



## Robert Dunn

Procurement Consultant

Operating Equipment (OS&E) Support

For New Luxury Hotel Projects

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### Introduction.

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

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

I act on behalf of the Client to help **save them time & money** and ensure that the correct quantity and standard of products are supplied.

The OS&E support activities include Master lists, products standards and suppliers. The Client is responsible for managing the tender, orders, logistics and other local activities.

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

- **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 of OS&E - 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.*

*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 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 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.*