



Robert Dunn

Procurement Consultant

Operating Supplies & Equipment (OS&E)

For New Hotel Projects and Resorts.

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Leverage large amount of spend as well as product and supplier knowledge

Introduction.

I am an **independent procurement consultant**, specializing in pre-opening equipment (OS&E), for international hotel projects.

With over **thirty years** of **multi brand procurement experience**, including working in Hilton and Le Meridien Head Offices and a consultant on over 100 projects, I offer a hands on, private procurement support service, tailored to the Clients' needs.

I act on behalf of the Client to help **save them time & money** and ensure that the hotel is equipped to international standards.

I focus on the overseas goods to be imported by the Client combining procurement, guidance on standards and preparation of OS&E lists.

In essence my service enables clients, to manage their own local procurement activities, with the support of an experienced specialist.

- **Where am I based?** France & UK.
- **Web based service** allowing me work on multiple projects in *diverse* international locations.
- **Who is my service for?** International hotel operators, owners, developers & procurement companies.
- **Strategic partner** I often provide procurement services with a local strategic partner. e.g. construction companies, logistics companies, local designers, FF&E companies, promoters and asset managers.
- **How do I charge?** Normally a fixed fee is agreed with Client.

Do not under estimate the diversity, complexity & quantity products required for a new hotel.

Procurement package (OS&E).

- Equipment master lists of OS&E with quantities (BOQs) and budgets.
- Procurement services – assistance with tender process, samples, mood boards, quotations & purchase recommendations.
- Guidance on international hotel standards.
- Guidance on brands, suppliers and manufacturers.
- Online product and supplier showcase presenting products ideas.
- Guidance on FF&E specialists.

Strengths.

- Extensive multi brand hotel procurement experience within an international multi-cultural environment.
- Network of trusted pre-qualified international suppliers, manufacturers and specialists.
- Product expertise.
- Competitive international prices direct from manufacturers and suppliers.

Benefits.

- Client leverages large amount of spend as well as product and supplier knowledge.
- View quality products in my online showcase.
- Ensure no double or nil counts of products.
- Ensure reliable and competitive resupply.
- Consistent product brand standards.
- Structure & control for the procurement process.

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Products delivered on time, within budget, to correct spec.

Suppliers and manufacturers.

- Many products direct from international manufacturers.
- Many conform to ISO standards (9001 & 14001) & use western managed quality control systems.
- Proven history of successful projects.
- Commitment to sustainable production and consumption.

Global supplier network:

- China Pakistan India
- UAE
- France Belgium
- Germany Netherlands
- Spain Portugal Italy
- UK Ireland



Product -Quality standards and brands.

- Conform to international five star hotel standards.
- Conform to fire, safety, health and hygiene and electrical standards BS EN ISO ANSI or local equivalent.
- Green in terms of water usage, energy efficiency, and recycling reusing.
- Balance of design, functionality and durability
- Easy to use and maintain.

Quality, value, reliability & service.

Competitive tendering.

Selection of suppliers and products is normally through **competitive tendering** ensuring best quality and value for money. Local project's needs, terms and conditions are met, including delivery & installation dates.

Prequalified suppliers are tendered to (normally 2-3 per main bid package).

Scope of purchases

Pre-opening equipment (OS&E) includes:

- Glassware,
- Chinaware
- Silverware
- Stackable furniture
- Kitchen Utensils
- Guestroom equipment
- Bedding & towels.
- Room service.
- Cleaning Supplies
- Guest Amenities
- Bathroom accessories
- Back of house.
- Engineering equipment.
- Office equipment.
- Staff areas
- Apartments.
- Spa equipment

- **Ad hoc FF&E items.**

Reduce risk, manage time, chase quality.

Process in a nutshell

Step 1 Client provides details hotel configuration.

Step 2 We agree the scope and fee.

Step 3 I create the BOQs with standards.

Step 4 I assist with tender process. Client sends out the tenders. I review the quotes and present the best deals to Client.

Step 5 Client places the purchase orders, and pays the supplier invoice.

Step 6 Normally the Client organises the logistics, local clearance, delivery to warehouse.

Step 7 Hotel receives the goods into the hotel.

Examples of past projects.

My clients include international hotel operators, purchasing agents, logistics companies, designers, construction companies, developers and hotel owners



Locations of past projects.

UK, EU, Middle East, Africa, India, China.

Set the standards, control the costs, deliver on time.