

Street No: 10, Gate No: 23, Industrial Area, Doha Qatar
Tel: +974 44238777 | Fax: +974 44601921

No: QDCPM004-1022

PURCHASE MEMORANDUM

Date : 16-Oct-2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX				LAST PURCHASE			
Item / Asset Title	Spare Parts for Powder Packing								
Type of Item / Asset	Machine					<input type="checkbox"/>	Capacity enhancement	Supplier name	COO :
Department	Plant & Machinery					<input type="checkbox"/>	Replacement	Total value	Rate
Type of expenditure	Production - IMC					<input type="checkbox"/>	Furniture & Fittings	Total Qty	Date
	Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>					<input type="checkbox"/>	Others (specify)	Pur. Memo. No	

Note: Pls attach feasibility study if a fo / fe is/are applicable

Note: P/s attach feasibility study if a No / c. k/s are applicable.

REASON/OBJECTIVE OF THIS PURCHASE

Purchase of spare Parts for 6 Kg Powder Packing Machine - IMC Production.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIERS' DETAILS												
No	Party Name	Country of Origin	Shipment Term	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in Qr	Quantity Nos	Total - Or.	Payment Term / Mode	Remarks
1	Shrifal Packaging Pvt Ltd	India	Ex-Works	USD	6,044	5,741	3.69	21,184	1	21,184	30 Days after delivery	Not Mentioned
2	Pakona Engineers PVT	India	Ex-Works	USD	9,123	9,123	3.69	33,664	1	33,664	100% Advance Payment by TT, after Receipt of PO & Advance Payment, Freight Charges are not included, and ready.	Delivery Period 6-7 Weeks after Receipt of PO & Advance Payment, Freight Charges are not included, Extra as applicable.

- All the supported mutations should be attached

RECOMMENDED SUPPLIER DETAILS												
Party Name	Country of Origin	Shipment Mode	Shipment Term	Negotiated Rate	Exchange rate	Rate in Qr	Quantity Nos	Total - Qr.	Payment Mode	Date of shipment	Date of arrival	Period of completion
Shrinal Packaging Pvt Ltd	India	Air	Ex-Works	5,741	3.69	21,184	1	21,184	As per above			
Freight Charges (Estimated Cost)				1,600	3.69	5,904	1	5,904				
Total								27,088				

Supplier selection criteria(s) :

Criteria	Yes	No	Others (specify)
Better quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lowest bidder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reputed supplier	<input type="checkbox"/>	<input type="checkbox"/>	
Others (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

BUDGET DETAILS

Particulars	Amount (OR)
Budgeted value for the requested Capex/expenditure	30,000
Budget utilized till last purchase	-
Balance available for this purchase	30,000
Proposed as per this purchase memorandum	27,088
Surplus/(Deficit)	2,912

AUTHORIZATION / APPROVAL

Mohamed Nabil
Purchase Manager
10/17/2022

Hamdy Abou Al Qassim
General Manager
10/18/2022