



HENGYI INDUSTRIES SDN BHD

*Excellence in developing Petrochemicals
through pursuing Innovation and Business sustainability*

INVITATION FOR EXPRESSIONS OF INTEREST

Hengyi Industries Sendirian Berhad (HYBN) invites interested companies to submit Expressions of Interest (EOI) for the following work:

PROVISION OF JANITOR SERVICES AT PULAU MUARA BESAR (REF: MSD662595)

1. Tender brief of work

- Perform janitor services for ten (10) locations in Pulau Muara Besar.
- Service comprises of janitor services (internal and external cleaning), tea attendant services, supply of chemicals and materials and etc
- Contractor must ensure all cleaners are well trained and qualified before working in PMB.
- Contractor must have routine inspection with cleaner to check on each area.
- To submit monthly report detailing the services undertaken, resources used, including timesheets.
- To comply with Hengyi's policies and relevant laws and legislation in Brunei Darussalam.

2. Contract Duration

- Two (2) + One (1) years service contract.

3. Local Business Development (LBD):

- The above work category falls under **BASIC** Quadrant of the Local Business Development Directive for Oil and Gas Industry (LBD Directives), issued by the Department of Energy at the Prime Minister's Office (DOE).
- Hengyi Industries Sdn Bhd LBD requirements are in line with the LBD Directives as issued by the DOE.
- Target for recruitment and development of qualified Bruneian staff, including graduates will be part of Tender / Contract.

Interested companies are required to fulfill the following prerequisite and complete the Pre-Qualification Questionnaire together with copies of the key documents as stated therein. The requirements and Pre-Qualification Questionnaire can be downloaded under this link [https://www.hengyi-industries.com/opportunities/expression-of-interest-\(eoi\)/](https://www.hengyi-industries.com/opportunities/expression-of-interest-(eoi)/)

Prerequisite: 1) Company profile 2) Acquired 5 to 10 years experiences of same work nature 3) Established HSE Management Policy 4) Established Quality Assurance Policy.

Note : This Expressions of Interest shall not be deemed as an invitation to tender from HYBN. Any expenses incurred in connection with this EOI to be borne solely by the interested parties.



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Interested companies shall submit a hard copy of the letter of interest with company letter head together with copies of the abovementioned key documents to **Hengyi Industries Sdn Bhd**, Plot 30, 31, & 32, Serasa Muara Industrial Estate, Brunei-Muara District BT 1728, Negara Brunei Darussalam, with title “**PROVISION OF JANITOR SERVICES AT PULAU MUARA BESAR (REF: MSD662595)**” Attention to: “**Tender Coordinator**” no later than **5pm**, on **15th September 2023**. Late submissions will not be entertained. Any enquiries on the EOI can be made to “**Tender Coordinator**” at 60000216@pmb.hengyi.com.

An Electronic copy in PDF shall be sent via email to 60000216@pmb.hengyi.com with the subject heading **PROVISION OF JANITOR SERVICES AT PULAU MUARA BESAR (REF: MSD662595)**.

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HENGYI INDUSTRIES SDN BHD

General Cleaning Service on Pulau Muara Besar

By Office Admin, CEO Office
22nd June 2023

Provision of General Office Cleaning Service and Tea Attendant Service come with cleaning tools and equipment

- a. To carry out general cleaning and housekeeping everyday such as below.
- i. Sweeping, dust mopping and damp of floors and stairs
 - ii. Vacuum of carpeted floors
 - iii. Dusting of cobwebs of the ceilings and corner of the walls
 - iv. Wiping and spot cleaning of glass windows and sliding doors
 - v. Wiping and dusting of office furniture and fittings
 - vi. Wiping window sill/stool, handrails and door handle
 - vii. Sweeping and mopping the lift
 - viii. Cleaning and washing cups and utensils
 - ix. Cleaning and mopping toilet
 - x. Empty all garbage bins
 - xi. Sweeping and litter picking of external premises
 - xii. High pressure cleaning at the walkways and external bins area
 - xiii. Floor polishing and scrubbing (as and when required)
 - xiv. Carpet shampoo (required when stains are found)
- b. To carry out tea attendant service
- i. Assist on preparing refreshment
 - ii. Cleaning and washing cups and utensils
 - iii. Ensure room cleanliness after refreshments
 - iv. Other related tea duties
 - v. Also other general cleaning duty etc

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By Office Admin, CEO Office
22nd June 2023

C. Areas to cover

A) Areas to Cover	Require Number of Cleaners
1. Hengyi Temporary Office	2 (subject to change)
2. Power and Electrical Building	1
3. Equipment and Maintenance Building	1
4. CCR Building	4
5. Main Office Building	5+1 Tea Attendant
6. Western Tank Farm Area	2
7. Eastern Jetties Office 1 & 2	1
8. Field Operator Building	2
Total	19

**May be a mixture of local and non-local cleaners.*

B) Areas to Cover	Require Number of Cleaners
9. Chinese Canteen Dining Hall and surrounding areas	2
10. Chinese Canteen Kitchen	2
Total	4

**Non-local and non-Muslim cleaners Only*

D. Quality Assurance

- i. Contractor must ensure all cleaners are well trained and qualified before working at PMB.
- ii. Cleaners that provide by contractor shall have a basic English background, so that easy for both parties to communication, understand the instruction given and safety requirement.
- iii. For cleaners allocated at the buildings and on site are required to work 6 days per week including public holiday from 8am to 5pm. They are They can have their off day either Saturday or Sunday (rotate).
- iv. For cleaners allocated at the Chinese Canteen, they are required to work 7 days a week including public holiday from 8am to 7pm. There will be longer resting hours in between with a total of 8 working hours per day. Cleaner roster rotation is at the discretion of the successful vendor.
- v. Contractor shall pay an unannounced visit once a month to check on cleaners work quality and provide a inspection report to client.

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- vi. Contractor shall provide a replacement cleaner immediately, if there any cleaner absent.
- vii. Contractor shall email to inform client a least (1) month in advance for any cleaner that will go on leave and resign.
- viii. Contractor shall comply and ensure that all the necessary resources are in place in accordance with the entire requirement.
- ix. Contractor must response immediately whenever a complain is lodged.
- i. Contractor shall provide all required transportation to its employees to carry out job scopes as indicated above.
- ii.
- iii. Contractor is liable for the coverage of their Workers' Workmen's Compensation.
- iv. Contractor to provide for all the equipment, tools, chemicals and so on for the cleaning services work.
- v. At the request of the Company, Contractor is obliged to replace any under-performed manpower and or due to other reasonable reasons.

E. Safety Precautions

- i. The contractor shall provide all their workers proper personal protective equipment (safety attire) and ensure that they are on personal protective equipment while the conducting work.
- ii. The contractor must not compromise on the safety measures taken on site and shall ensure that there shall be no incidents of safety issues.
- iii. The contractor must be comply with HYBN's HSE rules and regulation.