

Umm Said Bakery

P.o.Box : 1444

No: USB/2025/075

PURCHASE MEMORANDUM

10/4/2025

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX				LAST PURCHASE			
Item / Asset Title	: Salt ✓	a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input checked="" type="checkbox"/>	Supplier name	Najmah Firdous Trading COO: India		
Type of Item / Asset	: Raw Material	c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>	Total value	QAR. 67,200/- Rate : QAR. 0.56/-Kg		
Department	: Bakery - Production	e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>	Total Qty	120,000 Kg		
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>			Pur. Memo. No	USB/2024/356	Date	14/11/2024
Note: Pls attach feasibility study if a/b/c is/are applicable.									

REASON/OBJECTIVE OF THIS PURCHASE

- 1-Salt is required as the primary ingredient of all Bakery products for USB & UNB .
- 2-The order quantity in this PM stock will provide total coverage of approx. 7 months requirement.
- 3-Supplier is maintaining same rate as compared to last purchase .
- 4-Delivery will be based upon production delivery schedule.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

1-Najmah Firdous is Regular Approved supplier

QUOTED SUPPLIER(S) DETAILS													
No	Party Name / Description		Country of origin	Shipment Term	Currency	Quoted rate/kg	Negotiated rate/kg	Exchange rate	Quantity Kg	Amount FC	Total - Qar.	Payment Term / Mode	Remarks
1	Najmah Firdous Trading	Salt (1x25 Kg)	India	Door to door	QAR	0.58	0.56 ✓	1.00	200,000	N/A	112,000	30 Days Credit	1. Stocks readily available 2. Partial delivery & partial payment applicable 3. 10% over/under tolerance qty. accepted
2	Happy Land	Salt (1x25 Kg)	India	Door to door	QAR	0.76	0.76	1.00	200,000	N/A	152,000	30 Days Credit	Price advantage in ordering from Najmah Firdous
4	Al Madina	Salt (1x25 Kg)	India	Door to door	QAR	0.60	0.60	1.00	200,000	N/A	120,000	30 Days Credit	Price advantage in ordering from Najmah Firdous

* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS

Party Name / Description		Country of origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity Kg	Amount FC	Total - Qar.	Payment Mode	Date of shipment	Date of arrival	Period of Completion
Najmah Firdous Trading		Salt (1x25 Kg)	India	Road	Door to door	0.56 ✓	1.00	200,000	N/A	112,000	30 Days Credit	N/A	As per production schedule

Supplier selection criteria(s) :

Better quality Lowest bidder Reputed supplier Others (specify) ... Approved Quality

BUDGET DETAILS												
Particulars				Amount (QAR)								
Budgeted value for the requested capex/ expense												
Budgeted utilized till last purchase												
Balance available for this purchase												
Proposed as per this purchase memorandum												
(Surplus/ Deficit)												

AUTHORIZATION / APPROVAL

Mohd. Waniq	Abdul Rashid	Shafiq Ahmed	Tayyab Mohammad Azam	Atif Hussain	Hamed Bushra	Sameer Mohammed	Adnan Meirji	Khaja	Tariq Mohammad	Ahmed Osman	Sheikh Mansoor
Officer - Procurement	Production Manager	Senior Manager- Operations	Senior Manager – Procurement	Head Procurement	General Manager	Senior Manager • Finance	General Manager	Asst. Vice President - Finance	Chief Executive Officer	Business Advisor	Board Member
10/04/2025	10/04/2025	13/04/2025	13/04/2025	14/04/2025	14/04/2025	15/04/2025	15/04/2025	16/04/2025	17/04/2025	20/04/2025	20/04/2025