

A proven remote-first procurement model

Candidate application + B2B operating proposal

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Aigars Kauliņš • KATE LINE GLOBAL SOURCING & TRADE FOOD

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Hire the capability — not necessarily the location

The advertised responsibilities can be delivered through an accountable, structured procurement service.

THE OFFER

**One named procurement lead.
An established sourcing office.
A practical Riga connection.**

Remote-first from Bulgaria

Local project control retained

Planned site visits + milestones

Two potential structures: direct employment with remote terms, or B2B procurement services through KATE LINE GLOBAL.

Already delivered from outside Latvia

This is a proven working arrangement, not a theory about remote procurement.

8

RESIDENTIAL BUILDINGS

536

APARTMENTS

16

SUBCONTRACTOR SCOPES

WORKING MODEL ALREADY USED

Procurement for Latvian residential construction, managed while physically based in Turkey.

Scope and metrics reflect applicant-reported project experience.

From specifications to accepted delivery

A complete procurement cycle aligned with the vacancy — with decision gates and traceability.

01

Define & prioritise

Scope, specifications, need-by dates, quantities and package strategy.

02

Market & qualify

Factory and distributor search, samples, vendor risk and document checks.

03

Compete & compare

RFQs, like-for-like bids, exclusions, landed costs and recommendation.

04

Approve & commit

Kuzu review, supplier selection, award and contractual authorisation.

05

Expedite & deliver

Production, logistics, customs liaison, delivery risks and site coordination.

06

Close & report

Document handover, variances, supplier performance and lessons learned.

A remote procurement desk connected to Riga

The service moves information, decisions and orders reliably; physical control stays with designated local personnel.

BULGARIA / PROCUREMENT LEAD

- RFQs, supplier engagement & negotiation
- Technical-commercial comparisons
- PO / contract preparation
- Production and freight follow-up
- Exceptions, registers and reporting



RIGA / KUZU PROJECT TEAM

- Design / site requirements & priorities
- Technical approvals and budget authority
- Supplier award and purchasing signature
- Physical inspection, receipt & acceptance
- Local urgent issue escalation

Same time zone • Daily coordination • Planned monthly Riga visit • Additional milestone visits by agreement

Control remains with Kuzu

A remote service works only when approval ownership and handover boundaries are explicit.

ACTIVITY	KATE LINE GLOBAL	KUZU MANAGEMENT	RIGA SITE TEAM
Requirements & programme	Consolidate / clarify	Set priorities / approve	Confirm build sequence
Sourcing & comparisons	Lead RFQ and analysis	Approve shortlist / award	Review technical suitability
Orders & commitments	Prepare / follow up	Sign contracts / POs	Confirm order need
Factory & transport	Coordinate / expedite	Approve exceptions	Prepare receiving plan
Delivery and acceptance	Track / resolve issues	Decide commercial claims	Inspect / receive / sign off
Reporting & changes	Maintain registers	Approve budget changes	Supply site feedback

No purchase commitment, supplier award, substitution or budget variation without Kuzu authorisation.

A simple, disciplined management system

Defined outputs make procurement visible without creating unnecessary software or administrative overhead.

DAILY	Working coordination	Critical RFQs, supplier responses, delivery changes and immediate issue escalation.
WEEKLY	Decision meeting + tracker	Priority packages, pending approvals, lead times, delivery risk, budget movement and action owners.
MONTHLY	Executive procurement report	Award status, forecast commitments, negotiated value, overdue deliveries, supplier risks and site visit.

Suggested working tools: controlled RFQ register, bid comparison, approval log, order/delivery tracker and exception register.

Performance indicators worth managing

Practical KPIs will be agreed against the actual construction programme, not speculative savings promises.

RFQ responsiveness

Time from agreed brief to issue and supplier response.

Decision cycle

Age of complete packages awaiting technical/commercial approval.

Lead-time reliability

Committed versus forecast production and arrival dates.

Cost transparency

Like-for-like comparison, budget variance and landed-cost exposure.

Documentation readiness

Approved specifications, DoP/TDS where relevant and delivery documents.

Issue closure

Open critical exceptions, owners and age until resolution.

A focused first 90 days

Start with a bounded pilot: demonstrate workflow, measurable outputs and fit with Kuzu's team.

DAYS 01–30

Understand & establish

Project access, procurement priorities, existing suppliers, package list, programme dates, approval matrix, document handover and baseline dashboard.

DAYS 31–60

Execute priority packages

Issue agreed RFQs; run technical-commercial comparisons; prepare award recommendations; follow through approved commitments and logistics.

DAYS 61–90

Validate & decide

Assess reliability, cycle time, open risks, reporting quality and local collaboration. Agree continuation scope and commercial model.

Pilot scope, capacity and start date would be agreed jointly after an initial discovery discussion.

B2B: professional accountability, flexible execution

The procurement office would operate under a genuine services agreement, not a renamed employment contract.

Service scope

Named lead, defined project packages, deliverables, response expectations and reporting.

Commercial basis

Monthly service fee or agreed capacity + scope; additional work and travel pre-approved.

Visits

Target one planned visit to Riga per month, with additional visits linked to defined needs.

Independence & ethics

Disclosed conflicts of interest, supplier neutrality, confidential handling of commercial data.

Authority & security

Kuzu owns approvals; access-controlled records, vendor information and handover obligations.

Terms to agree

Duration, termination, liability, VAT/tax treatment, confidentiality and ownership of project records.

The issues to solve up front

A transparent service design is stronger than a promise that remote work has no limitations.

Delayed site information	Weekly look-ahead and one accountable local technical contact.
Urgent physical inspection	Named Riga receiver / inspector and agreed escalation path.
Unauthorised purchase risk	Approval gates; no purchase order without Kuzu authorisation.
Supplier or product conflict	Declare related-party interests; independent bid comparison.
Missing technical documents	Submittal and compliance checklist before award / delivery.
Capacity / continuity risk	Agreed availability, substitution rules and complete handover records.

LET'S DISCUSS THE FIT

A clear way to test the procurement model.

- 01 Agree an initial project / package scope
- 02 Nominate procurement and site counterparts
- 03 Set a 90-day pilot and commercial terms

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