

Purchase Memorandum												Last Purchase													
No: USB/2025/005												20/01/2025													
Basic Details				If CAPEX, Nature of CAPEX						Reason/Objective of This Purchase															
Item / Asset Title	Tortilla			a) Expansion	b) Capacity enhancement			Supplier name	Mission Foods		COO:	Malaysia													
Type of Item / Asset	Finished Goods			c) Cost reduction	d) Replacement			Total value	USD 154,358		Rate	USD 10.06 (Ex Works)													
Department	Bakery - Production			e) Office equipments	f) Furniture & Fittings			Total Qty	11,250 Cart.																
Type of expenditure	Capital			g) Others (specify)			Pur. Memo. No	USB/2024/255		Date	11/8/2024														
Note: Pls attach feasibility study if a/b/c is/are applicable.																									
1-Reordering Regular Tortilla and repeat order for new 3 SKUs under third party labeling (TPL) to fulfill market requirement. 2-Mission Food has been identified by Marketing Team and its approved supplier for Tortillas as their quality found to be good. 3-Regular : Ordering 3 containers for the month from Mar 2025 - June 2025. 1x40' shipment containing between 2,250 - 2,333 cartons (1 carton contains 12 pkts). 4-Regular : The Historical data for last 11 Purchase (starting from Nov 2022 to current PM Jan 2025) shows the purchase price is between USD 10.18 to 10.75 per carton and currently we are purchasing at USD 10.61/carton. Average Purchase price during given period is USD 10.38/carton. Please refer to last purchase summary. 6-Landed Cost/Exwork rate may differ based on actual exchange rate. 7-All order Containers to be dispatched between Mar 2025 - June 2025. So quoted price is applicable for Q3 - 2024 only. We might have price change in respective quarters depending on exchange rate/change from Supplier in exwork rate, accordingly rates will be applicable in respective dispatched quarters.																									
Risks/Concerns/Non-Compliance of SOPs or Policy Going ahead with single supplier as Mission Foods is approved among other samples which were arranged during initial trials. New Samples from Prima International, KSA submitted in marketing for evaluation got rejected as it is not matching with our specs.																									
Quoted Supplier(s) Details																									
No	Party Name / Description		Country of origin	Shipment Term	Currency	Quoted rate/Carton	Negotiated rate/Carton	Exchange rate	Estimated Door Delivered Cost (QAR/Carton)	Quantity Cartons	Amount FC	Total - Qar.	Payment Term / Mode	Remarks											
1	Mission Foods Malaysia / Gruma	Regular : Wheat Flour Tortilla - 8" - 320G	Malaysia	Ex-works	USD	10.61	10.61	3.68	52.57	6,750	71,618	263,552	LC - 15 days Credit OR Advance Payment (Against Copies of Documents)	1-Cost of approx. QAR 6,000/- per container for clearance, legalization, delivery order, transportation or any other port/shipping line charges/Non palletized charges are included in this PM to arrive at door delivered cost. 2-The above cost is indicative only. However actual will be paid by us at the time of clearance. 3-These items are not duty exempted, hence 5% duty will be paid by us at the time of clearance. 4-Quality tolerance of +/-10% is acceptable. 5-Partial payment and partial delivery is acceptable. 6-Insurance will be taken care by BU Finance. 7-Freight cost is indicative and may vary at the time of shipment. However will be paid by us at actual. In case of any variation in freight charges or no./size of containers at the time of shipment, freight charges will be paid as per actual. 8-In case of reefer containers, cost of QAR 200/- per container for electricity charge will be incurred additionally from the day the shipment arrives at the port until the day it is released. 9-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. This cost is not included in this PM.											
		Estimated freight and Local handling cost for 8x40ft (Last Container Cost - USD 5,080)												15,540	57,187										
		Estimated clearance, duty cost, Non Palletized Cost, Insurance												9,264	34,090										
		Total Estimated door delivered cost												96,421	354,829										
* All the supported quotations are attached																									
Recommended Supplier Details																									
Party Name / Description			Country of origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Estimated Door Delivered Cost (QAR/Carton)	Qty Cartons	Amount FC	Total - Qar.	Payment Mode	Date of shipment	Date of arrival	Remarks										
Mission Foods Malaysia / Gruma	Regular : Wheat Flour Tortilla - 8" - 320G	Malaysia	Sea	Ex-works	10.61	3.68	52.57	6,750	71,618	263,552	LC 15 days validity	8 weeks from PO date	2 weeks from shipment date	The delivery is planned for Mar 2025 - June 2025											
	Estimated freight and Local handling cost for 8x40ft (Last Container Cost - USD 5,080)														15,540	57,187									
	Estimated clearance, duty cost, Non Palletized Cost, Insurance														9,264	34,090									
	Total Estimated door delivered cost														96,421	354,829									
Supplier selection criteria(s) :																									
<input type="checkbox"/> Better quality		<input type="checkbox"/> Lowest bidder		<input type="checkbox"/> Reputed supplier		<input checked="" type="checkbox"/> Others (specify)		<input checked="" type="checkbox"/> Approved Quality																	
Budget Details																									
Particulars				Amount (QAR)																					
Budgeted value for the requested capex/ expense																									
Budgeted utilized till last purchase																									
Balance available for this purchase																									
Proposed as per this purchase memorandum																									
(Surplus / Deficit)																									
Authorization / Approval																									

Mohd Wamiq	Kashif Hassan	Tayyab Mohammad Azam	Sameer Mohammed Atif Hussain	Hamed Bushra	Adnan Meerji	Khaja	Tariqe Mohammad	Ahmed Osman	Sheikh Mansoor
Officer - Procurement	Senior Manager - Business Development	Syed Kashif Hassan	Senior Manager - Procurement	Senior Manager - Finance	Head Procurement	General Manager	Asst. Vice President - Finance	Chief Executive Officer	Business Advisor
23/01/2025	23/01/2025	26/01/2025	27/01/2025	28/01/2025	28/01/2025	28/01/2025	29/01/2025	30/01/2025	30/01/2025