

Gulf United Real Estate Investments Company

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No: GUC/MAIN/IAD/17/1/2023/001

PURCHASE MEMORANDUM

Date : 17-Jan-2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: LED PANEL LIGHT	a) Expansion	<input type="checkbox"/>	Supplier name	:
Type of Item / Asset	: LED PANEL LIGHT	c) Cost reduction	<input type="checkbox"/>	Total value	:
Department	: Maintenance	d) Replacement	<input checked="" type="checkbox"/>	Total Qty	:
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	e) Office equipment	<input type="checkbox"/>	Pur. Memo. No	:
		f) Furniture & Fittings	<input type="checkbox"/>	Date	:
		g) Others (specify)	<input type="checkbox"/>		

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

REASON/OBJECTIVE OF THIS PURCHASE

The existing 60x60 LED panel lights are not in presentable condition due to daily wear and tear at C-ring road IAD building, based on feedback from the customer and after reviewing the ceiling it is essentially required to do as a part of the upgradation of properties.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIER(S) DETAILS

No	Party Name	Location	Item description	Currency	Quoted rate	Exchange rate	Negotiated rate	Rate in Qr	Quantity Nos	Total - Qr.	Remark
1	LIGHT HOUSE ELECTRIC			QAR	43.00	1.00	41.50	41.50	1,050	43,575.00	Payment :100% adv, along with order confirmation 2 years replacement warranty against manufacturing defects from the date of supply.
2	LEMAX ELECTRICAL		SUPPLY OF 60X60 LED PANEL LIGHT	QAR	45.00	1.00	43.00	43.00	1,050	45,150.00	Payment :100% adv, along with order confirmation 2 years replacement warranty against manufacturing defects from the date of supply.
3	DANUBE BUILDING			QAR	46.00	1.00	44.00	44.00	1,050	46,200.00	Payment :100% adv (30 days PDC), along with order confirmation.
4	INFO TECH LIGHTING			QAR	48.00	1.00	48.00	48.00	1,050	50,400.00	Payment :100% adv, along with order confirmation 2 years replacement warranty against manufacturing defects from the date of supply.

All the supported quotations are attached herewith

RECOMMENDED SUPPLIER DETAILS

Party Name	Shipment Term	Exchange rate	Negotiated rate	Rate in Qr	Quantity Nos	Total - Qr.	Payment Terms
LIGHT HOUSE ELECTRIC		1.00	41.50	41.50	1,050.00	43,575.00	100% ADVANCE PAYMENT ALONG WITH APPROVED ORDER

Supplier selection criteria(s) ;

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

BUDGET DETAILS

Particulars	Amount (Qr)
Budgeted value for the requested capex/expense	127,000
Budget utilized till last purchase	
Balance available for this purchase	127,000
Proposed as per this purchase memorandum	(43,575)
Surplus/(deficit)	83,425

AUTHORIZATION / APPROVAL

Mohamed Sarhan Executive Purchase 8/01/2023	Tausseef Ahmad Assistant Manager 19/01/2023	Fahad Ahmed Assistant Manager - Finance 21/01/2023	Abdella Ali Ismail General Manager 23/01/2023	Shahbaz Ahmad Manager Finance 29/01/2023	Tarique Mohammad Chief Executive Officer 29/01/2023
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Site:		IAD-BUILDING																			
Scope:		SUPPLY OF LED LIGHT PANEL																			
Updated on:																					
Sec	Header	Item	Description	Qty.	Unit	1				2				3				4			
						LIGHT HOUSE ELECTRIC				LEMAX ELECTRICAL & MECHANICAL				DANUBE BUILDING MATERIALS				INFO TECH LIGHTING			
						Initial rate	Final rate	Initial amount	Final amount	Initial rate	Final rate	Initial amount	Final amount	Initial rate	Final rate	Initial amount	Final amount	Initial rate	Final rate	Initial amount	Final amount
1			Supply of 60x60 LED light panel	1050	NOS	43.00	41.50	45,150.00	43,575.00	45.00	43.00	47,250.00	45,150.00	46.00	44.00	48,300.00	46,200.00	48.00	48.00	50,400.00	50,400.00
			TOTAL					45,150.00	43,575.00			47,250.00	45,150.00			48,300.00	46,200.00			50,400.00	50,400.00
			Brand			FR LIGHT-CHINA 64W				FR LIGHT-CHINA 64W				MILANO-CHINA 50W				FR LIGHT-CHINA 64W			
			Payment terms			100% advance along with approved order				100% advance				100% advance (30days PDC)				100% advance			
			Warranty			2-years replacement warranty				2-years replacement warranty				2-years replacement warranty				2-years replacement warranty			
			Availability			Ex-stock				Ex-stock				Ex-stock				Ex-stock			
			Delivery			Immediate				Immediate				Immediate				Immediate			
			Remark			New Vendor				New Vendor				Existing Supplier				New Vendor			

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Comparison Sheet