

Umm Said Bakery													
P.o.Box : 1444													
PURCHASE MEMORANDUM										10/4/2025			
No: USB/2025/075													
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				
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		India	Road	Door to door	0.56	1.00	200,000	N/A	112,000	30 Days Credit	N/A	As per production schedule	Schedule will be provided to the supplier as per bakery production schedule to be provided at the time of order confirmation.
Supplier selection criteria(s) ;													
Better quality <input checked="" type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input checked="" type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> ... 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													
<div style="display: flex; justify-content: space-between;"> <div> Mohd Wamiq Abdul Rashid Abdulla Shafiq Ahmed Tayyab Mohammad Azam Atif Hussain Hamed Bushra Sameer Mohammed Adnan Meerji Khaja Bahauddin Tarique Mohammad Ahmed Osman Sheikh Mansoor </div> <div> 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 </div> </div>													
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		