**INVITATION FOR EXPRESSION OF INTEREST**

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 Request For Proposal (“RFP”) for **The Provision of** **Change Management External Support Services (Reference: BELTS/SP/EOI/2025/01)**.

The RFP will be issued for the development of change management strategy and plans and the implementation support of the tailored change management strategy and plan, training and knowledge transfer as well as necessary engagement and communication with stakeholders.

**Pre-Qualification of Vendors**

Upon closing of this EOI, BELTS will assess the submissions from participating vendors to qualify them to be invited in the next RFP stage of the procurement process. Only qualified vendors deemed eligible by BELTS will be issued with the RFP document which has the detailed requirements of the proposed scope of work stated in Appendix A below.

**Non-Disclosure Agreement (“NDA”)**

Prior to RFP release, an NDA document will be issued to qualified vendors for the purpose of protecting confidential and propriety information that will be shared between BELTS and the vendors during the RFP stage. The vendors will be required to sign and return the NDA document to signify their agreement to the terms set forth.

A draft copy of the NDA is provided herewith under Appendix F.

**Pre-Qualifying Questionnaire (PQQ) Required Documentations**

Interested parties must be reputable companies, either overseas or local vendors registered in Brunei Darussalam with relevant expertise and experience in providing change management services within the last five (5) years.

Vendors are required to complete and submit the following:

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

**PQQ Submission Procedures**

All PQQ submissions must be made via email to [**tenderbox@belts.com.bn**](mailto:tenderbox@belts.com.bn) no later **than 2359hrs (Brunei Local Time) on Friday, 14th November 2025**.

Interested vendors are to take note of the following important points:

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

For ease of reference purposes, please state clearly the title “PQQ - Ref: BELTS/SP/EOI/2025/01” as the email subject when submitting your PQQ response.

For any further enquiry or clarification, please address it to [tender@belts.com.bn](mailto:tender@belts.com.bn) (BELTS Tender Administration Team).

**NOTE: BELTS is under no obligation to respond to any inquiries 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 vendors 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**.

**APPENDIX A**

**Expression of Interest for**

**The Provision of Change Management External Support Services**

**(Ref: BELTS/SP/EOI/2025/01)**

BELTS will be releasing a tender for the Provision of Change Management External Support Services, with the main aim of supporting the implementation of change management deliverables and activities in the organization including developing change management strategy and implementation plan, engaging and communicating with stakeholders, training, assessment of change impact and readiness, and support the roll out of changes and knowledge transfer.

|  |  |
| --- | --- |
| **Expected Duration of Work** | **≤ Six (6) Months** |
| **Proposed Scope of Work (SoW)** | **Key Deliverables** |
| **Change Management Strategy Development**   * Assess current state and desired future state. * Develop a comprehensive change management strategy and implementation roadmap. | * Change Management Strategy and Implementation Plan |
| **Stakeholder Engagement and Communication**   * Identify and analyze key stakeholders. * Develop and execute a stakeholder engagement and communication plan. * Facilitate workshops, focus groups and feedback sessions. | * Stakeholder Analysis Report and Engagement Plan * Communication Materials (FAQs, Templates, Presentations etc) |
| **Training and Capability Building**   * Assess training needs related to change management. * Design and deliver training sessions for leaders and staff. * Provide toolkits and resources for ongoing internal use. | * Training Needs Assessment * Training Materials |
| **Change Impact Assessment and Readiness**   * Conduct change impact assessment across people, processes and systems. * Assess organizational readiness for change and recommend interventions. | * Change Impact Assessment Report * Change Readiness Assessment Report |
| **Change Implementation Support**   * Oversee and support the rollout of change initiatives. * Monitor progress, gather feedback and adjust strategies as needed. * Facilitate conflict resolution and address resistance objectively. | * Progress Report and Adoption Dashboards * Conflict and Resistance Management Reports |
| **Sustainability and Knowledge Transfer**   * Develop a sustainability plan to embed change. * Transfer knowledge, tools and documentation to internal teams. * Conduct post-implementation reviews and lessons learned sessions. | * Sustainability and Handover Plan * Final Project Report and Lessons Learned Documentation |

**APPENDIX B**

**Company’s Representative and Employment Details**

***Please fill in all the required information in this Appendix.***

|  |  |  |
| --- | --- | --- |
| 1 | Company Name | Click or tap here to enter text. |
| 2 | Company’s Address | Click or tap here to enter text. |
| 3 | Company’s Website | Click or tap here to enter text. |
| 4 | Telephone Number | Click or tap here to enter text. |
| 5 | Representative Name | Click or tap here to enter text. |
| 6 | Representative’s Email Address | Click or tap here to enter text. |
| 7 | Representative’s Telephone Number | Click or tap here to enter text. |
| 8 | Total No. of Employment within the Company | Click or tap here to enter text. |
| 9 | Proposed Team Size for this Project | Click or tap here to enter text. |
| 10 | Are you registered with ROC Brunei? | Yes  No  If you answered ‘Yes’ to the above, please provide the following:   |  |  | | --- | --- | | ROC Number | Click or tap here to enter text. | | Date of Registration | Click or tap here to enter text. | | Registered Address (if different to 2) | Click or tap here to enter text. | |
| 11 | Have any of the Directors, Partners, Associates been employed by BELTS? | Yes  No  If you answered ‘Yes’ to the above, please provide details;  Click or tap here to enter text. |
| 12 | Do any of the Directors, Partners, or Associates have any relative(s) who is employed by BELTS? | Yes  No  If you answered ‘Yes’ to the above, please provide details;  Click or tap here to enter text. |

**APPENDIX C**

**Company Expertise and Experience**

***Please fill in all the required information in this Appendix and provide the information requested in the format as stated.***

|  |  |  |
| --- | --- | --- |
| 1 | Does your company have experience in employing ADKAR as change management model for change management services? | Yes  No |
| 2 | Is your company currently licensed with PROSCI? | Yes  No |
| 3 | Is any of the proposed team member a certified ADKAR change management practitioner by PROSCI? | Yes  No  If you answered ‘Yes’ to the above, please provide the names of the team members who are ADKAR certified change management practitioner by PROSCI. **Please provide copies of valid certification for each named member in separate Annex documents.**   |  | | --- | | **Name** | | Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | |
| 4 | Do all the team members have relevant qualifications in organizational development, business transformation, or other related fields? | Yes  No |
| 5 | Do all the team members have any relevant experience in organizational development, business transformation, or other related fields? | Yes  No |
| 6 | Please provide details of **up to three (3) contracts** from either public or private sectors or both that the Vendor has implemented **within the past five (5) years**. The details must include the information listed below.  6.1 Contract Details   * Name or organization * Size of the organization * Industry * Contract Value * Start Date Completion Date   6.2 Purpose of Change Management Services Required by the Organization  6.3 Change Management Model Adopted  6.4 Number of people in the project team implementing the Change Management Process  Vendors are required to **provide separate Annex documents for contract examples**. | |

**APPENDIX D**

**Documentation Checklist**

***Please provide the required documentation listed below in separate annex documents.*** Submissions of these documents are **mandatory**, and they will be assessed to qualify your company for invitation to tender.

|  |  |  |
| --- | --- | --- |
| No | Documentation Required | Submitted (Please tick) |
| 1 | Company’s Profile or Solutions or Product Brochure | Yes  No |
| 2 | Copy of Certificate of Incorporation OR Copy of Certificate of Registration of Business Name | Yes  No |
| 3 | Copies of PROSCI certification for all members listed in item 3 of Appendix C | Yes  No |
| 4 | Experience and contract examples as stated in item 6 of Appendix C | Yes  No |

**APPENDIX E**

**Signed Expression of Interest**

On behalf of **Click or tap here to enter text.** , I hereby express my interest in the tender for **The provision of Change Management External Support Services (Ref: BELTS/SP/EOI/2025/01)** and wish to be considered for inclusion on the list of Vendors selected to receive the Invitation to Tender (ITT) documentation pack.

I also confirm that the information set out in the EOI and PQQ responses are true, complete, accurate and not misleading in any respect, and understand that the information will be used in the process to assess my organization’s suitability to be invited to the tender.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature | : | **Click or tap here to enter text.** | Company Stamp |
| Name | : | **Click or tap here to enter text.** |
| Designation | : | **Click or tap here to enter text.** |
| Name of Company / Firm / JV / Consortium | : | **Click or tap here to enter text.** |