

# OEM Furniture Procurement Checklist

Use this checklist to evaluate and compare OEM furniture manufacturers for hotel, apartment, or commercial projects.

## 1. Prequalification & Company Background

Criteria	What to Check	Verified
Business License	Factory name matches registration details; not a trading company.	<input checked="" type="checkbox"/>
Factory Ownership	Confirm workshops (wood, metal, upholstery, painting) are in-house.	<input checked="" type="checkbox"/>
Experience	10+ years in OEM manufacturing; proven hotel or apartment projects.	<input checked="" type="checkbox"/>
Workforce	Skilled workers with 10+ years experience; consistent team size.	<input checked="" type="checkbox"/>
Global Projects	References from Hilton, Marriott, Accor, or similar international brands.	<input checked="" type="checkbox"/>

## 2. Technical Capability & Certifications

Criteria	What to Check	Verified
Equipment	CNC, veneer press, spray booth, upholstery machines.	<input checked="" type="checkbox"/>
Certificates	ISO9001, ISO14001, ISO45001.	<input checked="" type="checkbox"/>
Product Standards	BIFMA, CRIB5, FSC, E0/E1 plywood.	<input checked="" type="checkbox"/>
Design Support	Engineers can read AutoCAD, SketchUp, and prepare shop drawings.	<input checked="" type="checkbox"/>
Material Testing	Can issue reports for durability, VOC, moisture resistance.	<input checked="" type="checkbox"/>

## 3. Sampling & Quality Control Workflow

Criteria	What to Check	Verified
Sample Development	Mock-up room sample approved before production.	<input checked="" type="checkbox"/>
Color Board	Finishes, fabrics, and metal samples confirmed.	<input checked="" type="checkbox"/>
QC Milestones	Inspection at 30%, 60%, 90% with photo reports.	<input checked="" type="checkbox"/>
Locked Samples	Factory keeps master samples for reference.	<input checked="" type="checkbox"/>
Third-Party Inspection	SGS / Intertek / Bureau Veritas audits available.	<input checked="" type="checkbox"/>

## 4. Logistics & Export Documentation

Criteria	What to Check	Verified
Packaging	EPE foam, corner guards, moisture-proof film.	<input checked="" type="checkbox"/>
Labeling	Room number + item code clearly marked.	<input checked="" type="checkbox"/>
Export Docs	CIQ, HS code, CO, fumigation certificate, shipping marks.	<input checked="" type="checkbox"/>
Container Plan	CBM and loading plan provided before shipment.	<input checked="" type="checkbox"/>

Freight Coordination	Factory assists with FOB / CIF / DDP logistics.	<input checked="" type="checkbox"/>
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## 5. After-Sales Support & Warranty

Criteria	What to Check	Verified
Warranty	Minimum 1-year structural warranty for OEM furniture.	<input checked="" type="checkbox"/>
Spare Parts	Backup stock for replacements.	<input checked="" type="checkbox"/>
Installation Support	On-site supervision or installation drawings.	<input checked="" type="checkbox"/>
Claim Handling	Written procedure for damages or defects.	<input checked="" type="checkbox"/>
Communication	Dedicated English-speaking project manager.	<input checked="" type="checkbox"/>

**Summary:** Choose an OEM furniture manufacturer with in-house workshops, ISO certifications, a structured QC system, and proven global experience.