

Zad Holding Company Q.P.S.C

P.O. Box 2445, Doha, Qatar
44455000

No: ZAD/2025/011

Date : 30-Apr-2025

PURCHASE MEMORANDUM

Item / Asset Title : LCD Kiosk		NATURE OF EXPENSE		Supplier name : First Time COO :									
Type of Item / Asset : LCD Kiosk	a) Expansion <input checked="" type="checkbox"/> b) Capacity enhancement <input type="checkbox"/>		Supplier name : First Time COO :										
Department : Marketing	c) Cost reduction <input type="checkbox"/> d) Replacement <input checked="" type="checkbox"/>		Total value : - Rate : -										
Type of expenditure : Capital <input checked="" type="checkbox"/> Revenue <input type="checkbox"/>	e) Office equipments <input checked="" type="checkbox"/> f) Furniture & Fittings <input type="checkbox"/>		Total Qty : - Pur. Memo. No : - Date : -										
Notes/Pt attach feasibility study if a/b/c if/are applicable.													
1- High-Resolution Free-Standing Video Units/Kiosk(stand floor signage 55") - 2nos. required near the reception area. 2- These Kiosk will showcasing our Corporate and Brand Videos. 3- We have explore 3 suppliers. Out of which 2 of them have no unit available with them. (a) Grapple technologies have the lead time of approx. 4 months. They will arrange even for demo once order will confirm. (b) Perfect printing have shorter lead time but their price is higher. They will arrange for demo upon order confirmation. 4- Stand floor signage unit from Unltd Device Trading have been arrange for trial purpose. and results found satisfactory. 5- Recommended by marketing team.													
REASONS FOR GIVING THE BID REQUEST													
RISKS/CONCERN/DISCLOSURE/COMPLIANCE/ESG/ENVIRONMENTAL													
No	Party Name	Country of Origin	Shipment Mode	Currency	Quoted rate/pc	Negotiated rate/pc	Exchange rate	Door Delivery Cost rate/unit (QAR)	Quantity	Amount FC	Total - Cr.	Payment Term / Mode	Remarks
1	Unltd Device Trading W.L.L. Stand floor signage 55"	China	DOP	QAR	5,500	5,000	1	5,000.00	2	-	10,000	100% advance	1- Recommended by Marketing team 2- Warranty Period - 12 months 3- Scope of work details as per quote # SO/25/872 4- Required brand is OnandSys.
2	GRAPPLE TECHNOLOGIES Stand floor signage 55"	China	DOP	QAR	3,850	3,850	1	3,450	2	-	7,700	50% Advance and 50% after delivery	1- Going with Unltd device trading due to higher lead time (4 months). 2- Product quality is unknown
3	Perfect Printing & Production Stand floor signage 55"	China	DOP	QAR	5,900	5,900	1	5,900	2	-	11,800	Advance	Price advantage in ordering with Unltd Device Trading
* All the supported quotations are attached													
RECOMMENDED SUPPLIER DETAILS													
Party Name	Country of Origin	Shipment Mode	Shipment Term	Budgeted Amount	Exchange rate	Currency	Amount FC	Total - Cr.	Payment Mode	Date of shipment	Date of arrival	Remarks	
United Device Trading W.L.L. Stand floor signage 55"	China	Road	DOP	5,000	1.00		2	-	10,000	100% advance	Approx 2 weeks from PO confirmation		
Supplier selection criteria(s) : Better quality <input checked="" type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input checked="" type="checkbox"/> Others (specify) <input type="checkbox"/>													
Particulars		APPROVAL DETAIL											
Budgeted value for the requested Capex/expense		APPROVAL DETAIL											
Budget utilized till last purchase		APPROVAL DETAIL											
Balance available for this purchase		APPROVAL DETAIL											
Proposed as per this purchase memorandum		APPROVAL DETAIL											
Surplus/Deficit		APPROVAL DETAIL											
(10,000)		(10,000)											
AUTHORISATION / APPROVAL													

Vishnu Prasad
Senior Officer - Procurement
05/05/2025

Hussein Shabir
Hussein Mahardj
Manager - Marketing
06/05/2025

Tayyab Mohammad Azam
Tayyab Mohammad Azam
Senior Manager - Procurement
06/05/2025

Atif Hussain
Atif Hussain
Head Procurement
06/05/2025

Hamed Bushra
Hamed Bushra
General Manager
07/05/2025

Nasir Hussain
Nasir Hussain
Senior Manager - Finance
07/05/2025

Tariqe Mohammad
Tariqe Mohammad
Chief Executive Officer
08/05/2025