

No: USB/2023/275

PURCHASE MEMORANDUM

Date: 5-December -2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Carton Strawberry & Vanilla Cupcake Long Life	a) Expansion <input type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	Supplier name	: Galaxy Carton Factory
Type of Item / Asset	: Packing Material	c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	Total value	: QAR 16,400 Vanilla QAR 8,075 Strawberry
Department	: Production	e) Office equipments <input type="checkbox"/>	f) Furniture & Fixings <input type="checkbox"/>	Total Qty	: 20,000 pcs Vanilla & Strawberry 9,500 pcs
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify) <input type="checkbox"/>		Pur. Memo. No	: USB/2023/219 Vanilla USB/2023/211 Strawberry
				Date	: 23/10/2023 Vanilla 19/10/2023 Strawberry

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

REASON/OBJECTIVE OF THIS PURCHASE

1- Reordering Carton for Strawberry & Vanilla Cupcake Long Life to maintain stock.

2- Quantity in the PM along with existing stock will provide coverage for approx 4 months. Please refer to attached stock report.

3- There is price advantage of QAR 3,880 as compared to last price which is equivalent to 0.11/Pcs in Strawberry & 0.08/Pcs in Vanilla per carton.

4- Partial delivery and partial payment will be acceptable.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

No	Party Name	Country of origin	Shipment Term	Currency	QUOTED SUPPLIER(S) DETAILS			Quantity Nos	Total - Qr.	Payment Term / Mode	Remarks
					Quoted rate/Pcs	Negotiated rate/Pcs	Exchange rate				
1	Papyrus Paper Carton Factory(Qatar)/CARTON Long life Strawberry Cupcake = 20,000 Vanilla Cupcake = 21,000	Qatar	Door to Door	QAR	0.74	0.74	1.00	41,000	30,340	45 Days credit	1) Competitive price 2) Approved quality. 3) Tolerance of +/- 10 % on quantity is acceptable
2	Galaxy Carton Factory(Qatar)/CARTON Long life Strawberry Cupcake = 20,000 Vanilla Cupcake = 21,000	Qatar	Door to Door	QAR	0.82	0.82	1.00	41,000	33,620	30 Days credit	1) Price advantage in ordering with Papyrus Paper Carton Factory.
3	Westrock Carton Factory(Qatar)/CARTON Long life Strawberry Cupcake = 20,000 Vanilla Cupcake = 21,000	Qatar	Door to Door	QAR	1.65	1.60	1.00	41,000	65,600	60 Days credit	1) Price advantage in ordering with Papyrus Paper Carton Factory.

* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS									
Party Name	Country of origin	Shipment Mode	Shipment Term	Negotiated rate	Exchange rate	Rate in FC	Quantity Nos	Total - Qr.	Payment Mode
Papyrus Paper Carton Factory(Qatar)/CARTON Long life Strawberry Cupcake = 20,000 Vanilla Cupcake = 21,000	Qatar	ROAD		0.74	1.00	N/A	41,000	30,340	45 Days credit

Supplier selection criteria(s) ;

Better quality

Reputed supplier

Others (specify)

Approved Supplier

BUDGET DETAILS	
Particulars	Amount (Qr)
Budgeted value for the requested Capex/expense	
Budget utilized till last purchase	
Balance available for this purchase	
Proposed as per this purchase memorandum	
Surplus/(Deficit)	

AUTHORIZATION / APPROVAL

Farooq Saleem	Paul Varkey	Shafiq Ahmed	Tayyab Mohammad Azam	Sameer Mohammed	Hamed Bushra	Saheem Blat	Khalja Bahuddin	Tariq-e-Mohammad
Executive Purchase	Production Manager	Senior Manager-Operations	Senior Manager - Procurement	Senior Manager • Finance	General Manager	General Manager	Asst. Vice President - Finance	Chief Executive Officer
10/12/2023	10/12/2023	10/12/2023	10/12/2023	14/12/2023	14/12/2023	14/12/2023	14/12/2023	14/12/2023