site Name
- Stanchion Mounted Poster Unit
- Air Signage

- To have the relevant necessary equipment, tools and chemicals to do the cleaning

- The Contractor shall comply to BSM/Shell standards and procedures on Health, Safety, Security and Environment (HSSE) including adherence to policy and procedures relating to working at heights.

DURATION: 3 years + 1 year extension (optional)

CCTV SUPPLY AND MAINTENANCE

BRUNEI SHELL MARKETING COMPANY
TENDER OPPORTUNITY



CONTRACT TITLE	WORK CATEGORY	ISSUE TENDER
C180918 - CCTV SUPPLY AND MAINTENANCE	INSTRUMENTATION (AFTERMARKET)	Q4 2019

TENDER SCOPE:

The Contractor shall supply and provide maintenance services for CCTV at Retail Stations as follows, but not limited to:

- The supply of CCTV system for Retail Stations inclusive of indoor/outdoor camera, recording device, monitor/screen and ability to provide live feed to devices.
- The installation and commission of the CCTV system at each site
- To provide after sales services and support including maintenance and troubleshoot of the CCTV system as and when required
- The Contractor shall comply to BSM/Shell standards and procedures on Health, Safety, Security and Environment (HSSE).

DURATION: 3 years + 1 year extension (optional)

FLINTKOTE DISTRIBUTORSHIP

BRUNEI SHELL MARKETING COMPANY
TENDER OPPORTUNITY



CONTRACT TITLE	WORK CATEGORY	ISSUE TENDER
C180920 - FLINTKOTE DISTRIBUTORSHIP	NA	Q1 2019

BUSINESS SCOPE:

- To become an appointed distributor of BSM’s paint product – FLINTKOTE. There is a huge opportunity for Shell Flintkote in Brunei with strong demand in the residential and commercial properties market.
- To sell and market Flintkote to the Brunei market exclusively.
- To have a dedicated shophouse for product showcase, to have storage (warehouse) and delivery system (transportation) to customers for the Flintkote products.
- To have an organizational structure inclusive of a manager and at least one dedicated sales and technical expert.
- To produce and submit a sound and effective business strategy and plan including a sales and marketing plan.
- Business support and training on product shall be provided
- The Contractor shall comply to BSM/Shell standards and procedures on Health, Safety, Security and Environment (HSSE), including product quality standards and BSJV Code of Conduct
- To achieve set KPIs as set targets e.g. sales KPIs
- To support and/or participate at BSM events, promotions or marketing activities where applicable

DURATION: 3 years

i-Usahawan Programme - Process



* Actual dates may change and will be communicated to participants

BSJV LBD Portal: <https://www.bsp-lbd.com.bn>

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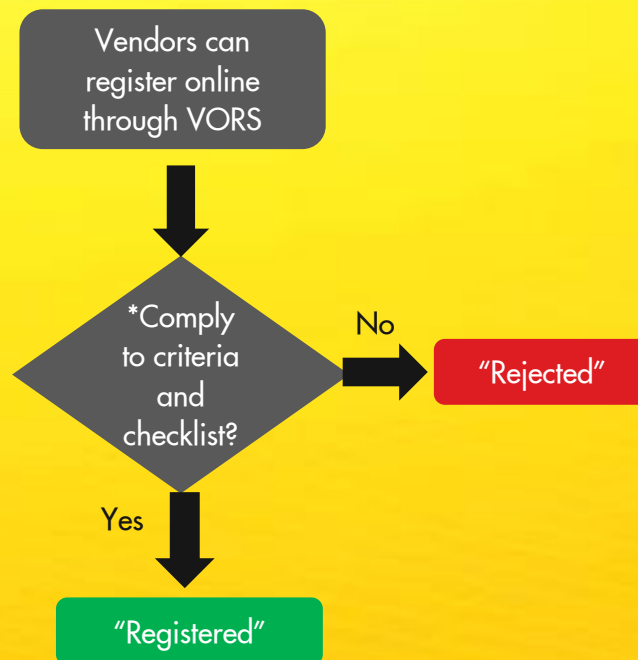
i-Usahawan Programme – System Tools

Vendor Online Registration System (VORS)

- Be registered to access BSVJ tender opportunities.
- VORS is accessible anywhere and anytime via internet.
- Quick way to check your registration status.
- Online update of vendor details e.g. Ownership and contact.
- Registration in multiple categories is allowed. Take note of the specific requirement per category.
- Vendor's online declaration of Conflict of Interest.

Registration Process

Register with us using Vendor Online Registration System (VORS).



*Checklist / Criteria including Technical Accepted Manufacturers and Product (TAMAP) requirement.

Vendor Online Registration System:

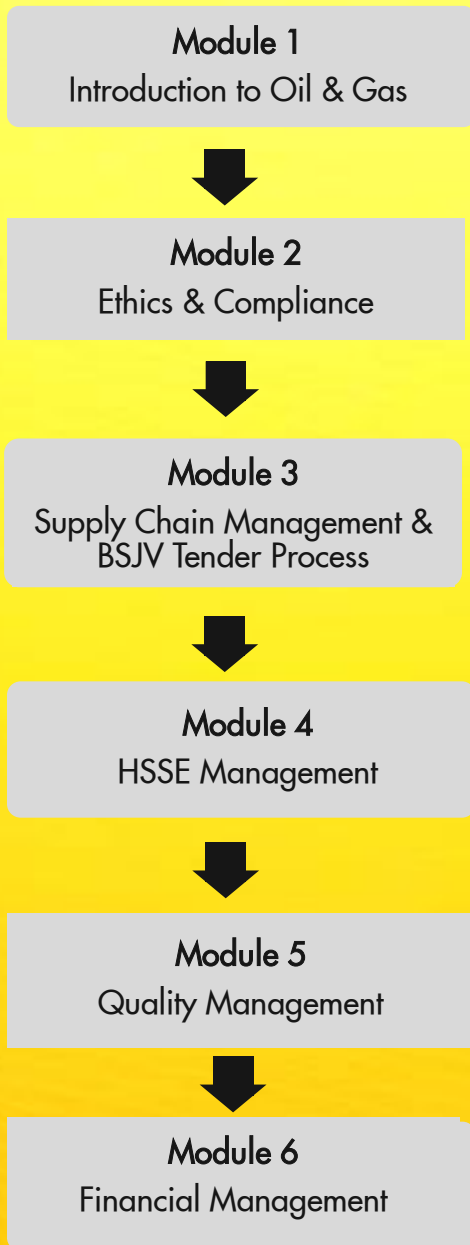
<https://www.bsp-lbd.com.bn/sitepages/rbsjv.aspx>

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i-Usahawan Programme - Support

Energy Business Academy (EBA) Programme:



Credit Facility Programme (CFP):



Upon contract award, the process of securing financing via this Credit Facility Programme will take approx. 1 month.

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Contacts

For enquiries kindly contact:



BSJV LBD Portal: <https://www.bsp-lbd.com.bn>

Vender Online Registration System:
<https://www.bsp-lbd.com.bn/sitepages/rbsjv.aspx>

Website: www.bsm.com.bn
Instagram: @bruneishellmarketing
Facebook: @bruneishellmarketing

Emergency Hotlines:
Ambulance – 991
Fire & Rescue – 995
Police – 993

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