



Procurement Consultant

Operating Equipment (OS&E) Support  
For New Luxury Hotel Projects

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La Rochelle France

Whatsapp EU mobile : +33 (0) 627336130

UK mobile:+ 44 (0)7749 262637

[www.robertdunn.eu](http://www.robertdunn.eu)

robert@robertdunn.eu

## Introduction.

I am an independent procurement consultant, offering an **Operating Equipment (OS&E) Package** to support clients, in the procurement process for new hotel projects. In essence their service enables clients, to manage their procurement activities, with the support of an experienced specialist.

I have over **thirty years** of **multi brand procurement experience**, including working in Hilton and Le Meridien head Offices.

The service helps Clients **save time & money** and **helps** ensure that the correct quantity and standard of products are supplied.

OS&E support activities include preparation of Master-lists, product guidelines on standards and guidance on brands and suppliers. *The Client is responsible for managing the tender, orders, logistics and other local activities.*

- **Where am I based?** France & UK.
- **Web based service** allowing me work on 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.

## Support Package OS&E – By Robert

- **Plan Scope**
- **Master-lists/ BOQs Quantities**
- **Products** Guidelines on *Standards & Specs*
- **Suppliers** Brands and *Manufacturers*

### Procurement - By Client

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

## 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.

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

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

*of 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 includes:

- China 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 by Client.

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

*Reduce risk, manage time, chase quality.*

## Process in a nutshell

**Step 1** Client provides hotel details e.g. configuration.

**Step 2** We agree the scope and fee.

**Step 3** I create the master-lists then BOQs with product specifications and standards.

**Step 4** Client sends out the tenders.

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

**Step 6** 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.*