

- Supplier to guarantee fixed prices during period of tender.
- Right to spot check:
 - Receiving- quantity and quality of goods delivered by Supplier.
 - Purchasing - Supplier premises and equipment.
- Breach of Terms & Conditions
 - Right of Hotel to reject substandard quality, excess deliveries and non-compliance with Food safety requirements.
 - Right of Hotel to charge Supplier for extra charges incurred by Hotel where Supplier is unable to meet Hotel's quantity requirements.
- Submission of Tender
 - Date Tender Documents should be submitted to Hotel.
 - Method of submission eg: sealed quotations, fax etc.

3.2. Submission of Quotations

- Quotations submitted are subject to the following guidelines:
 - Single Item tender or single purchase requisition from Rp 0 to Rp 50 Million method of submitting quotations is using facsimile.
 - Single Item tender or single purchase requisition above Rp 50 Million method of submitting quotations is using sealed Quotation.

3.2.1. Sealed Quotations

- Quotations to be signed by Supplier and Company chop affixed on Tender Documents submitted by Supplier.
- A Tender Committee comprising of the Cost Control, Purchasing Supervisor and User Division Head is to be formed. Quotations should be in sealed envelopes, addressed to Tender Committee.
- Sealed quotations are to be opened in the presence of the Tender Committee.

3.2.2. Original Copy of Quotation

- Quotations to Purchasing Department should be on Company Letterhead with Company chop affixed.
- Purchasing Department to stamp Date Received for audit trail.

3.2.3. Fax Quotations

Faxed quotations to Purchasing Department should be on Company Letterhead with Company Chop affixed. Purchasing Department to stamp Date Received for audit trail.

Standard Operating Procedures Manual For Hotels

Rachel Sandford



Standard Operating Procedures Manual For Hotels:

The Enigmatic Realm of **Standard Operating Procedures Manual For Hotels**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Standard Operating Procedures Manual For Hotels** a literary masterpiece penned by way of a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of people who partake in its reading experience.

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