# INVITATION FOR EXPRESSION OF INTEREST (EOI)

Brunei Engineering, Logistics and Training Solutions Sdn Bhd (BELTS) is inviting interested vendors to submit an Expression of Interest (EOI) to participate in the upcoming tender For the **Provision of Cleaning Services, Waste Collection and Grass Cutting Services for Two (2) Years (Ref: BELTS/02/HRA/EOI/2024/002)**

## Pre-Qualifying Questionnaire (PQQ) Required Documentations

Interested parties must be reputable companies registered in Brunei Darussalam with relevant expertise and experience in providing Cleaning Services, Waste Collection and Gras Cutting Services.

Vendors are required to submit the following:

1. Appendix B – Company’s Representative & Employment Details
2. Appendix C – Company Experience
3. Appendix D – Company’s Documentation Checklist
4. Appendix E – Signed Expression of Interest

All PQQ submissions must be made via email to **tenderbox@belts.com.bn** no later than

## 2359hrs (Brunei Local Time) on Tuesday, 30 April 2024.

* Any submission to other than the specified email address will not be accepted and will result in disqualification.
* Late submissions after the stated deadline will not be entertained.

**NOTE: BELTS is under no obligation to respond to any enquires it receives and reserves the right not to follow up on any submission at its sole discretion without explanation. BELTS reserves the right to amend, vary, modify, change, omit, reduce or add to the scope of works for which Tenderers are to be invited. BELTS also reserves the right to vary, modify, change, omit, reduce, shorten or extend any timeline stated in the PQQ; notwithstanding the foregoing, BELTS also reserves the right to reject or accept any responses and/or cancel the entire Pre-Qualification process altogether. Please be informed that submission for this PQQ is non-committal. No budgetary information shall be submitted.**

## Expression of Interest for

**APPENDIX A**

**The provision of Cleaning Services, Waste Collection and Grass Cutting Services**

**(Ref: BELTS/02/HRA/EOI/2024/002)**

The tender will be issued for the **Provision of Cleaning Services, Waste Collection and Grass Cutting Services** for Seven (7) BELTS Offices specifically for the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BELTS Sites | Address | Grass Cutting | Waste Collection | Cleaning Services |
| BELTS Headquarters | Setia Kenangan Office Block  Setia Kenangan Complex,  Kampong Kiulap  Bandar Seri Begawan BE1518  Brunei Darussalam | x | x | ✓ |
| **BELTS Engineering Services** | Lot 11 & 12, Spg 557,  Tapak Perindustrian Kg Salar,  Jalan Muara BT2528  Brunei Darussalam | ✓ | ✓ | ✓ |
| **Medical Supply Chain (State Medical Store)** | Spg 433,  Rimba Highway,  Kampong Madaras,  Bandar Seri Begawan BE3119,  Brunei Darussalam | ✓ | ✓ | ✓ |
| **Training Simulation Centre** | Penanjong Garisson  Brunei Darussalam | ✓ | ✓ | ✓ |
| **Naval Training Centre** | Pengakalan Tentera Laut Di Raja Brunei,  Tanjung Pelumpong Muara BT1328  Brunei Darussalam | x | x | ✓ |
| **Paintball Arena Jerudong** | Spg 265, 265-33 Jerudong Sports Complex  Jalan Jerudong BG3122  Brunei Darussalam | ✓ | ✓ | ✓ |
| **Explosive Handling Storage** | Penanjong Garisson  Brunei Darussalam | ✓ | x | x |

# APPENDIX B

## Company’s Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.1 | Name of the organisation in whose name the tender would be submitted: | Click here to enter text. | | |
| 1.2 | Representative Name: | Click here to enter text. | | |
| 1.3 | Contact Job Title: | Click here to enter text. | | |
| 1.4 | Address:  Post Code: | Click here to enter text. | | |
| 1.5 | Telephone Number: | Click here to enter text. | | |
| 1.6 | Fax Number: | Click here to enter text. | | |
| 1.7 | Email Address: | Click here to enter text. | | |
| 1.8 | Website Address: | Click here to enter text. | | |
| 1.9 | Company ROC Registration Number: | Click here to enter text. | | |
| 1.10 | Date of Registration: | Click here to enter text. | | |
| 1.11 | Registered address if different from the above: | Click here to enter text. | | |
| 1.12 | Is your organisation:  (please tick **one**) | i) a public limited company? | |  |
| ii) a limited company? | |  |
| iii) a partnership | |  |
| iv) a sole proprietor | |  |
| v) other (please specify) | |  |
|  | Illustrate diagrammatically the full group structure of the organisation making this submission – show details of any holding company (or companies) | Click here to enter text. | | |
| 1.13 | Name of parent company (if this applies): | Click here to enter text. | | |
| 1.14 | Have any of the Directors, Partners, Associates been employed by BELTS? (if yes please provide details) | | Yes  No | |
| 1.15 | Please state if any Directors, Partners or Associates has a relative(s) who is employed by BELTS (if yes please provide details) | | Yes  No | |

## Qualification Assessment

|  |  |  |
| --- | --- | --- |
| 2.1 | Has been convicted of an offence involving –   1. participation in a prescribed criminal organisation, 2. corruption, or 3. fraud, or 4. money laundering.   Note: *If Yes, applicant will be excluded.* | Yes  No |
| 2.2 | Is subject to a bankruptcy or insolvency procedure | Yes  No |

*Note: If the answer to any of the questions (2.1 to 2.3) is Yes, please provide further information here if you have reason to believe a “Yes” answer needs to be clarified:*

|  |
| --- |
| Click here to enter text. |

## Employment Information

Please provide details of the company’s current employment workforce. Vendors may provide additional information regarding their proposed deployment team accordingly.

|  |  |  |
| --- | --- | --- |
| **Current Employment** | **Number of**  **Local employees** | **Number of**  **Foreign employees** |
| Total number of employees within the Company | Click here to enter text. | Click here to enter text. |
| No. of personnel available to be deployed for this tender | Click here to enter text. | Click here to enter text. |

## Experience and Contract Examples

Please provide details of up to three (3) contracts from either the public or private sectors or both that the Vendor has implemented and commissioned within the past five (5) years.

The details to be provided must include the information listed below. Vendors are required to provide separate Annex documents for each experience or contract example.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Contract Value** | **Start Date** | **Completion Date** |
| 1 | ***Contract Details*** | | | |

## Documentation Checklist

Please provide copies of the documentations listed below. For each document, please indicate () if it is submitted, or state “N/A” if it is not available/applicable.

|  |  |  |
| --- | --- | --- |
| **No** | **Documentation Required** | **Submitted (**  **or N/A )** |
| **1** | F1 Supplier Registration Application Form A1 *(Form as per attached)* | Yes  N/A |
| **2** | Company’s Profile & Product Brochure | Yes  N/A |
| **3** | Copy of Certificate of Incorporation OR Copy of Certificate of Registration of Business Name | Yes  N/A |
| **4** | Copy of Company’s Audited Financial Statement / Management Account | Yes  N/A |
| **5** | Copy of Company Bank Details to your company letterhead | Yes  N/A |
| **6** | Organisational Structure | Yes  N/A |

I/We hereby declare that all the information provided herein are accurate. I/We understand that the information will be used in the process to assess my organization’s suitability to be invited to the tender.

|  |  |  |
| --- | --- | --- |
| Signature |  | Company’s Stamp |
| Name | Click here to enter text. |
| Designation | Click here to enter text. |
| Contact No | Click here to enter text. |

## Signed Expression of Interest

***Please insert the following statement under your company letterhead.***

On behalf of *[Name of Company / Firm / JV / Consortium]*, I confirm that the information set out in the EOI and PQQ responses are true, complete, accurate and not misleading in any respect.

I hereby express my interest in the **Provision of Cleaning Services, Waste Collection and Grass Cutting Services (Ref: BELTS/02/HRA/EOI/2024/002)** and wish to be considered for inclusion on the list of Vendors selected to receive the Invitation to Tender (ITT) documentation pack.

Signature:

Name: Click here to enter text.

Designation: Click here to enter text.

Name of Company /

Firm / JV / Consortium: Click here to enter text.