



Procurement Support

Operating Supplies & Equipment (OS&E).

For New International Hotel Projects

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## Procurement Consultant (OS&E) for Hotel Projects

### OS&E Support Services

I am an independent procurement consultant, offering an Operating Equipment (OS&E) Package to support clients, in the procurement process for international hotel projects.

#### Support Package OS&E – By Robert

- **Plan** – *Time Scope Budget*
- **Master-lists/ BOQs** – *Quantities*
- **Products** – *Brand Standards Specs Green*
- **Suppliers** – *Manufacturers*

#### *Procurement of OS&E - By Client*

- **Execute** – *Tender Order Pay Deliver Install Local*
- **Control** - *Budget Logistics Quality*

### Introduction

**Don't underestimate the complexity, diversity and quantity of equipment** required for a new hotel. With many hundreds of hospitality websites offering thousands of products, it is a challenge, to find appropriate suppliers and products of the correct standard.

**Nearly thirty years of multi-brand hotel project experience.**

**Working remotely**, in EU and UK, I offer a hands-on, private service, tailored to the needs of our Clients.

I help save time & money and ensure that the correct quantity and standards of products are supplied to each project. My references include Hilton & Marriott.

In brief my services enable clients, to manage their project procurement with the support of an experienced equipment procurement specialist.

## 5 star references

**Hilton International**, Conrad, Le Meridien, Four Points, Five Hotels Dubai, Regent Hotels (IHG), *Marriott's* and Sheraton.

## Past Projects Locations

Germany, UAE, Nigeria, UK, France, Germany, Montenegro, India, China, South Africa, Belgium, Turkey, KSA, Italy, Spain and Portugal.

**Where am I based?** UK & France.

**I often work with local strategic partners** like logistics companies, developers, designers, procurement agents or hotel operators.

## Who are my services for?

International Hotel operators, owners, developers & procurement companies.

## How do I charge?

Normally a fixed fee is agreed with Client.

## Procurement Support for New Hotel Projects.

By Robert

- Preparation of Master-lists of OS&E.
- Quantities and BOQs by product category.
- Product Standards.
- Guidance on brands, suppliers & manufacturers.
- Ensure operators brand and supplier requirements are met.
- Online Showcase of Product Standards.
- Guidance on time, scope, budgets and process.
- Tender process analysis. (orders by Client)

### Hotel Equipment Master lists (OS&E) Process

- Preparation of equipment (OS&E) lists (over 4000 items) using my unique master list system.
- Include par coefficients, quantities and generic descriptions.
- Lists tailored to each project.
- Review of the following in terms of equipment needs:
  - area schedule, renderings, plans, other scope docs eg FF&E, operators minimum standards/suppliers, operating policies etc
- Local and cultural needs addressed.
- Items identified that require further input from ID, hotel departmental managers etc
- Hotel operator's brand standards and quantity coefficients are incorporated.
- Lists sorted by hotel department.

## By Client.

### Tender and orders (by Client).

- Robert provides guidance on the suppliers.
- Prepares BOQs.
- Client sends out tenders. (normally 2 or 3 per main bid package).
- Supplier payments-advance and pre shipment.
- Places purchase orders
- The selection of suppliers & products is normally through competitive tendering ensuring best quality and value for money.
- Local projects' needs, terms and conditions are met, including delivery & installation dates.

### Logistics (by Client).

- Logistics. Supplier to hotel, local importation and customs clearance. ( through logistics company and freight forwarder
- Liaise with hotel.
- Importation of samples, storage and presentations.
- Receipt at warehouse, calloff and or hotel.

### Other (by Client). .

- Local procurement.
- Coordination of samples.
- Model room and table top presentations.
- Quality control with hotel.
- Installation.
- Finalisation process.

## By Hotel

- Receipt of OS&E at hotel.
- Approval of samples.
- Quality control.
- Place items in rooms.
- Stock control.

## Principles

- Complete Client confidentiality.
- No hidden costs or commissions from suppliers.
- Commitment to safety, quality and value.

## Strengths.

- Extensive multi brand hotel procurement experience within an international multicultural environment.
- References include Hilton International, Conrad, Viceroy Hotels, Starwood, Regent Hotels, Le Meridien, Jumeirah, AC Hotels and Marriott.
- Vast network (over 500) of trusted pre-qualified international suppliers, manufacturers and specialists.
- Product and brand expertise.
- Web based service.

## Benefits.

- Over 500 suppliers and manufacturers at our disposal.
- Many offering factory prices ensuring best value for money.
- Competitive international prices direct from pre-qualified manufacturers and suppliers.
- Significant savings available for large projects.
- Client leverages product and supplier knowledge not found in a non-specialist procurement department.
- Hotel operators ensure consistent product brand standards.
- Personalized and private service.
- Apply structure and control to the procurement process

## About Suppliers and Manufacturers.

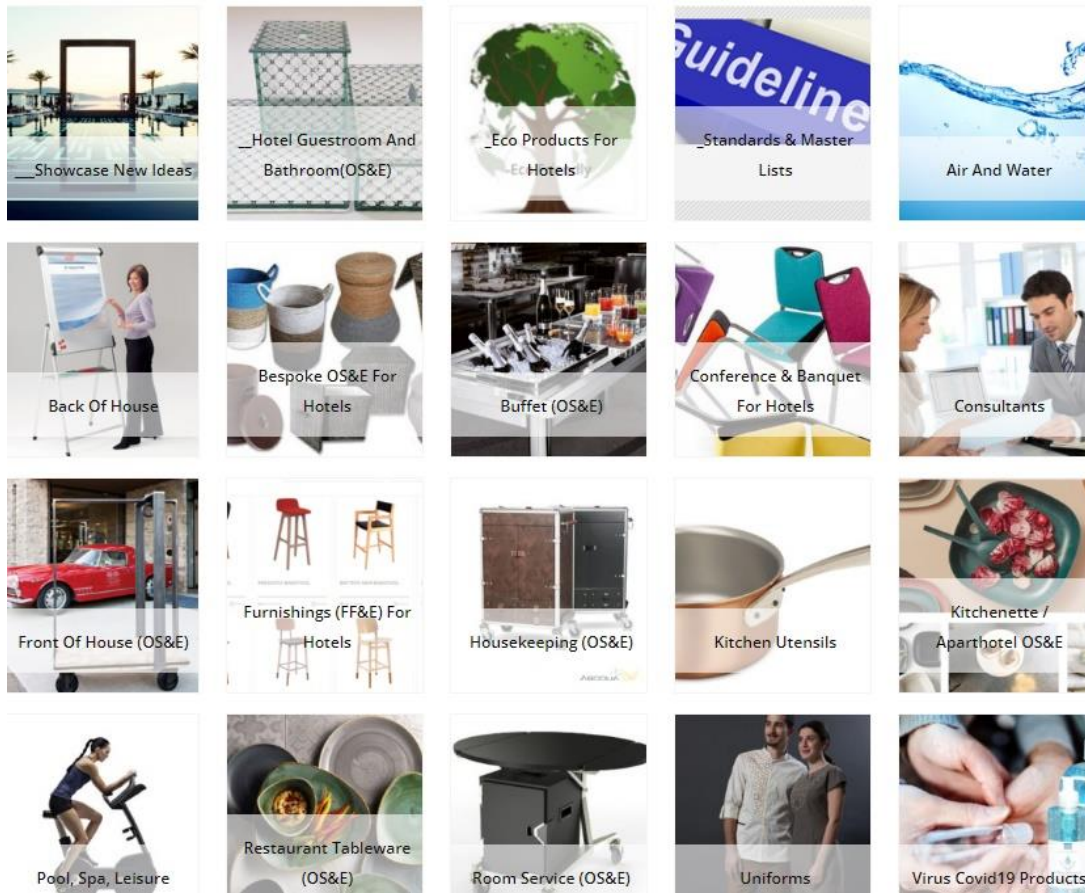
- Products direct from a global and network of suppliers
- Provide high-quality, cost competitive products.
- Reliable services.
- Green in manufacturing process in terms of water usage, energy efficiency, sustainability of materials and effect on environment.
- Most conform to ISO standards (9001 & 14001) & use western managed quality control systems.
- Proven history of successful five star projects.

## About Products and Brands.

- Many products are direct from international manufacturers.
- Conform to operator's brand and product standards.
- Conform to international five star hotel standards.
- Conform to local & national standards, codes and regulations.
- Conform to fire, safety, health and hygiene and electrical standards BS EN ISO ANSI or local equivalent.
- Environmentally friendly products.
- Green in terms of water usage, energy efficiency, and recycling reusing.
- Balance of design, functionality and durability.

## Online Showcase of Product Ideas over 2000 ideas!

### Creation of moodboards



## Green Resources and Ideas



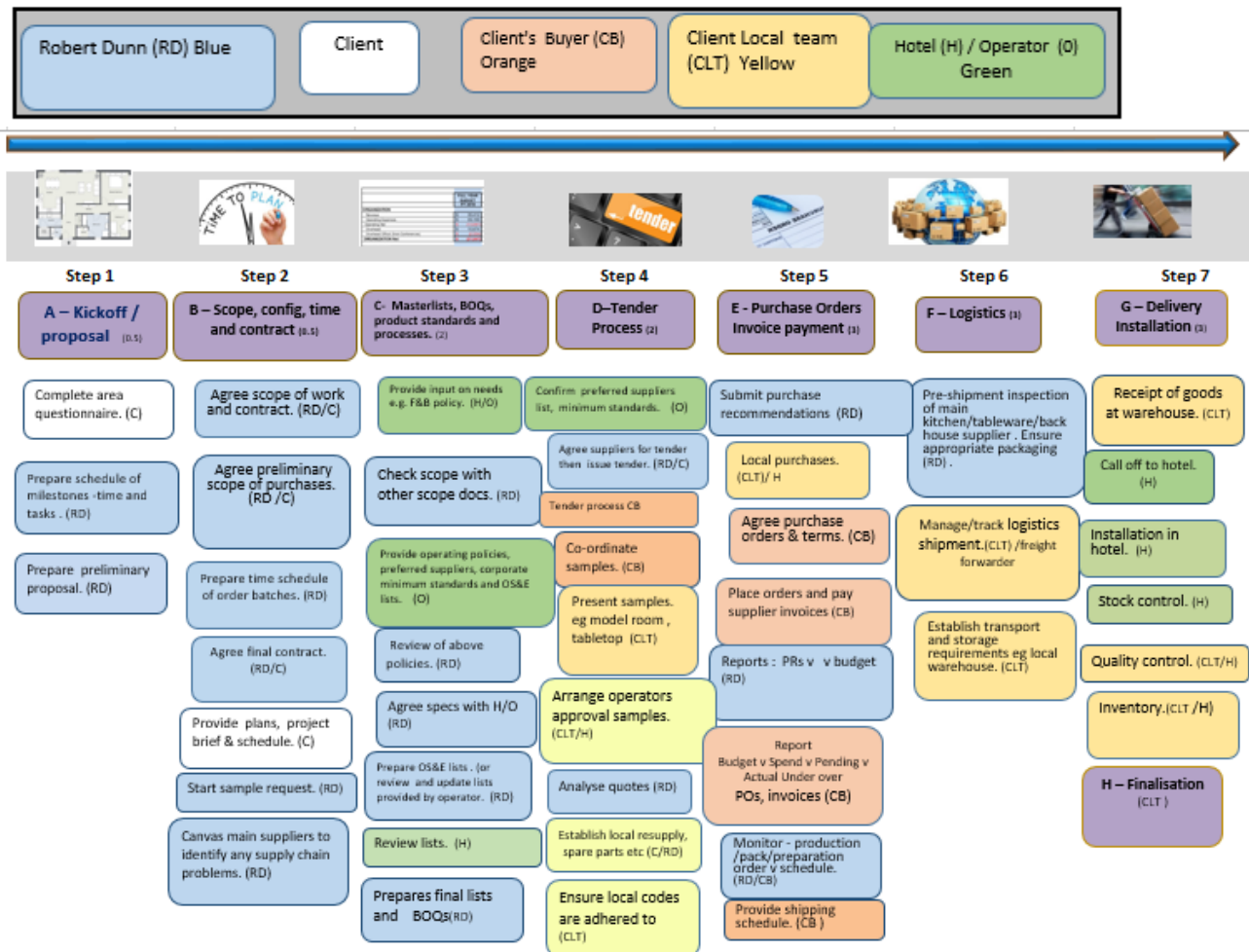
I source green products which will help in sustainable hotel development.



# OS&E Procurement Process

## Who does what?

OS&E Procurement Schedule -(Time, Tasks, Participants) For discussion purposes



## Project Examples (Over 30 years)



### Marriott Hotels

- Four Points Nigeria (Ikot)
- Marriott's -Courtyard (Madrid)
- AC Hotels (Italy)
- Sheraton

### Other Groups

- Novotel , Lagos
- Langham Hotels, London
- Umay Boutique Portugal (current)
- Dubai Palm Jumeirah (by Five Hotels)
- Intercontinental Hotel Group (IHG) Regent Hotels Montenegro (Luxury)
- Hilton Garden Inn ,Tropicana
- Hotel du Collectionneur Paris

### Le Meridien- Project Examples

- Ibom Golf Resort(Nigeria)-FF&E/OS&E Supply & Consultancy Work
- Malta OS&E Supply and Consultancy Work
- Medinah OS&E Consultancy Work
- Kuala Lumpur OS&E Consultancy Work,
- Port Harcourt(Nigeria) OS&E Supply and Consultancy Work

### Hilton International- Project Examples

- Sierra Leone (current)
- Chennai Hilton India- OSE Procurement, FF&E Support
- Malabo Hilton Equatorial Guinea- OSE Procurement
- Hilton Wangfujing Beijing- OS&E Consultancy
- Hilton Namhae(S Korea) Golf Resort OS&E Consultancy
- Conrad Algarve.
- Sanya Resort and Spa Hilton OS&E Consultancy
- Phuket Conrad OS&E Consultancy
- Tokyo Conrad OS&E Consultancy
- Bali Conrad OS&E Consultancy
- Algiers Supply and OS&E Procurement
- Frankfurt FF&E OS&E Consultancy
- Warsaw FF&E OS&E Consultancy
- Antwerp OS&E Procurement
- Langham London FF&E OS&E Procurement
- Sandton(South Africa) OS&E Consultancy ,
- Bucharest FF&E OS&E Supply and Consultancy ,
- Paris CDG FF&E OS&E Procurement on site co-ordination ,
- Paris La Defence FF&E-Guestrooms only
- Paris Champs Elysee OS&E Consultancy
- Copenhagen FF&E OS&E Consultancy
- Hanoi OS&E Consultancy,
- Durban OS&E Consultancy

## Sierra Leone Hilton (opening 2025)

### Services Provided:

Procurement of OS&E working with Hilton head office in Dubai and the developer in London and Freetown.



## Luxury Eco boutique hotel in Portugal. (Opening 2025)

### Services :

Procurement of OS&E working with the owners and developer in Portugal.



## Tonnara del Secco in Sicily Opening 2025

Procurement of FF&E and OS&E working with the owners and developer



## Palm Jumeirah Hotel by Five Hotels-Dubai (completed 2017/2018)

### Client Brief:

Procurement of the operating equipment for this “life style” luxury hotel. Over 500 bedrooms, 200 apartments and 16 outlets and beach.



## Regent Montenegro – (Intercontinental Hotels)

### Client Brief:

Procurement of the operating equipment for this “life style” luxury hotel with marina.

### Services Provided:

Sourcing customised products in Bali and Thailand as well as branded operating equipment from European manufacturers.

*Regent*  
PORTO MONTENEGRO





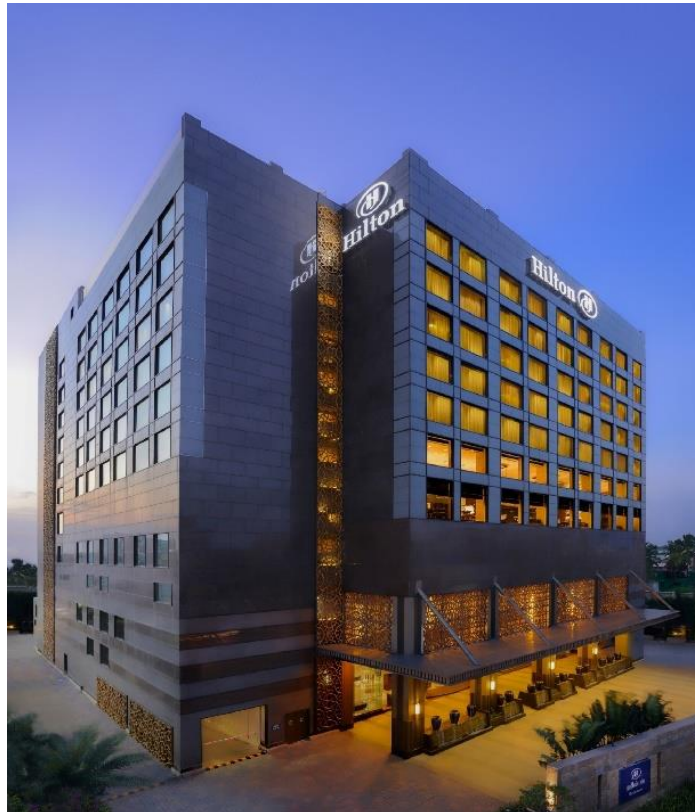
## Hilton Chennai India

### Client Brief:

To specify all the operating equipment for this Hilton Resort.

### Services Provided:

Procurement of the OS&E and FF&E



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