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OBJECTIVE:

目的

- To ensure the required company procedure is followed with regards to contracts for services, facilities and supplies.

确保服务合同、设备合同及供应商合同遵循公司的必需程序。

APPLICATION:

应用

This policy applies to all contracts including leases which the hotel is party to, irrespective of whether the hotel is buyer, seller, lessee or lessor.

此政策适用于酒店作为甲乙任何一方的租赁事宜，无论酒店是买方、卖方、承租人或者出租人。

This policy does not apply to contracts for a routine operating transaction such as banquet, tour booking or purchase/replenishment of store items.

此政策不适用于日常营业交易合同例如宴会、旅游预订合同或者采购、仓储补货合同。

Examples of service contracts supplied to the hotel that the Statement of Policy overleaf applies to be:
 政策声明的背面适用于以下酒店作为被服务方的服务合同：

- Rental agreements including outside storage etc.
租赁协议包含露天存储等
- Contract cleaning
清洁合同
- Outside laundry
外包洗衣
- Maintenance contracts
维修合同
- Landscaping contracts (interior/exterior)
景观美化合同（内部/外部）
- Purchase commitments
采购合同
- Advertising
广告
- Staff Housing
员工住宿
- Barter agreements
贸易合同
- Entertainers / artists
艺人/艺术家
- Cars/hotel vehicles
汽车/酒店交通工具

Examples of service contracts supplied by the hotel that this policy also applies to be:

此政策同样适用于酒店作为服务提供方的服务合同：

- Shops, concessions, offices
商店、授权和办公室
- Laundry
洗衣

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- Contract catering
餐饮合同
- Showcases
展示柜
- Long term leases / Airline crew contracts
长期租赁合同/航线团队合同
- Special events (Exhibitions/Conventions etc.)
特殊宴会（展览会/集会等）

STATEMENT OF POLICY

政策声明

1. Three written quotations are a pre-requisite to the selection of a supplier of services to the hotel. The quotations must be sought from reputable suppliers, where possible collaboration with a sister hotel is encouraged as it may give stronger bargaining power.
必须提供三家给酒店提供服务的服务供应商的书面报价。供应商首选声誉可靠的并同时与一家姐妹酒店合作的供应商，这样可使得议价能力得到提升。
2. It is strictly against company policy to engage or give preference to suppliers of contracts on the basis of friendship or family relations.
严格杜绝违背公司政策去参与或给予在朋友关系或亲戚关系的基础上优先选择供应商。
3. The preferred choice of supplier is not to be determined on the basis of price only, the cheapest be the most expensive in the long-term. Quality, reliability and reliability and flexibility must be also be taken into account when selecting a supplier.
优先选择供应商的标准不仅仅在于价格，时间久了最便宜的也会是最贵的。质量、可靠性和灵活性也应作为选择供应商的标准。
4. In all cases the preferred supplier's first quote should not be accepted without determined negotiations taking place.
在任何情况下，在没进行决策性的谈判前不应该接受供应商的第一手报价。
5. The selection of suppliers must be made by the General Manager and should not be delegated to Department Heads.
供应商必须由总经理选择而不应委托给部门负责人。
6. Terms and conditions must be carefully studied in conjunction with the Controller before signing, particularly clauses regarding price changes and renewals.
合同条款、条件或者特殊的价格更改、更新条款的签订前必须协同掌控合同的人一同仔细学习。
7. Copies of all contracts must be carefully filed and retained by the Controller who is required to review them annually.
必须每年修订合同的人必须妥善存档并保存所有合同的复印件。
8. Any new contract being entered into whether supplied to the hotel or by the hotel, each single contract with the value of more than CNY50,000 will require the prior approval of owner

任何新进的酒店作为服务供应商或服务对象的合同，单笔合同价值超过人民币伍万元整的情况需获得业主的事先批准。

9. Accepting commission from a supplier will be viewed by the company as a bribe and treated very seriously, as such it will warrant summary dismissal.

酒店将严厉地把接受供应商的佣金视为受贿或款待行为，这些行为将导致立即解雇的发生。