



# 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.	■
Factory Ownership	Confirm workshops (wood, metal, upholstery, painting) are in-house.	■
Experience	10+ years in OEM manufacturing; proven hotel or apartment projects.	■
Workforce	Skilled workers with 10+ years experience; consistent team size.	■
Global Projects	References from Hilton, Marriott, Accor, or similar international brands.	■

## 2. Technical Capability & Certifications

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

## 3. Sampling & Quality Control Workflow

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

## 4. Logistics & Export Documentation

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

Freight Coordination	Factory assists with FOB / CIF / DDP logistics.	■
----------------------	---	---

## 5. After-Sales Support & Warranty

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

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