

## PURCHASE ORDER

Alcat Contracting Company

PO Box: 00681, Al Umma Office Building, C-Ring

Doha Qatar

Email: info@alcatqatar.com

Tel: 44434241 Fax: 44412872


**ALCAT**  
CONTRACTING

PURCHASE ORDER DETAILS				TERMS & CONDITIONS			
PO No.	5530104038	PO Date	09/09/2025	Pay Term	within 30 days Due net		
PO Amend No.		Amend Date		Currency	QAR		
PO Status	Open	Type	General	Invoice To	Alcat Contracting Company		
Project Code		Offer No		Pay Mode	Pre-Numbered Check		
Project Name		Pur Group	105-CAPEX	Import	NO		
SUPPLIER DETAILS				INCO Terms	None		
Supplier Name	ALMUFTAH TRADING & CONT. CO. W.L.L.			Mode of Transport			
Supplier Code	20300048			Partial Shipment	Yes		
Contact Person				Transshipment			
Tel No.	44446867			Remarks			
Fax							
Mobile	33993677						
Email	almuftah@almuftah.com						

### ITEM DETAILS

S.No	PO Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1	00010	700000742 - Photocopying Machine	0001	10/09/2025	EA	1.00	9500.00	1 9,500.00
Gross Price								9,500.00
Grand Total								9,500.00

Amount in Words: Qatari Riyal Nine Thousand Five Hundred and Zero dirham Only

For Alcat Contracting Company

Delivery Address : Alcat Contracting Company

  
 (Authorized Signatory)
**Document Level Note :**

- 1- PRICE BASED ON YOUR QUOTATION REF. BSD/AA/27082025, DT: 27/08/2025.
- 2- BRAND MODEL:SHARP,BP-50C26.
- 3- WARRANTY:ONE YEAR AGAINST ANY MANUFACTURING DEFECTS EXCLUDING CONSUMABLES.
- 4- PAYMENT TERMS: 30 DAYS CREDIT FROM THE DATE OF DELIVERY & SUBMISSION OF INVOICE ALONG WITH THE DELIVERY NOTE.
- 5- DELIVERY:TO OUR MAIN OFFICE IN NAJMA AREA, OUR CONTACT PERSON Mr.

Created by: Bhinwaraj Tanwar

Approved By: Hossam Banna

Sep 9, 2025

11:51:35 AM

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\* EMIL MOB: 50653014.

6- ALCAT RESERVES IT'S RIGHT TO MODIFY QUANTITY AS MENTIONED IN THIS LPO AT ANY POINT OF TIME AND / OR TO CANCEL THIS LPO, IF REQUIRED.

7- THE SUPPLIER AGREES AND UNDERSTANDS THAT UNUSED OR EXTRA MATERIAL SHALL BE TAKEN BACK, IF REQUESTED BY ALCAT, DUE TO REASONS BEYOND THE CONTROL OF ALCAT.

8- ATTACHED ANNEXURE I FORM PART OF THIS LPO.

9- KINDLY ACKNOWLEDGE THE RECEIPT & ACCEPTANCE OF THIS LPO BY RETURN.

\* ZAD/ALCAT 100920.



# LPO: 5530104028 -

ALCAT CONTRACTING COMPANY  
P.O. BOX 681 DOHA-QATAR  
Tel: 444434241 / Fax: 44412872

P.R - 1530103439

No: ZAD/ALCAT/100920

**PURCHASE MEMORANDUM**

BASIC DETAILS	
Item / Asset Title	Office equipment
Type of Item / Asset	Photocopying Machine
Department	

IF CAPEX, NATURE OF CAPEX	
a) Expansion	<input type="checkbox"/>
b) Capacity enhancement	<input type="checkbox"/>
c) Cost reduction	<input type="checkbox"/>
d) Replacement	<input type="checkbox"/>
e) Office equipments	<input checked="" type="checkbox"/>
f) Furniture & Fittings	<input type="checkbox"/>
g) Others (specify)	<input type="checkbox"/>
Note: <i>Please attach feasibility study if applicable</i>	<input type="checkbox"/>

REASON/OBJECTIVE OF THIS PURCHASE	
1. The requested printer is intended to replace the existing All-in-One A3 printer, which has become slow and prone to frequent paper jams; the new printer will support A3-size printing, essential for drawings and other large-format outputs required across all projects.	
2. Currently ACC has 10 Machine Size A3, out of which 7 are being used in Head Office, 1 in Hamad port, 2 in Garage. The one machine in the Head office is currently being replaced out of the 7 at HO.	
3. Requesting approval to purchase 1 no. Photocopying Machine for Main Office.	

RISKS/CONCERN(S)/NON-COMPLIANCE OF SOPS or POLICY	
All the supported quotations should be attached	

Supplier selection criterias:

Better quality

Lowest bidder

Reputed supplier

Others (specify)

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QUOTED SUPPLIER(S) DETAILS	
5. No.	Party Name / Equipment Description
	Shipment Term
1.	Photocopying Machine
	Currency
	Quoted rate
	Negotiated rate
	Exchange rate
	Rate in Qr
	Total - Qr (No.)
	Quantity (No.)
	Payment Term / Mode
	30 Days Credit
2.	Almanah & Partners (WLL)
	Photocopying Machine
	Currency
	Quoted rate
	Negotiated rate
	Exchange rate
	Rate in Qr
	Total - Qr (No.)
	Quantity (No.)
	Payment Term / Mode
	30 Days Credit
3.	Mannah Trading
	Photocopying Machine
	Currency
	Quoted rate
	Negotiated rate
	Exchange rate
	Rate in Qr
	Total - Qr (No.)
	Quantity (No.)
	Payment Term / Mode
	30 Days Credit

RECOMMENDED SUPPLIER DETAILS	
Particulars	Total
Budgeted value of Computer & Office Equipment as per Business plan 2025	100,000
Budget Utilised up to last Purchase Memorandum	35,736
Balance Budget Available for this Purchase Memorandum	64,264
Proposed for this Purchase Memorandum	9,500
Budget Available (Under Budget)	54,764

CASHFLOW / COST SAVING DETAILS	
Particulars	Total
Budgeted value of Computer & Office Equipment as per Business plan 2025	100,000
Budget Utilised up to last Purchase Memorandum	35,736
Balance Budget Available for this Purchase Memorandum	64,264
Proposed for this Purchase Memorandum	9,500
Budget Available (Under Budget)	54,764

AUTHORIZATION / APPROVAL	
Mr. Ghazi	
Procurement Manager	
08/09/2025	
Mr. Hashim	
Head - IT Department	
08/09/2025	
Hussain Hamm	
General Manager	
08/09/2025	

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