

Qatar Flour Mills Co.

P.O. Box 1444
44415000

No: QFM/2022/201

PURCHASE MEMORANDUM

Date: 25.05.2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Items for maintenance of Elevator	a) Expansion	<input type="checkbox"/>	Supplier name	: First Time
Type of Item / Asset	: Elevator	c) Cost reduction	<input type="checkbox"/>	Total value	: Rate
Department	: Maintenance	e) Office equipments	<input type="checkbox"/>	Total Qty	: Date
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>	Pur. Memo. No	: Date

Note: Pls attach feasibility study if a/b/c is/are applicable.

REASON/OBJECTIVE OF THIS PURCHASE

- 1-Civil defense inspection was carried out on 24th May 2022 and they have pointed out 3 findings as per attached offer ie, to replace emergency lights, batteries and new intercom in all 3 elevators running 1 in Silo Building and 2 in MRIs Building
- 2-Arabian Gulf Melco Elevator is existing AMC service provider of Mitsubishi Elevators
- 3-This is urgent requirement.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with single quote as alternate quotes are not available as Arabian Gulf Melco Elevator is existing service provider of Mitsubishi Elevators

QUOTED SUPPLIER(S) DETAILS									
No	Party Name	Country of Origin	Shipment Term	Currency	Quoted Amount	Negotiated Amount	Exchange rate	Qty. Lot	Amount FC
1	Arabian Gulf Melco Elevator Doha W.L.L.	Qatar	door to door	QAR	17,100	17,100	1.00	1 lot	17,100
Remarks									
1-Scope includes removal, supply and fixing									
2-Please refer to attached quotation ref. no. QG12440/RQ101938/706329, for details.									
3-5% VAT/Taxes if any will be additional and paid by us at actual.									

* All the supported quotations should be attached

RECOMMENDED SUPPLIER DETAILS									
Party Name	Country of Origin	Shipment Mode	Shipment Term	Exchange rate	Qty. Lot	Amount FC	Total - Qr.	Payment Mode	Date of completion
Arabian Gulf Melco Elevator Doha W.L.L.	Qatar	N/A	door to door	1.00	1 lot	17,100	17,100	As per above	N/A
To be mutually agreed.									

Supplier selection criteria(s):
 Better quality ☐ Lowest bidder ☐ Reputed supplier ☐ Others (specify) ☒ Authorised service provider for Mitsubishi Elevators in Qatar

BUDGET DETAILS	
Particulars	Amount (Qr)
Budgeted value for the requested Capex/expense	
Budget utilized till last purchase	
Balance available for this purchase	
Proposed as per this purchase memorandum	(17,100) Asset value not separately capitalized. It was included in building.
Surplus/(Deficit)	(17,100) Book value - N/A

AUTHORIZATION / APPROVAL

Director - Procurement	Abdul Aziz	Senior Manager - Maintenance	Tayyab Mohammed Azam	Shahid Ali Khao	Fahim Ramey	General Manager	General Manager	General Manager	General Manager
Senior Officer - Procurement	Abdul Aziz	Senior Manager - Procurement	Shahid Ali Khao	Assistant Manager - Finance	Senior Manager - Finance	General Manager	General Manager	General Manager	General Manager
Senior Officer - Finance	Abdul Aziz	Senior Manager - Finance	Shahid Ali Khao	Assistant Manager - Finance	Senior Manager - Finance	General Manager	General Manager	General Manager	General Manager
Senior Officer - Finance	Abdul Aziz	Senior Manager - Finance	Shahid Ali Khao	Assistant Manager - Finance	Senior Manager - Finance	General Manager	General Manager	General Manager	General Manager