

No: QDCPM005-0223

M/s Qatar Detergent Company W.L.L.

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

PURCHASE MEMORANDUM

Date : 22-02-2023

BASIC DETAILS

Item / Asset Title	Barcode Printer ZEBRA ZT411; 4" 203 DPI		
Type of Item / Asset	Barcode Printer		
Department	Production		
Type of expenditure	Capital <input checked="" type="checkbox"/> Revenue <input type="checkbox"/>		

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

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

CAPEX : Replacement of Barcode Printer ZEBRA ZT411; 4" 203 DPI for production IMC Mesaieed.The existing Barcode Printer is not functioning properly. Hence, it is recommended to replace with new.

QUOTED SUPPLIER(S) DETAILS

No	Party Name	Country of Origin	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in Qr	Quantity Nos	Total - Qr	Payment Mode	Remarks	Add'l. (Cost)/Savings Vs Last Purchase- QR	(Cost)/Savings %
1	Emsys Information Technology W.L.L	Qatar	QAR	3,700	3,600	1	3,600	1	3,600	Cash On Delivery		250	6.49%
2	Data Capture System			3,850	3,850	1	3,850	1	3,850	30 Days Credit from the date of invoice		-	-

* All the supported quotations 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
Emsys Information Technology W.L.L	Qatar	Road	-	3,600	1.0000	3,600	1	3,600	Cash On Delivery	-	-	-

Supplier selection criteria(s) ;

Better quality Lowest bidder Reputed supplier Others (specify)

BUDGET DETAILS

Particulars	Amount (QR)
Budgeted value for the requested Capex/expense	5,250
Budget utilized till last purchase	-
Balance available for this purchase	5,250
Proposed as per this purchase memorandum	3,600
Surplus/(Deficit)	1,650

AUTHORIZATION / APPROVAL

S. C. & M. / /
Arshad Gillani
Purchase Coordinator
22/02/2023

M. A. & N. / /
Saifullah
Executive - IT
22/02/2023

T. A. & M. / /
Tariq Alzai
Management Accountant
23/02/2023

H. A. & M. / /
Hamdy Abou Al Qassim
General Manager
27/02/2023