

ASSET MEMORANDUM

Ummsaid Bakery Qatar

AM : 4550150034

PR : 1550106501

Date : Dec 1, 2025

Approval Status : Approved



BASIC DETAILS

Item/Asset Title	CAPITAL ITEM
Department	Production
Type of expenditure	Capital

if CAPEX, Nature of CAPEX

a) Expansion		b) Capacity enhancement		c) Cost reduction		d) Replacement	
e) Office equipments		f) Furniture and Fittings		g) Others(specify)	Sample development		

Last Purchase Details

Purchase Order No	Item	Date	Vendor	Material Code	Description	Qty	UOM	Rate	Currency	Total Value	Unplanned DeliveryCost	Impact Value	Impact Percentage

REASON/OBJECTIVE OF THIS SERVICE

1-Medium Bread Pans samples are required to carry out the quality evaluation before finalizing the order. Therefore, we have decided to obtain 2 types of Pans i.e. Pan with Smooth Wall & Corrugated Walls Pan.

2-The new pans will be fabricated as per our size specifications by Fujian. Fujian will be supplying Medium Bread Pans for the first time.

3-For comparison, our regular supplier (Kardesan) has quoted USD 82/set, whereas Fujian's quotation is approximately USD 42/set (almost 50% lower). Hence, conducting sample trials is essential to verify whether Fujian's pans meet our required quality standards.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIER(S) DETAILS

S.NO	Vendor	Description	CoO	Additional charge	Order Quantity	UoM	Quoted Rate	Negotiated Rate	Exchange Rate	Currency	Amount FC	Amount LC

S.NO	Vendor	Description	CoO	Additional charge	Order Quantity	UoM	Quoted Rate	Negotiated Rate	Exchange Rate	Currency	Amount FC	Amount LC
1	FUJIAN KINGBAKE FOOD APPLIANCE	MEDIUM BREAD COATED PANS WITH SMOOTHWALL	CN	1990.02	12.000	EA	0.00	0.00	3.65	USD	0.00	1,664.40
2	FUJIAN KINGBAKE FOOD APPLIANCE	MEDIUMBREAD COATEDPANSWITH CORRUGATEDWALL	CN	1989.98	12.000	EA	0.00	0.00	3.65	USD	0.00	1,664.40

RECOMMENDED SUPPLIER DETAILS

Party Name	CoO	Shipment Mode	Shipment Term	Quantity Kg	Payment Mode	Remarks	Total Amount
FUJIAN KINGBAKE FOOD APPLIANCE	CN		DAP	12.000			1,664.40
FUJIAN KINGBAKE FOOD APPLIANCE	CN		DAP	12.000			1,664.40
Sub total							7,308.80

SUPPLIER SELECTION CRITERIA(S)

Better quality		Lowest bidder		Reputed supplier		Others (specify)	Sample development
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BUDGET DETAILS

Particulars	Amount(QR)
Budgeted value for the requested Capax/expence	
Budget utilized til last purchase	
Balance available for this purchase	
Proposed as per this purchase memorandum	7,308.79
Surplus/(Deficit)	-7,308.79

Budget Concerns

AUTHORIZATION / APPROVAL

Level	User Name	Workflow Status	Workflow Remarks	Approval Date	Approval Time
01	RASHID	Approved		2025-12-01	06:54:21
02	SHAFIQ	Approved		2025-12-01	08:42:23
03	MSAMEER	Approved		2025-12-01	17:23:15
04	ATIF	Approved		2025-12-02	10:45:10
05	ADNAN	Approved		2025-12-08	16:44:48