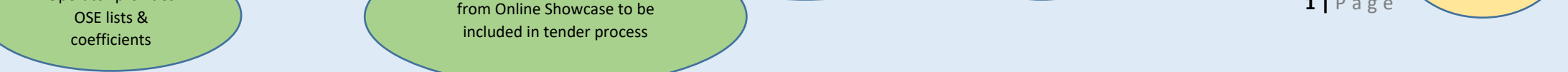
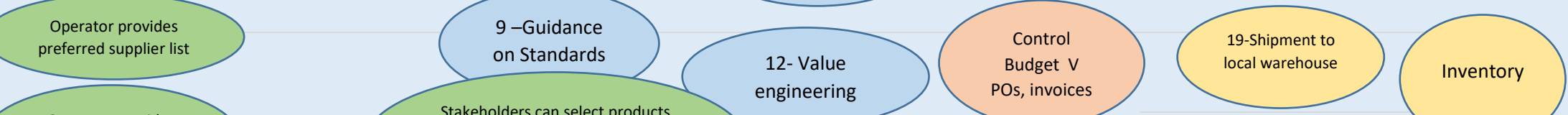
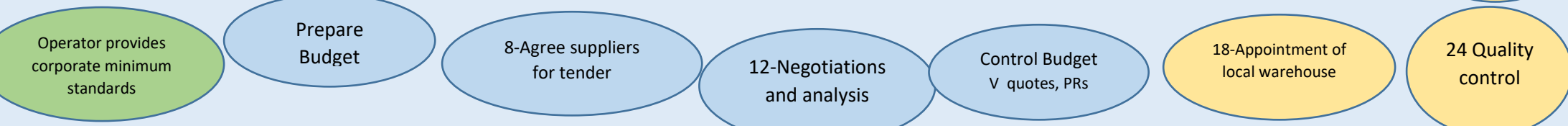
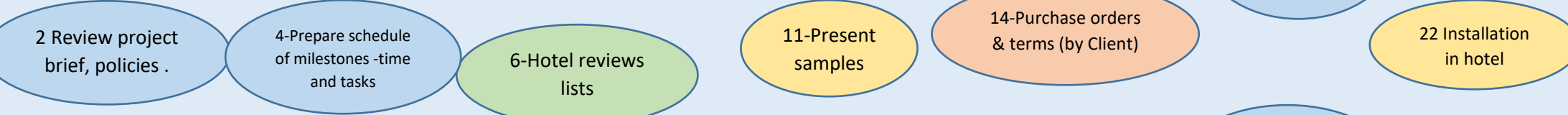
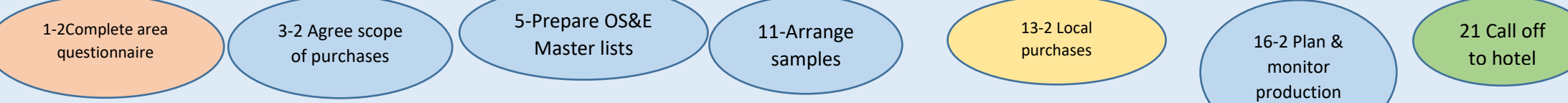
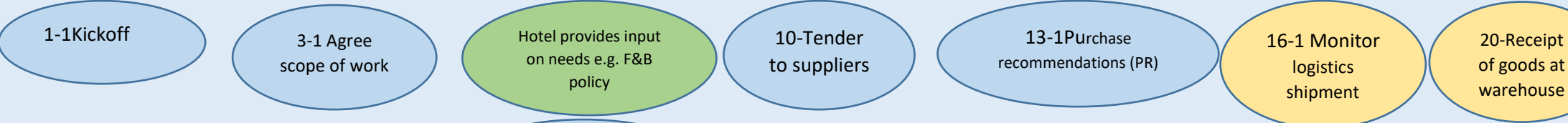
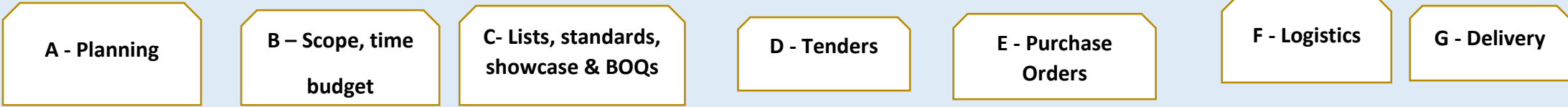


OS&E PROCUREMENT PROCESS Who does what?



OS&E PROCUREMENT PROCESS Who does what?

Process For discussion purposes only

How it works.

The following is a typical procurement process which is for discussion purposes. Responsibilities by each party (e.g. local partner, hotel owner) are adjusted on a project by project basis. I offer the tender process i.e. (1-13) as part of the procurement.

(A) Planning

Step 1

To start the process I send the following documents to the Client for initial discussions:

- Area configuration questionnaire (for Client to complete).
- OS& E Scope Document (to be agreed with Client).
- Time line of process
- Advise what is not in my scope in terms of equipment and also service.

Project brief – In depth evaluation of Client's needs.

OS&E PROCUREMENT PROCESS Who does what?

Step 2

Client to send such information as follows (if available):

- Expected opening date.
- Standard of hotel.
- Operator's name and brand.
- Number of guestrooms.
- Location of hotel.
- **Operating policies from hotel e.g. F&B, bedding.**
- **Brand standards of operator.**
- **Preferred/recommended suppliers list from operator**
- **Operators OS&E lists.**
- Owner's budget (if possible at this stage).
- Hotel room layouts.
- Design brief, renderings, images.
- Local hotels in competition.
- Examples of recent operators OS&E lists.
- Operator's programs e.g. sleeping guide.
- Items to be rented.

OS&E PROCUREMENT PROCESS Who does what?

(B) Agree Scope of Work, Scope of Purchases, Sign Contract, time

Step 3

- Agree purchasing scope of work.
- OS& E Scope Document (to be agreed with Client).
- Sign contract.

Step 4 Time

- Prepare a plan with milestones i.e. schedule of time and tasks.
- Prepare preliminary time schedule of purchase orders. (batches)
- Identify special long lead time items.
- Identify local purchases and who is responsible for them.

OS&E PROCUREMENT PROCESS Who does what?

(C) Standards, lists & budgets

Step 5 Master lists.

- Review hotels F&B policy
- Prepare a detailed preliminary OS&E Master list with quantities and generic specs or
- Alternatively review the Clients own OS&E lists in terms of scope, standards, suppliers, par coefficients, quantities and ensure operators brand /supplier requirements are met. I often transfer the info to my OS&E Master list.

Step 6 Review

- Review the detailed lists with Client and hotel operations. (through skype) Update final lists.

Step 7 BOQs

- Prepare the bills of quantities (BOQ) based on step 6.

OS&E PROCUREMENT PROCESS Who does what?

Step 8 Suppliers

- Agree the shortlist of suppliers (normally already pre-qualified) with Client and operator.
- Suggest potential cost savings using alternative suppliers.

Step 9 Standards

- Consult with hotel operator regarding their recommended minimum standards.
- Operations may use the Online Showcase to highlight their preferences (My Project Wish list).
- Check colours and finishes with designer.

OS&E PROCUREMENT PROCESS Who does what?

(D) Tender and analysis

Step 10 Tender

- Prepare the order schedule / priorities by batches. E.g. batch 1 longest lead time items like bed linen and banquet furniture.
- Timing as per project timetable.
- Prepare tender documents.
- Tender to the suppliers agreed with Client/operator (equal and approved suppliers).
- Local procurement is by local partner.

Step 11 Product presentations

- Agree schedule of samples with Client and Operator.
- Organise samples for the final presentations of equipment including the table top presentation, banquet furniture presentation, model room samples presentation, for operations.
- Final presentation coordinated by Client.
- Hotel coordinates the testing of quality e.g. laundering of bedding, towels and uniforms.
- Hotel approves samples.

OS&E PROCUREMENT PROCESS Who does what?

- **Step 12** Negotiations
- Ensure “devil in the detail” analysis of quotations.
- Negotiate terms and prices, to ensure value for money.

(E) Purchase orders

Step 13 Product Recommendations

- Once the best quote has been selected I provide the Client with –the quote with purchase recommendation (PRs) or PR-TBF (to be finalised by local partner with Hotel), terms and conditions including warranties.

Step 14 Terms Orders Schedule of delivery

- Client finalises terms between them and suppliers e.g. payment terms and delivery schedule.

OS&E PROCUREMENT PROCESS Who does what?

- Client places their purchase orders direct with suppliers according to the purchase recommendation from us (PR). The contract is between Client and the supplier.

Step 15 Payment by Client

- Payment procedures implemented by Client e.g. advance payment (if agreed), L/C, bank guarantees, payment bonds etc.
- Budget control

- (F) Logistics

Step 16 Tracking (Client or other?)

- Track & progress orders.

Step 17 Pre-shipment inspections

- Agree with Client the goods to be inspected and by whom before shipping of goods at factory and warehouse.
- Pre-shipment inspection.

OS&E PROCUREMENT PROCESS Who does what?

Step 18 Local warehouse

- Appointment of warehouse by Client.

Step 19 Shipment to local warehouse coordinated by Client

- Final payment made by Client (according to terms) to suppliers before shipment.
- Packing lists and pickup address provided by suppliers to Client.
- Packing lists emailed to local warehouse.
- When the shipment is ready the Client organises the freight forwarder to pick up the goods and transports to their warehouse.
- The Client monitors the logistics, tracking and deliveries to warehouse.

(G) Receipt of goods and inventory -by Client

Step 20 Receipt of goods at warehouse.

- The Client checks packing list v quantity received v invoice quantity.
- The Client follows up with supplier regarding any discrepancies or quality issues.
- Finalisation of the inventory.

OS&E PROCUREMENT PROCESS Who does what?

Step 21 Delivery from local warehouse to hotel (by Client).

- Goods entered into hotel timing schedule, agreed with the hotel.
- Hotel requisitions equipment from warehouse to hotel.
- Distribution within hotel by assigned personnel.
- To help with transporting to guestrooms, equipment can be packed in linen trolleys
- Alternatively packed into room boxes. Each box has a packing list and room number corresponding to room schedule of OS&E.)
- Sign out of any non-requisitioned equipment to hotel stores.

- **Step 22** Installation by Client

- Installation coordinated by Client and hotel.

Step 23 Stock control

Step 24 Quality control.

end