

# THE METHOD



# THE METHOD

## The Eleven Steps

- 1 Cost Plan and OS&E listings
- 2 Mock-up Rooms, Sampling & Tabletops
- 3 Vendor Pre-Qualification
- 4 Pre-Tender - Documentation / Specifications / Brand Standards
- 5 Tender
- 6 Purchase Order / Contract
- 7 Production
- 8 Payment
- 9 Shipping - By Appointed Shipping Agent or by Vendor
- 10 Warehousing, Installation & Placement
- 11 Assets Register

# THE METHOD

The procurement process involves the delivery of the Project's FF&E and OS&E components to the expectations of the **Interior Designer** and **Hotel Operator** within **Client-approved Cost Plan** and **Schedule**.

**THE METHOD** systematically details procedures for planning, organizing, driving, monitoring, controlling and reporting of the procurement of FF&E and OS&E materials, products and services.

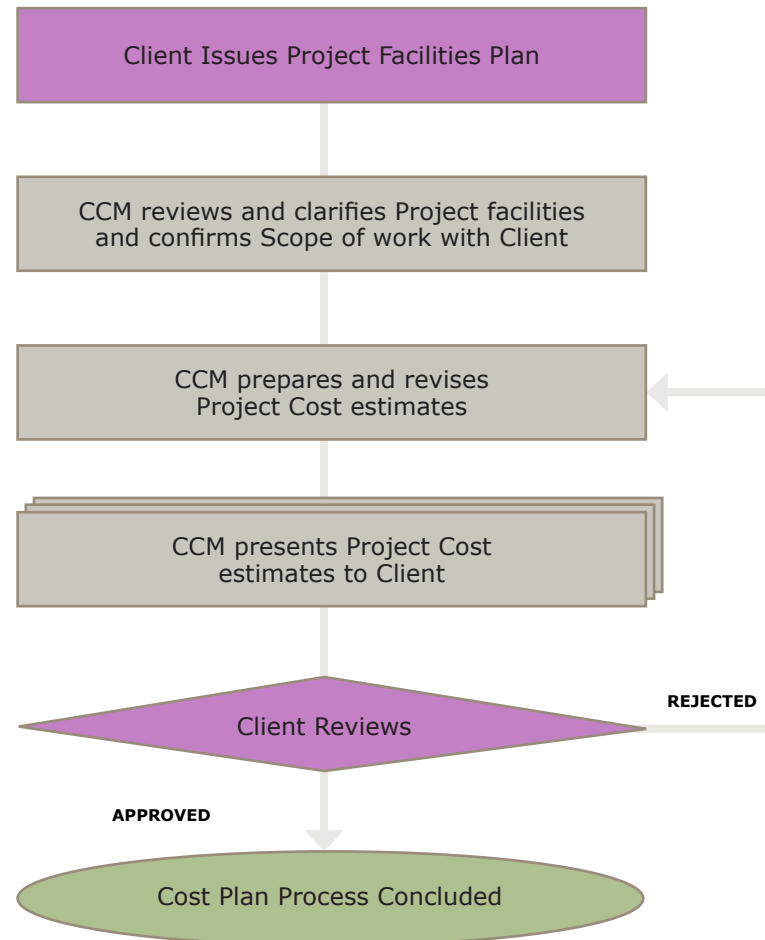
**THE METHOD** also stipulates the responsibilities of each individual and/or party involved to ensure the processes are executed in an efficient, effective and transparent manner.

# THE METHOD

## Objective

To establish & maintain a reporting base for:

- Provision of Cost estimate(s) being the likely cost to deliver FF&E and OS&E to the Project to agreed standards.
- Conversion of Cost estimates(s) with client-approved Cost Plan.

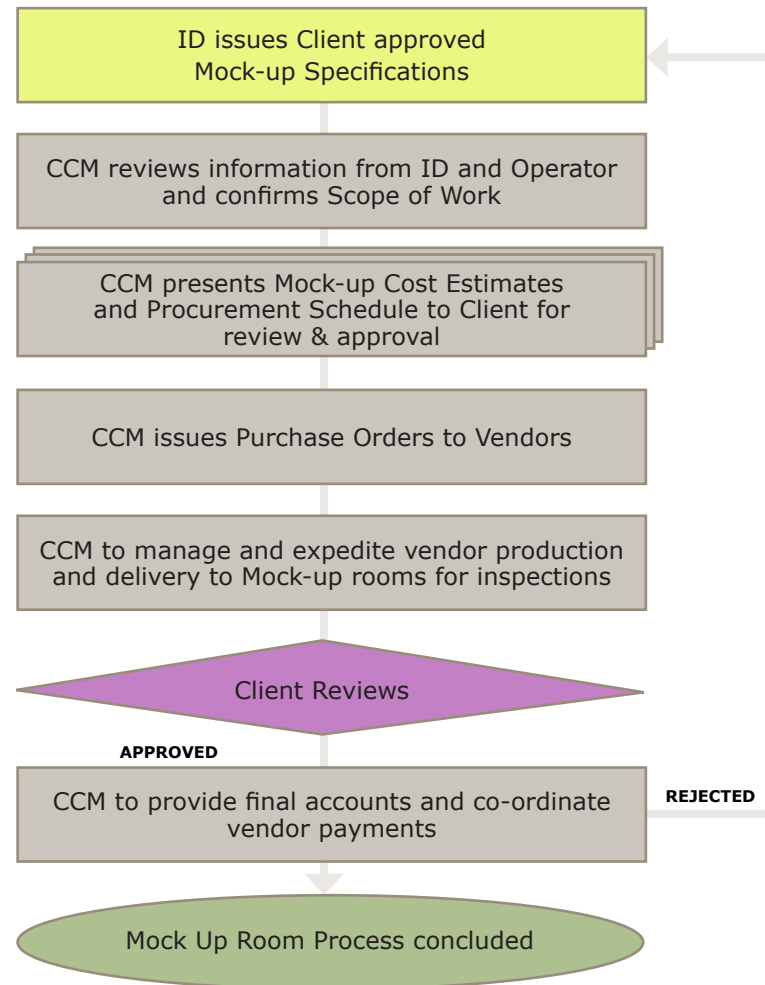


# THE METHOD

### Objective

To establish and maintain a reporting base for:

- Project standards which comply with ID specifications.
- Project standards which comply with Operator brand standards.

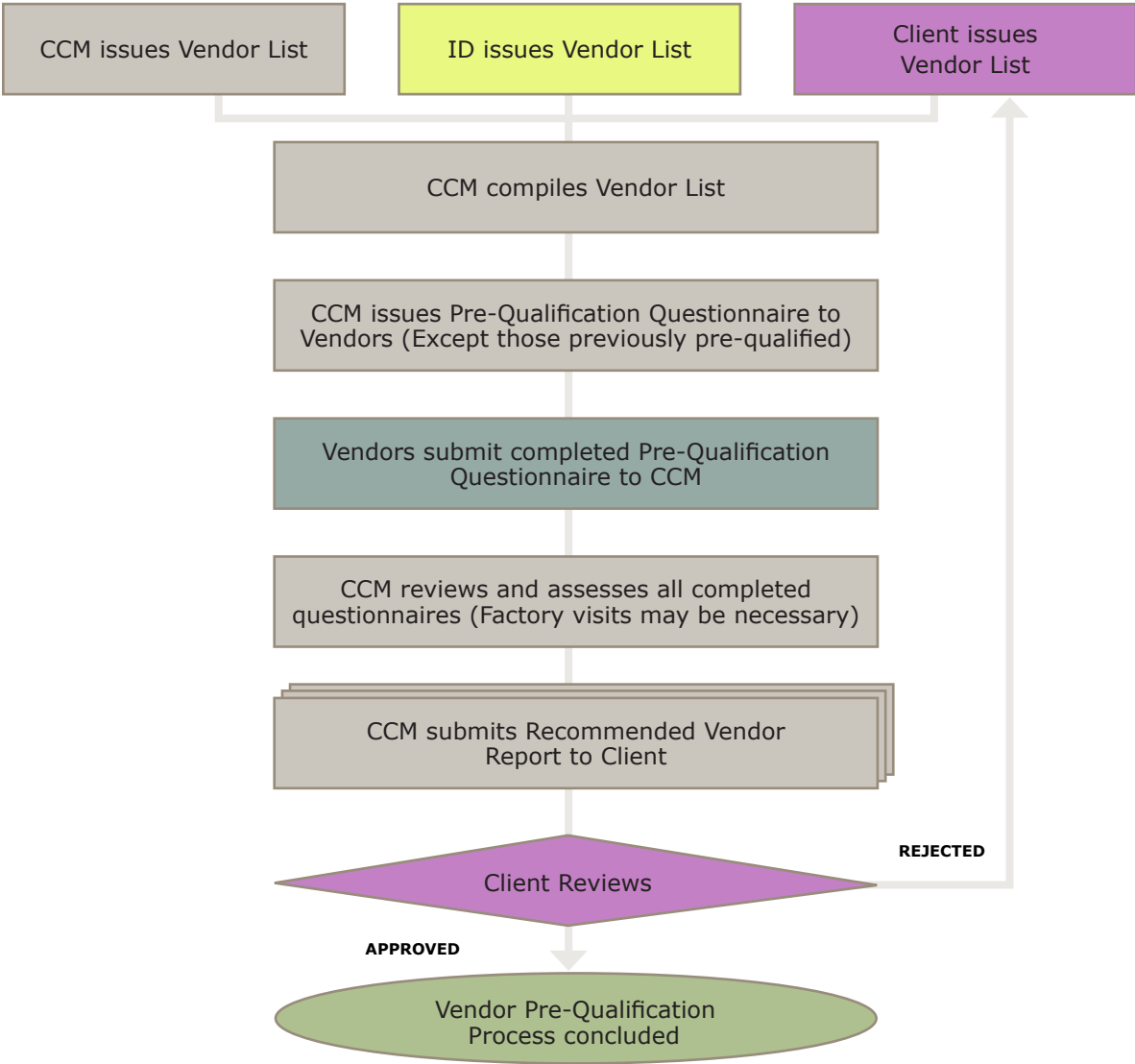


# 3. VENDOR PRE-QUALIFICATION

# THE METHOD

**Objective**

To establish and maintain a Master Database of qualified Vendors.

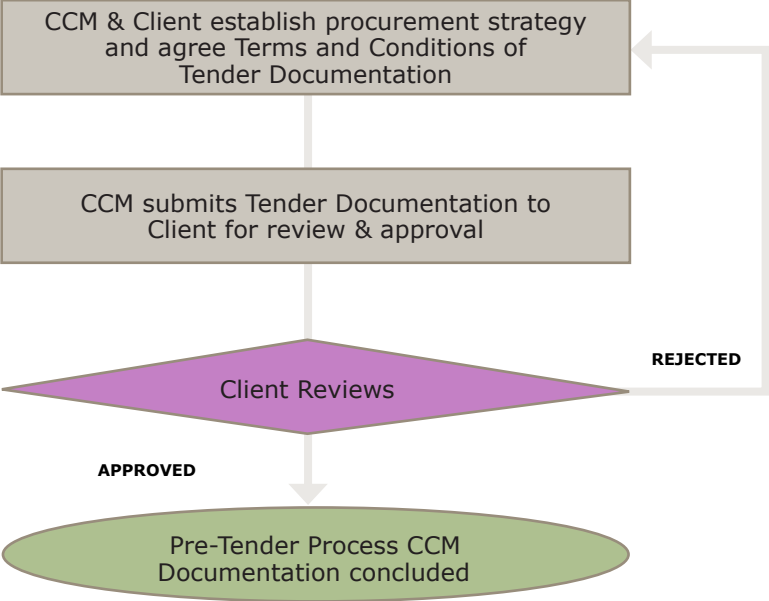


# 4. PRE-TENDER / CCM DOCUMENTATION

# THE METHOD

**Objective**

To establish and maintain client-approved Tender Documentation.

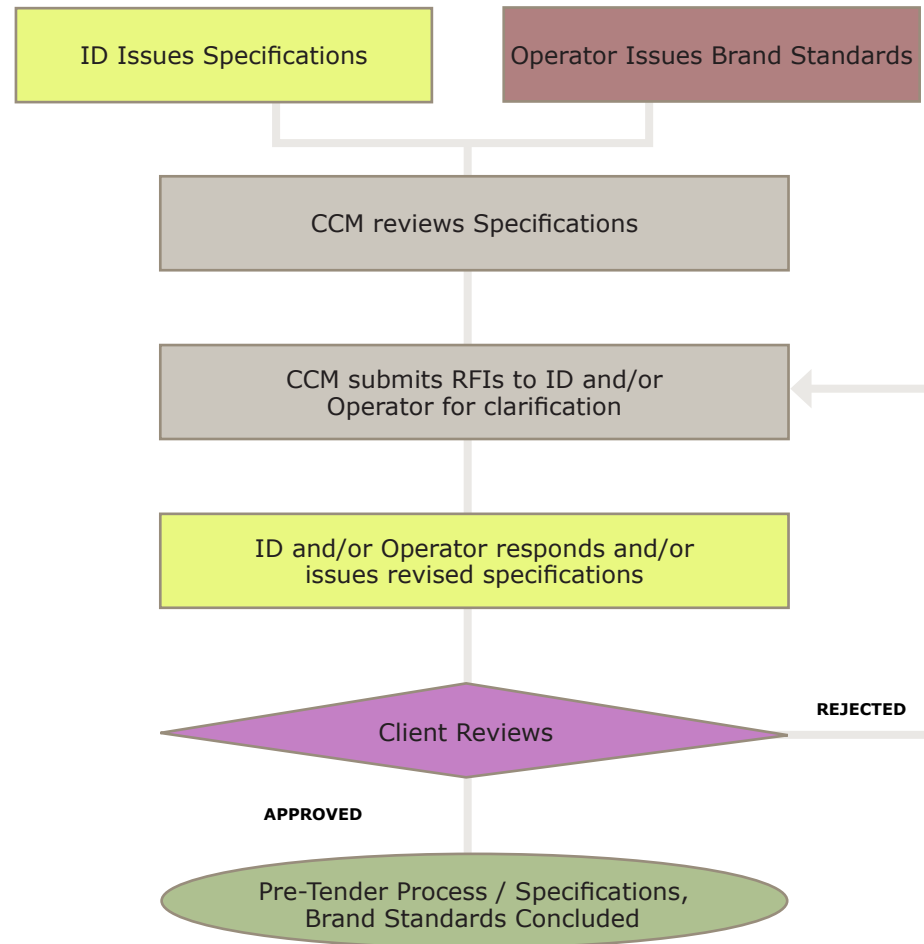


## 4. PRE-TENDER SPECIFICATIONS / BRAND STANDARDS

# THE METHOD

### Objective

To establish and ensure accurate Specifications and Brand Standards are secured for the Tender process.

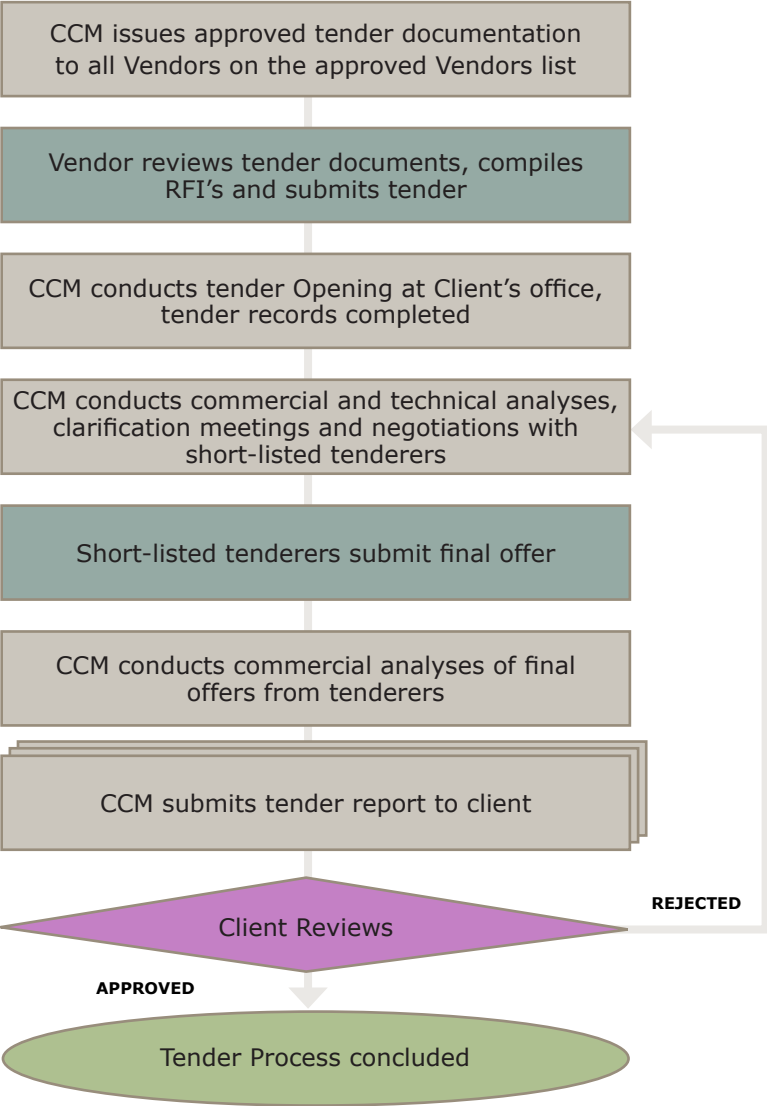


# THE METHOD

**Objective**

To establish and maintain:

- A commercially viable and technically accurate tender process.
- A transparent tender process.

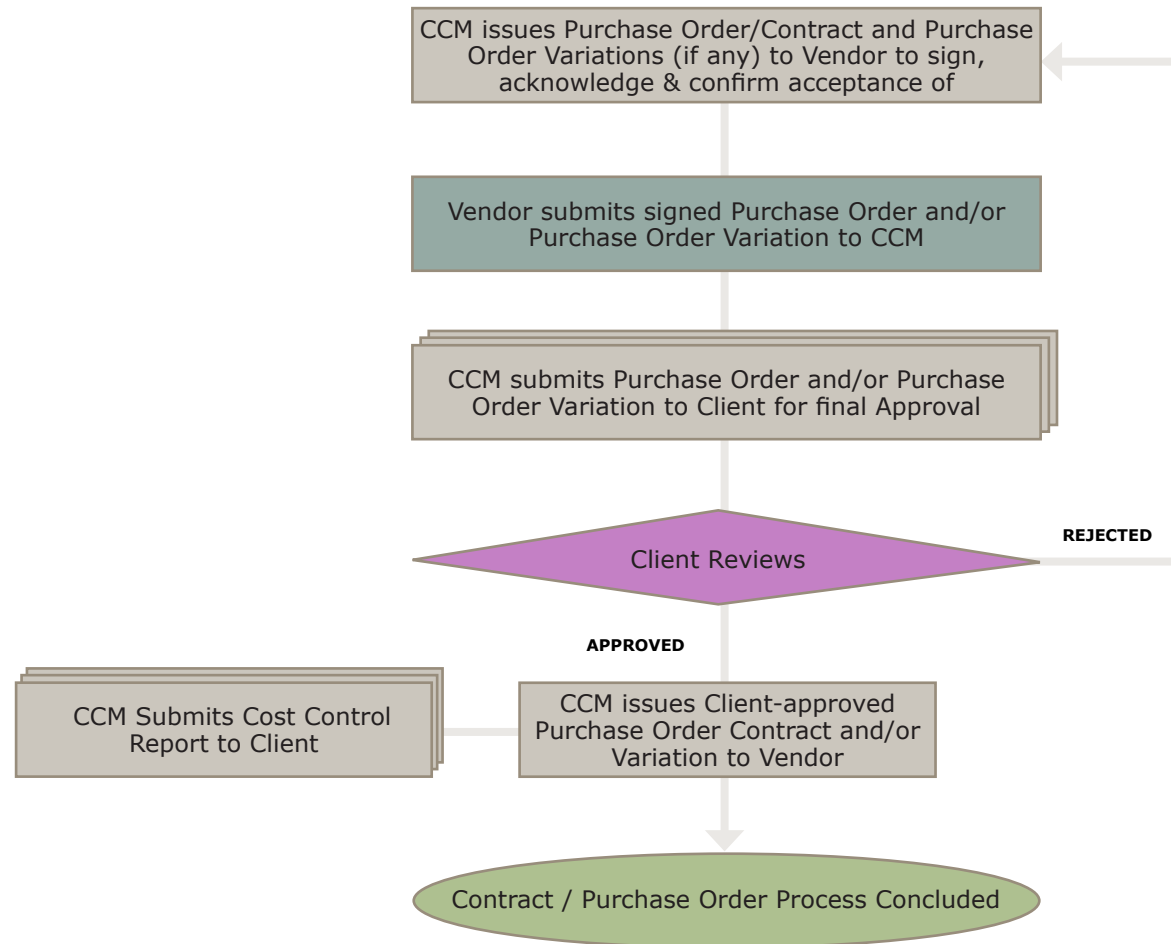


## 6. CONTRACT / PURCHASE ORDER PROCESS

# THE METHOD

### Objective

To establish and maintain Client and Vendor commitment to contractual agreement of supply.

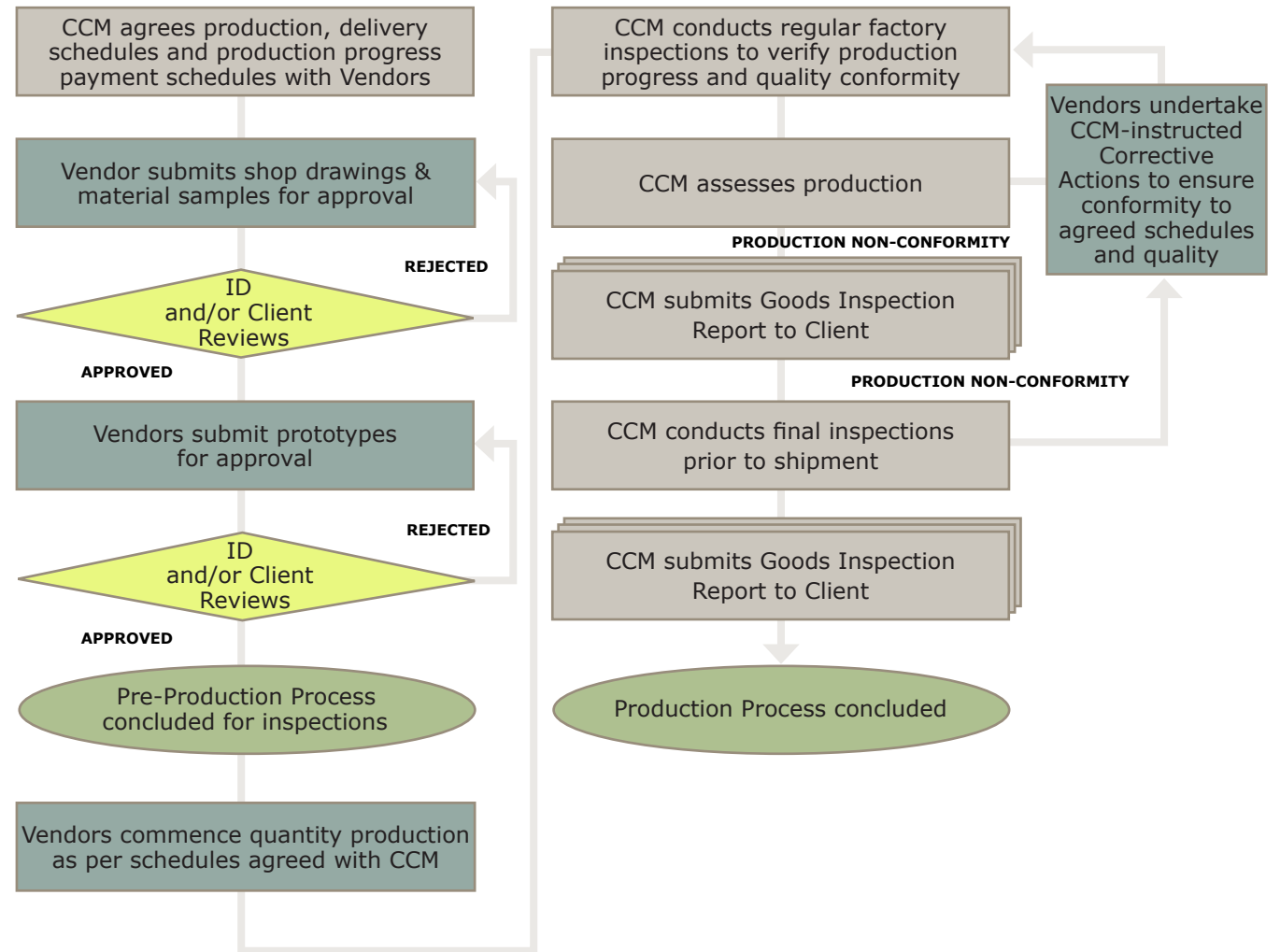


# THE METHOD

## Objective

To establish and maintain compliance to:

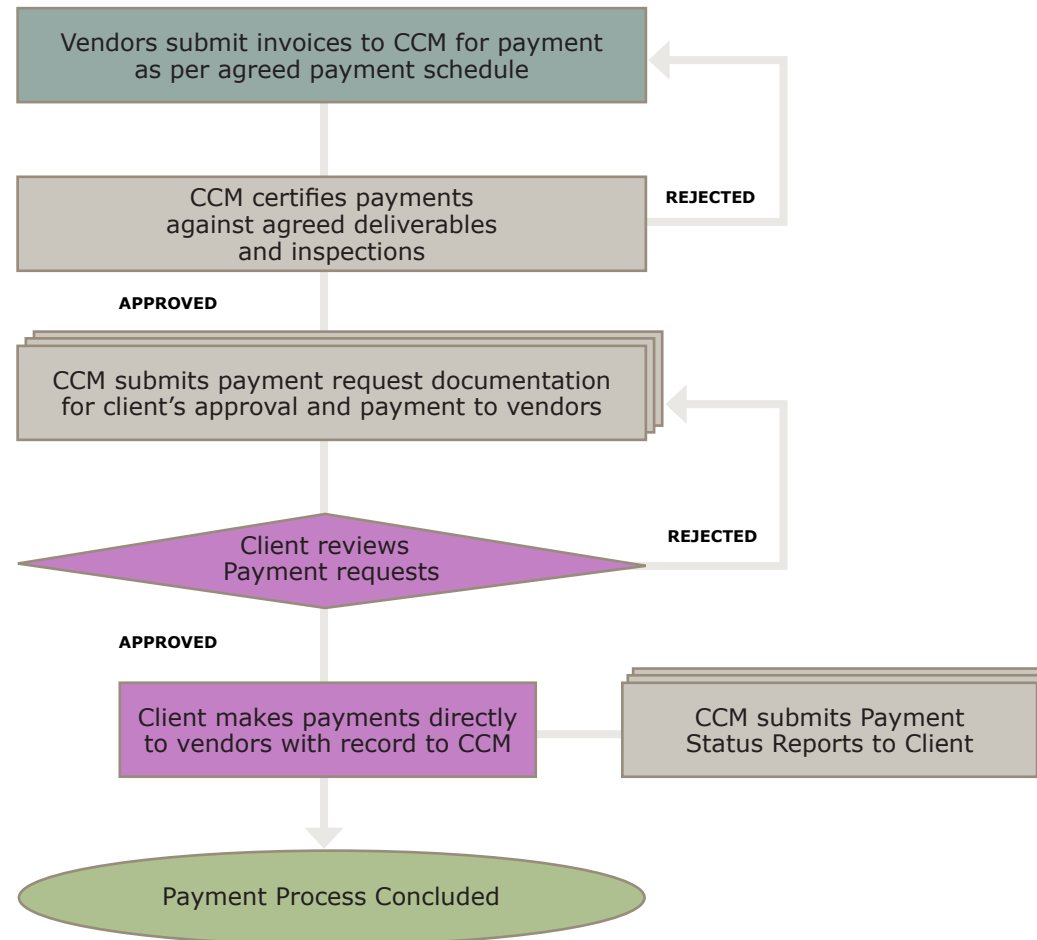
- Project-approved quality
- Project-approved quantity
- Project-approved schedule



# THE METHOD

### Objective

To establish and maintain Vendor payment schedule as certified against agreed

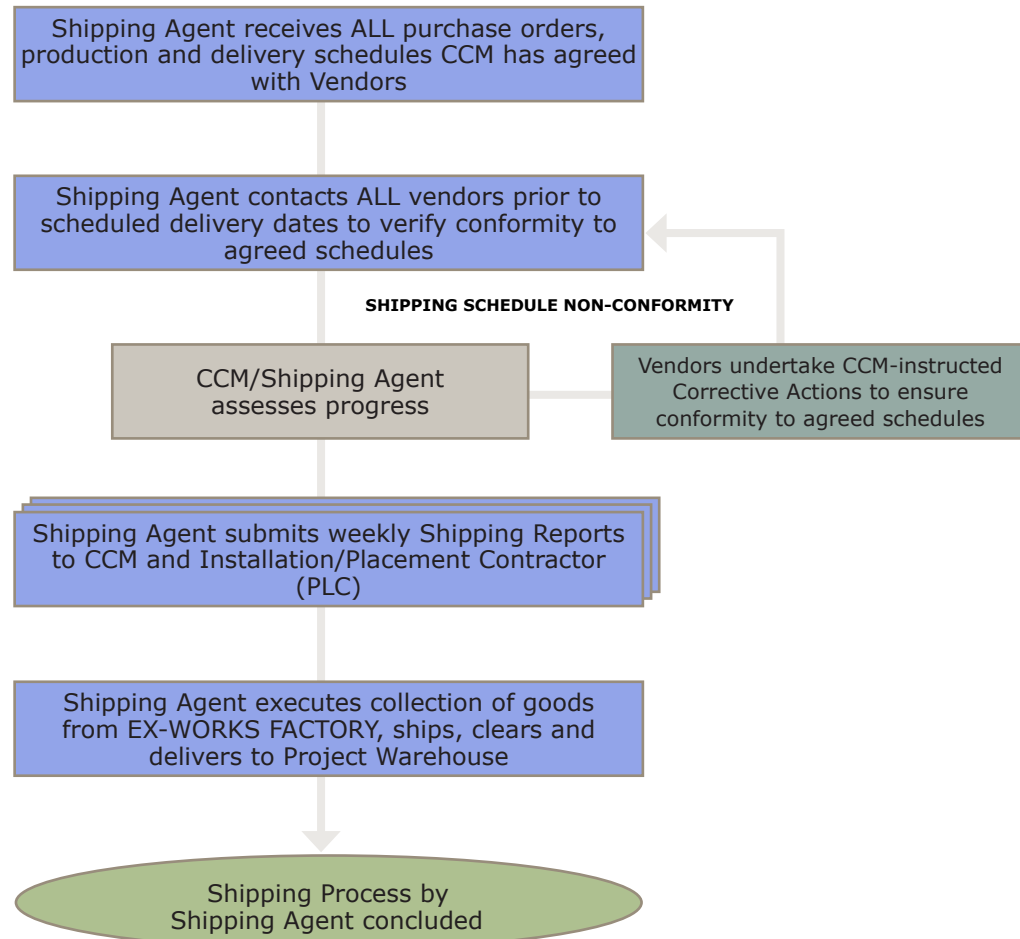


## 9. SHIPPING PROCESS BY APPOINTED SHIPPING AGENT

# THE METHOD

### Objective

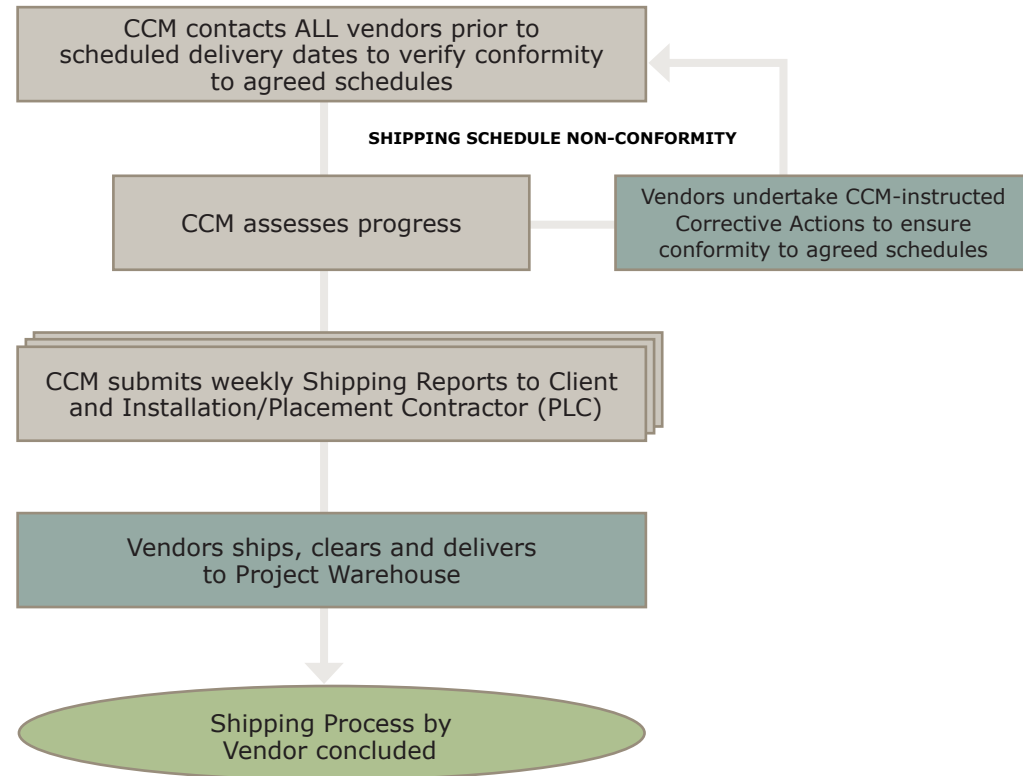
To establish and maintain shipment of goods according to project-approved schedules.



# THE METHOD

### Objective

To establish and maintain shipment of goods according to project-approved schedules.

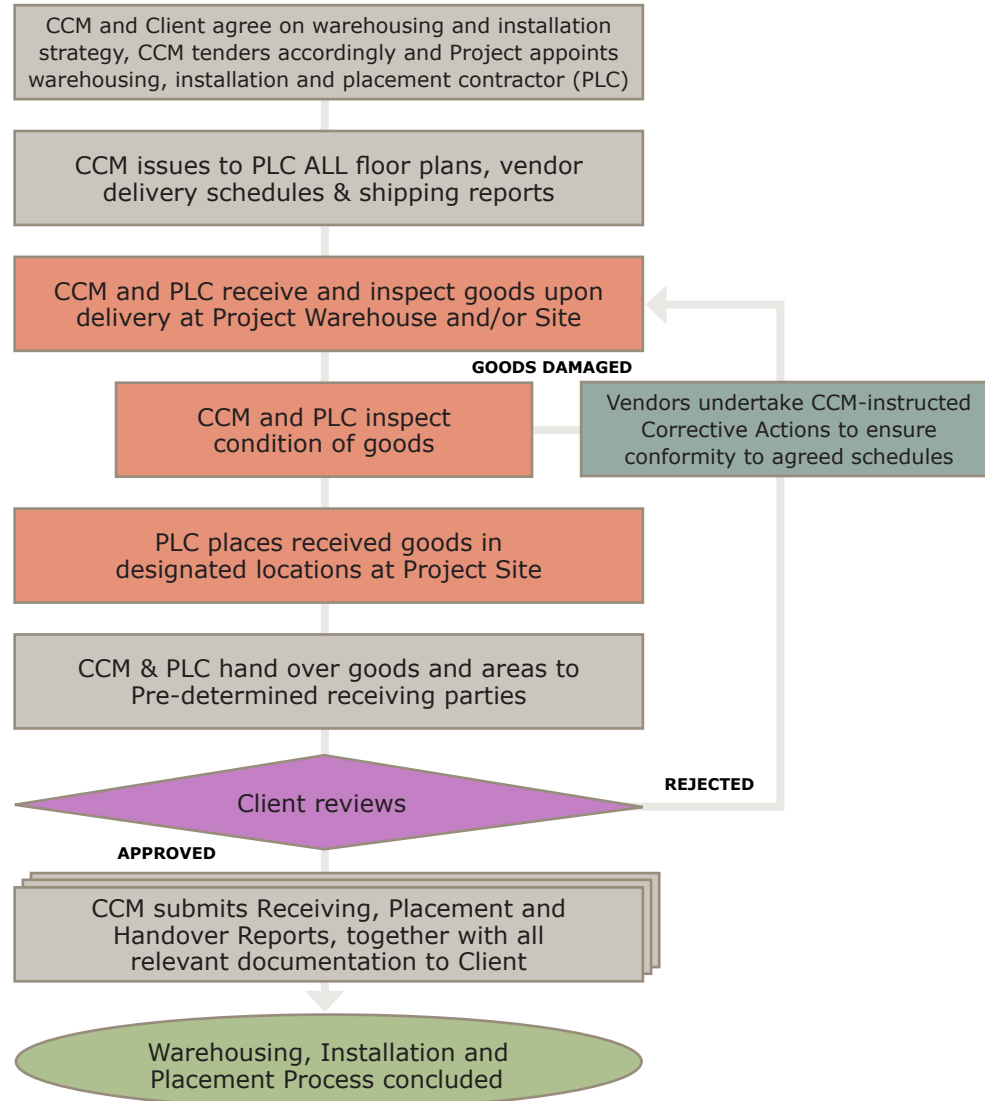


# 10. WAREHOUSING, INSTALLATION & PLACEMENT

# THE METHOD

## Objective

To establish and maintain shipment of goods according to project-approved schedules.



# THE METHOD

## Objective

To establish and maintain procedure for compiling all project records, user manuals, warranties and any other record pertaining to procured goods

