

Umm Said Bakery

P.o.Box : 1444

No: USB/2023/382

PURCHASE MEMORANDUM

Date : 19/12/2024

BASIC DETAILS

Item / Asset Title : Frozen Egg

Type of Item / Asset : Raw Material

Department : Bakery - Production

Type of expenditure : Capital ☐ Revenue ☒

IF CAPEX, NATURE OF CAPEX

a) Expansion ☐ b) Capacity enhancement ☒

c) Cost reduction ☐ d) Replacement ☐

e) Office equipments ☐ f) Furniture & Fittings ☐

g) Others (specify) ☐

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

LAST PURCHASE

Supplier name : Frozen Egg : Anako COO: Frozen Egg : Turkey

Total value : Frozen Egg : QAR 613,328 Rate : Frozen Egg : QAR 6.13/Kg

Total Qty : Frozen Egg : 100,000 Kg

Pur. Memo. No : Frozen Egg : USB/2024/203 Date : Frozen Egg : 30/05/2024

REASON/OBJECTIVE OF THIS PURCHASE

1-Ordering Frozen Egg for the production of Muffins & Cakes.  
2-Quantity in this PM covers for approximately 2 months stock coverage.  
3-There is a price impact of QAR 27,000 ( Diff of QAR 0.5/Kg ) as compared to last purchase.(refer Annexure II for the price trend )

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

1-Received bidding from 6 supplier but showing only 3 for rest please refer Annexure-I.  
2-Received PR for 100 MT but in this PM buying only 54 MT (27MT x 2 container) split in 2 delivery each schedule in March & April and balance 46MT will be initiated separately.

QUOTED SUPPLIER(S) DETAILS

No	Party Name / Description	Country of Origin	Shipment Term	Currency	Quoted rate/kg	Negotiated rate/kg	Exchange rate	Door Delivery QAR rate/kg	Quantity Kg	Amount FC	Total - Qar.	Payment Term / Mode	Remarks	
1	Barkat Frisian	Frozen Egg Whole (10 Kg)	Pakistan	CIF	USD	1.64	1.64	3.68	6.63	54,000	88,560.00	325,900.80	CAD Through Bank	**1- Cost QAR. 7800/container (approx.) for clearance, legalisation, transportation, Insurance, delivery order etc, any other port/shipping line charges, power supply, generator and duty 5% is included in this PM 2.Duty 5% is not included in this PM as its exempted. We will apply for it and in case quote qty get consumed it will be paid as per actual. 3- Partial delivery and partial payment is acceptable 4- Quantity tolerance of ±10% is acceptable 5- QC Approved 6- Insurance will be taken care by Buissness Unit. 7- Power supply charges for Reefer shipment is not considered and will be paid additionally 8-At the time of MOPH - Health clearance, if any samples collected send for any lab testing/COC charges from 3rd party - testing fees will be bear by us and it will be paid as per actual. 9-In case of reefer containers, cost of QAR 200/day per container for electricity charge will be incurred additionally from the day the shipment arrives at the port until the day it is released. However, actual will be borne by us. 10-Non-Pallatization penalty charges are approx. QAR 2000/container and will be borne by us. (If Any)
										8,667.13	31,895.04			
										97,227.13	357,795.84			
2	Adinsa	Frozen Pasteurized Whole (10 Kg)	India	CFR	QAR	7.90	7.80	1.00	8.32	54,000	NA	421,200.00	90 Days Credit	Price advantage ordering from Batkat
												28,236.00		
												449,436.00		
3	M/s. Raja Fat & Feeds Pvt. Ltd. (Peggs)	Frozen Egg Whole	India	CFR	USD	1.90	1.90	3.68	7.49	54,000	102,600.00	377,568.00	CAD	GSO requirements is not matching .
										7,317.13	26,927.04			
										109,917.13	404,495.04			

\* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS

Party Name / Description	Country of Origin	Shipment Mode	Shipment Term	Negotiated Rate QAR	Exchange rate	Quantity Kg	Amount FC	Total - Qar.	Payment Mode	Date of shipment	Date of arrival	Period of Completion	
Barkat Frisian	Frozen Egg Whole (10 Kg)	Pakistan	SEA	CIF	1.64	3.68	54,000	88,560	325,900.80	As above	45 Days from order	3 Weeks from date of Shipment	Based upon our delivery schedule
									31,895.04				
									357,795.84				

Supplier selection criteria(s) ;  
Better quality ☐ Lowest bidder ☐ Reputed supplier ☒ Others (specify) ☒ ... Availability

BUDGET DETAILS

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

AUTHORIZATION / APPROVAL

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
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
25/12/2024	26/12/2024	26/12/2024	26/12/2024	26/12/2024	29/12/2024	29/12/2024	30/12/2024	31/12/2024	01/01/2025	06/01/2025	06/01/2025