

EXPRESSIONS OF INTEREST FOR WR 6012297 - PROVISION OF HEALTH RISK ASSESSMENT CONSULTANCY SERVICES

Please provide the **mandatory information** in accordance to the questionnaires given below.

1. Details of all shareholders of your company:

Full Name

2. Shareholders' details :

Full Name	% of Shares	Actively Managing Company's Operation? (Y/N)	Position	Authorised Bank Signatories? (Y/N)

To register, please logging on to www.brunei-methanol.com and click on the "OPPORTUNITIES" tab to access the supplier registration page and follow the instructions provided under 'Supplier Help' tab.

Should you have any further query, please do not hesitate to email us at rfqfb@brunei-methanol.com

3. Kindly provide the detailed copies as follows:

Item	Corporate Documents
1	Certificate of Incorporation
2	Particulars of Director or Manager (Form X) – <i>where applicable</i>
3	Return on the Allotment of Shares (Section 45)

4	Share Certificates of Shareholders
5	Identity Cards of Shareholders
6	Directors' Circular Resolution(s) appointing Bank Authorised Signatories
7	Notice of Change in the Situation of Registered Office (if any)

4. Please provide references to other similar work currently/previoursly undertaken for past five (5) years:

Name of Project	Description of Work	Value of project	Start/Finish Dates	Client name

5. Please submit the following **mandatory** requested information listed as follows:

- Valid Certificate(s) relating to Health Risk Assessment Consultancy Services.
- Company Profile

6. Please complete the **questionnaire** as follows.

- Kindly provide a brief process or procedure required for Health Risk Assessment Consultancy Services.
- Kindly provide the CV(s) and related certification(s) for the assigned personnel to carry out the work.
- What are the regulations and standards that your findings are based on?
- How long does it take for the issuance of the certificate and report standard to be done once the Health Risk Assessment Consultancy Services is completed?
- Please share a sample template of the report standard for the Health Risk Assessment Consultancy Services.
- What are the equipment that will be utilised? Please provide the relevant calibration certificate(s) of the listed equipment.
- The proposed duration of Health Risk Assessment consultancy services for the job? Please provide project timeline that includes mobilization period for equipment and on-site specialist (manpower).
- What are the common findings from your similar previous experiences?

7. Signing and submission of the following by your company:
- i. Declaration of Business Principles (Refer to Attachment 1);
 - ii. Secrecy Agreement (Refer to Attachment 2); and
 - iii. Declaration of Conflict of Interest (Refer to Attachment 3).

ATTACHMENT 1: DECLARATION OF BUSINESS PRINCIPLES

We, _____ (“INTERESTED PARTY”) declare that our business principles are consistent with the following principles, that we communicate our principles to all our employees, and that our management systems include controls and processes to ensure that our business is conducted in accordance with our business principles.

1. Responsibilities

INTERESTED PARTY recognize that they have the following areas of responsibility:

(a) To customers:

To meet their commitments to customers and provide services which offer value in terms of price, quality, safety and environmental impact.

(b) To employees (including sub-contractor employees):

To respect the human rights of employees and to provide employees with good and safe conditions of work, and good and competitive terms and conditions of service. To promote the development and best use of human talent.

(c) To society:

To conduct business as responsible corporate members of society and, when doing business in Brunei, to observe Brunei’s laws and regulations, to promote the employment of Bruneians and to train and develop Bruneian employees in the operation and management of the business.

2. Business Integrity

INTERESTED PARTY insist on honesty, integrity and fairness in all aspects of their business and expect the same of their employees and in their relationships with customers and all others with whom they do business. All



business transactions must be reflected accurately and fairly in the accounts and be subject to audit. The direct or indirect offer, payment, soliciting and acceptance of bribes in any form are unacceptable practices.

3. Occupational Health & Safety and Environment

INTERESTED PARTY has a systematic approach to Occupational health & safety and environmental management in order to achieve continuous performance improvement. To this end INTERESTED PARTY manage Occupational health & safety and environmental matters as any other critical business activity, set targets for improvement, and measure, appraise and report performance.

4. Competition

INTERESTED PARTY supports the principles of responsible free enterprise. They seek to compete fairly and ethically within the framework of Applicable Laws, rules and regulations; they will not prevent others from competing freely with them.

SIGNATURE : _____
PRINT NAME : _____
POSITION HELD : _____
DATE SIGNED : _____

ATTACHMENT 2: SECRECY AGREEMENT

In consideration of being invited to tender for/Contract for work with Brunei Methanol Company Sendirian Berhad "(COMPANY") we the undersigned "(CONTRACTOR)" hereby undertake to the COMPANY for ourselves, our successors and assigns: -

1. that the CONTRACTOR shall at no time without prior written consent of the COMPANY in connection with any work which the COMPANY may wish to entrust to the CONTRACTOR from time to time or in connection with the preparation by the CONTRACTOR of a tender for the work, for any purpose other than the performance of the work or the preparation of the said tender :
 - (1) disclose to any third party the fact that the work may be or has been entrusted to the CONTRACTOR and/or that the CONTRACTOR has been invited to submit a tender for the work;
 - (2) reproduce, copy or use, disclose to, place at the disposal of or use on behalf of any third party or enable any third party to peruse, copy or use any documents, drawings, data or other information or any part thereof :
 - (a) placed or to be placed at the CONTRACTOR's disposal by or on behalf of the COMPANY for carrying out the work and/or the preparation of the said tender.
 - (b) which the CONTRACTOR may in any other way acquire from the COMPANY or any ASSOCIATES of the COMPANY and which are directly or indirectly related to the work and/or the preparation of the said tender.
 - (c) which the CONTRACTOR has prepared or will prepare in connection with the work and/or the preparation of the said tender, in so far as such documents, drawings, data and other information contain any information placed at the CONTRACTOR's disposal or acquired by the CONTRACTOR as referred to in (2)(a) and (2)(b) above.
2. that the CONTRACTOR, upon completion of the work, or, in the event that the work will not be entrusted to the CONTRACTOR, upon receipt by the CONTRACTOR of the COMPANY'S notification to that effect, as the case may be, shall return to the COMPANY all documents, drawings, data and other information referred to in Clause 1, paragraphs (2)(a) and (2)(b) hereof.
3. that the direct or indirect disclosure to the CONTRACTOR of any documents, drawings, data or other information shall not be construed as granting the CONTRACTOR any rights therein or any license under any patents or industrial property right or any application for a patent or industrial property right which the COMPANY or any ASSOCIATES of the COMPANY may now or hereinafter own in any country or under which the COMPANY or any ASSOCIATES of the COMPANY may hereinafter hold licensing rights (unless the contrary is expressly agreed in writing in the CONTRACT).

4. that the undertaking as contained in Clause 1 hereof shall not apply :
 - (1) if and in so far as the fact and any of the documents, drawings, data and other information referred to in Clause 1, paragraphs (2)(a) and (2)(b) hereof respectively are part of public knowledge or literature at the date of their receipt by the CONTRACTOR; as from such date :
 - (2) if and in so far as such fact and documents, drawings, data and other information similar to such documents, drawings, data and information becomes part of public knowledge or literature subsequent to the date of their receipt by the CONTRACTOR; as from such subsequent date :
 - (3) if and in so far as documents, drawings, data and other information similar to such documents, drawings, data and information are already in the possession of the CONTRACTOR at the date of their receipt by the CONTRACTOR and the CONTRACTOR is not bound by any secrecy obligation with respect to all or any of them; as from such date :
 - (4) if and in so far as documents, drawings, data and other information similar to such documents, drawings, data and information or subsequent to the date of their receipt by the CONTRACTOR are disclosed to the CONTRACTOR by a third party whose possession is lawful and is under no obligation not to disclose; as from such subsequent date.
5. that the CONTRACTOR shall ensure that if under the terms of this declaration the fact and any of the documents, drawings, data and other information referred to in Clause 1, paragraphs (2)(a) and (2)(b) hereof respectively come to the knowledge and/or in the possession of any third party, such third party shall also be bound by the stipulations contained in this declaration.
6. that the CONTRACTOR shall exercise best endeavor to keep all documents, drawings, data and other information received from the COMPANY or any ASSOCIATES of the COMPANY confidential and shall without prejudice to the foregoing, exercise the same care to preserve such confidentiality as it does to preserve the confidentiality of its own confidential information.
7. that the CONTRACTOR hereby indemnifies the COMPANY against all costs and damages incurred as a consequence of breach of this SECRECY AGREEMENT.
8. that this SECRECY AGREEMENT shall be construed under and governed by English Law.

FOR : _____

:

SIGNATURE

PRINT NAME

:

POSITION HELD

:

DATE SIGNED

:

ATTACHMENT 3: DECLARATION ON CONFLICT OF INTEREST

(To be included as part of EoI Submission)

Part1: COMPANY DETAILS			
Company Name:			
Registered Address:			
Tel:		Fax:	
Email:			

Part 2: DECLARATION DETAILS		
Nature of Potential Conflict of Interest		
Name of Potential Conflict of Interest, if related to Brunei Methanol Company Sendirian Berhad	FULL NAME(s)	RELATION(S)
	1.	1.
	2.	2.
	3.	3.
	4.	4.
	5.	5.
Other Remarks		

Part 3: DECLARATION			
I hereby acknowledge and declare that the information I have provided is true to the best of my knowledge.			
Signature:		Company Stamp:	
Name:			
Position:		Date:	