

Document Details

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Doc-No الشفرة	Doc Type/>وصف	Purpose وصف	Status وصف	Created Date تم التحديث بواسطة	Last Updated By تم التحديث بواسطة
USB/2022/525-3	Purchase Memorandum	Sunflower Oil required for Half Cooched Chapati and other institutional products	Approved	21/Dec/2022	Sheikh Mansoor

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Task Details

Level	User	Status	Allocated Time	Completed Time	Comments
Creator	Khalid Wase	Approved	21/12/2022 10:24:28 AM	21/12/2022 10:34:23 AM	As per PM
Level1	Mohammed Omer	Approved	21/12/2022 10:34:23 AM	21/12/2022 11:14:32 AM	
Level2	Tayyab Mohammad Azam	Approved	21/12/2022 11:14:32 AM	21/12/2022 12:25:35 PM	
Level3	Sameer Mohammed	Approved	21/12/2022 12:25:35 PM	21/12/2022 03:19:50 PM	
Level4	Shafiq Ahmed	Approved	21/12/2022 03:19:50 PM	21/12/2022 06:55:44 PM	
Level5	Hamed Bushra	Approved	21/12/2022 06:55:44 PM	22/12/2022 08:59:06 AM	
Level6	Saheem Bhat	Approved	22/12/2022 08:59:06 AM	22/12/2022 09:08:52 AM	
Level7	Khaja Bahauddin	Approved	22/12/2022 09:08:52 AM	22/12/2022 10:05:34 AM	
Level8	Tarique Mohammad	Approved	22/12/2022 10:05:34 AM	22/12/2022 12:48:20 PM	
Level9	Sheikh Mansoor	Approved	22/12/2022 12:48:20 PM	22/12/2022 02:14:28 PM	

Umm Said Bakery

P.O.Box : 1444

No: USB/2022/525

PURCHASE MEMORANDUM

15/12/2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title : Sunflower Oil		a) Expansion <input type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	Supplier name : QATAR FOOD INDUSTRIES	COO: Qatar
Type of Item / Asset : Raw Material		c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	Total value : QAR. 54,000/-	Rate : QAR. 9/-Ltr
Department : Bakery - Production		e) Office equipments <input type="checkbox"/>	f) Furniture & Fittings <input type="checkbox"/>	Total Qty : 6,000 Ltr	
Type of expenditure : Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>		g) Others (specify) <input type="checkbox"/>		Pur. Memo. No : USB/2022/419	Date : 25/8/2022

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

REASON/OBJECTIVE OF THIS PURCHASE

- 1-Sunflower Oil is required for Half Cooked Chapati and other institutional products(KFC, Hardees, Burger Bun, Five Guys) etc.
- 2-Ordered quantity will provide coverage for approx. 6 months consumption.
- 3-There is cost advantage of approx. QAR. 17,500/- (QAR 1.25/- per LTR which is approx. 13.88%) as compared to last purchase.
- 4-Delivery will be based upon production delivery schedule.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

- 1-Going ahead with single quotation other as 3 locally approved suppliers were also contacted for quotation but they did not respond with quotation.

QUOTED SUPPLIER(S) DETAILS

No	Party Name / Description	Country of origin	Shipment Term	Currency	Quoted rate/Ltr	Negotiated rate/Ltr	Exchange rate	Quantity Ltr	Amount FC	Total - Qar.	Payment Term / Mode	Remarks
1	Qatar Food Industries Sunflower Oil (5Ltr x 4 Pcs)	Qatar	Door to door	QAR	7.75	7.75	1.00	14,000	N/A	108,500	45 Days Credit	Partial Delivery and Partial payment is acceptable.

* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS

Party Name / Description	Country of origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity Ltr	Amount FC	Total - Qar.	Payment Mode	Date of shipment	Date of arrival	Period of Completion
Qatar Food Industries Sunflower Oil (5Ltr x 4 Pcs)	Qatar	Road	Door to door	7.75	1.00	14,000	N/A	108,500	45 Days Credit	N/A	As per production schedule	Schedule will be provided to the supplier as per bakery production schedule to be provided at the time of order confirmation.

Supplier selection criteria(s) :

Better quality ☐ Lowest bidder ☐ Reputed supplier ☐ Others (specify) ☒ ... 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

PURCHASE ORDER

Umm Said Bakery

1444, Meena Street Doha Port

City : Doha

Country: Qatar

Tel : 44415000

Fax: 4443 8137

Email:

PO Box: 1444



PURCHASE ORDER DETAILS

PO No. USBLDPO0145-1122 PO Date 29/11/2022
PO Amend No. Amend Date
PO Status OPEN PO Type GENERAL
Project Code Offer No
Project Name

TERMS & CONDITIONS

Pay Term 45 DAYS
Pay Mode CHECK
Currency QAR
Invoice To Umm Said Bakery
Import NO
INCO Terms NONE
Mode of Transport ROAD
Partial Shipment YES
Transshipment NO
Remarks USB/2022/525

SUPPLIER DETAILS

Supplier Name QATAR FOOD INDUSTRIES CO.
Supplier code VD001276 Contact Address
Contact Person P.O Box - 1444
Tel No.
Fax QATAR
Mobile
Email

ITEM DETAILS

S.No	Po Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1	1	RMOIFA0008-SUNFLOWER OIL .	1	21/12/2022	LTR	7,000.0000	7.7500	54,250.00

GRAND TOTAL 54,250.00

Amount in Words : Fifty-Four Thousand Two Hundred Fifty Riyal Only

Delivery Address : MAIN WAREHOUSE
1444, MEENA STREET
DOHA PORT

For Umm Said Bakery

(Authorized Signatory)

Prepared By: Khalid Wase

Approved By: Saheem Bhat

29/12/2022

11:21:30 PM

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