	RESOURCE LIBRARY Inventory – Receiving – Cost Control Market Survey	CODE: 05.02.005
		EDITION: 1
		PAGE 1 OF 3

PURPOSE 目的

To perform a market survey and compare perishable product prices in local markets and search for alternative and comparable products.

进行市场调研并且在本地市场比较易腐蚀物品的售价，同时寻找可替代商品。

To ensure that perishable products supplied are within current market prices and evaluate possible replacement of high cost products by lower cost products without sacrificing quality and guest satisfaction.

保证易腐物品的供应是在当下的市场价格之内，并且考虑在不降低质量与顾客满意度的前提下，评估并寻找尽可能用成本低的商品替代高成本的物品。

If any products are unavailable there will be feedback given to the requesting department in order to avoid undue delay in processing of forthcoming functions, i.e. Banquet Event Orders and new Menu items.

如果有的物品没法购买，那要将其反馈及时送达发起申请部门，来避免不应有的延误，譬如：宴会订单和新的菜单物品。

POLICY 程序

Hotel personnel involved in conducting this market survey will be represented as follows:

涉及到此市场调研的酒店员工如下：


- Purchasing Manager/ Purchasing Officer.
采购经理/采购员
- Cost Controller/Cost Clerk.
成本控制经理/成本控制文员
- Executive Chef/Sous Chef as assigned by Executive Chef.
行政总厨/行政总厨指派的厨师长
- An appointed management staff for ad hoc periodic verification
在特定时间内指派的管理人员

RECORD ON FILE 存档记录

The Market Survey Listing will include the below stated details:

市场调研清单包括下列内容：

- Date of Survey.
调研时间
- Signatures of survey personnel.
参加调研人员签名
- Product names and unit prices.
物品名称及单价
- Sizes of products e.g. small, medium, large.
物品规格，例如：小号，中号，大号
- Remarks, if any, fresh products, frozen pre-packed products.
注明，如果涉及生鲜食品，原先包装冷冻食品。

	RESOURCE LIBRARY Inventory – Receiving – Cost Control Market Survey	CODE: 05.02.005
		EDITION: 1
		PAGE 2 OF 3

The Market Survey Listing will record all prices for each surveyed local market and submitted within the following day to Finance Controller office for verification.


市场调查清单要记录所有当地市场调查到的价格，并且要在当日之内上交至财务运营副总监办公室进行核实。

- Recommendations and comments will be noted on the Market Survey Listing and forward to EAM i/c F&B and General Manager for their endorsement.
建议和意见会在市场调研清单上标注，之后会转交到分管餐饮副总经理和总经理批准。
- In case of high price products the Purchasing department must take note on the specific products when ordering and discuss with the F&B department to substitute high cost product items whenever possible.
如果涉及高价格的物品，采购部必须在下订单时在对特殊的物品添加注解，并且要跟餐饮部对替换高成本的物品进行必要的沟通讨论。
- The Purchasing department will negotiate with relevant perishable product suppliers to establish a “15 days” fixed pricing policy of supplies to the hotel.
采购部会跟相关的易腐食品供应商协商建立一个“15日”固定价格为酒店供货。
- This negotiated product prices will only be valid after being approved. Suppliers will endorse on an agreement to vouch for the agreed products pricing.
经协商后的物品价格仅在批准后生效。供应商将在一份协议上签名确认价格。
- Based on negotiated fixed pricing policy, another Daily Market Perishable Products Prices Summary will be submitted for management for approval. This summary is an extension of the Market Survey Listing indicating negotiated prices of each supplier. The approval process involves the following executives, 基于协商的固定价格政策，另一份日常市场易腐食品价格汇总会交到管理层待审批。这项汇总是市场调研清单的延伸，并会标明每一个供应商的协商价格。审批流程中涉及到的管理人员如下：
- Purchasing Manager - negotiated product prices of agreement suppliers.
采购经理- 同选定的供应商协商物品的价格。
- Director of Finance and Controlling-verifying on quoted product prices.
财务总监- 核实报价。
- Executive Chef-acknowledgement of quoted product prices.
行政总厨- 确认报价。
- General Manager-approving cost of product prices.
总经理- 批准物品报价。

If there is unanimously agreement on quoted product prices on Summary Listing, this summary will be distributed by Purchasing Department as follows:

如果在汇总表中的报价无异议，这项汇总会由采购部分发至下列部门：

- Original copy-retained by Finance department-Cost Control section.
第一份原件- 保存在财务部-成本控制处

	RESOURCE LIBRARY Inventory – Receiving – Cost Control Market Survey	CODE: 05.02.005
		EDITION: 1
		PAGE 3 OF 3

- Second Copy-retained by Purchasing Department for ordering of daily perishable products from agreement supplier.
第二份复印件- 保存在采购部用于从选定供应商进行日常采购。
- Third Copy-retained as reference for Executive Chef.
第三份复印件- 保存在行政总厨处作为参考。

OUTSTANDING/ UNUSUAL PURCHASING 特殊/不寻常采购

- There are situations where out-of-town perishable products are being requested for special Food & Beverage promotion and the use of Purchase Requisition Form policy and procedures will apply without any further local market comparison.
对于餐饮部提出的特殊的在本地无法完成的易腐物品的采购，将会实行使用采购申请表政策，并且不进行对本地市场的比较。
- Despite of the Daily Market Product Prices Summary being duly approved and fixed for a period of fifteen (15) days, there might be times that certain product prices are fluctuating too much and the need to re-negotiate product prices will be performed before expiration of the “15 days” fixed pricing policy with Executive office’s instructions.
尽管日常市场采购物品价格汇总已经被审批通过并建立了15日的固定定价，还是会有可能出现一些物品的价格浮动很大，需要在15日协议到期前在总经办的说明下进行再次沟通议价。
- Any last minute ordering of product deliveries does not support incentive payment to suppliers as they are bound as hotel agreement supplier for product deliveries at any moment of time.
任何最后一分钟的产品交付订货不支持对供应商的激励支付，因为他们跟酒店签署了协议必然在任何时间供货。