

Ummsaid Bakery P.O. Box 1444, Doha Qatar 44415000														
PURCHASE MEMORANDUM										Date : 26-Sep-2023				
No: USB/2023/184														
BASIC DETAILS			IF CAPEX, NATURE OF CAPEX						LAST PURCHASE					
Item / Asset Title : Display Stands			a) Expansion		b) Capacity enhancement				Supplier name : Pebro Petroyannis Bros			COO - Greece		
Type of Item / Asset : Display Stands			c) Cost reduction		d) Replacement				Total value : USD 25,652/-			Rate : USD 224/- per display stand		
Department : Sales			e) Office equipments		f) Furniture & Fittings				Total Qty : 103 pieces					
Type of expenditure : Capital <input checked="" type="checkbox"/> Revenue <input type="checkbox"/>			g) Others (specify) <input checked="" type="checkbox"/> Tools						Pur. Memo. No : USB/2021/089			Date : 6/30/2021		
Note: Pls attach feasibility study if a / b / c is/are applicable.														
REASON/OBJECTIVE OF THIS PURCHASE														
1- Display stands are required for filling in with our various products and putting on display inside various retail outlets as per requirement. 2- We have arranged sample from Local Supplier TOP PRINTERS and found suitable. 3- Going with Local Supplier TOP PRINTERS for 50 pcs of 5 basket display stand in order to meet the urgent requirement by the Business Unit as other competitors blocking the display stand space in the market so there is urgent requirement of stand availability in the market raised by Sales department. 4- Pebro Petroyannis Bros cost is less as compared to local supplier. But their production + delivery lead time is 10-12 weeks. 5- We have found one supplier from KSA OMD Factory For Plastic Material who provides display stands to Almarai (Lusine). However, they denied to provide the same stand due to patent reason. Also they are not agreed to provide the sample with other model. Furthermore, they agreed to deliver the other model stands if we issue the order directly to them without sampling. So, we are going with local supplier to meet the urgent requirement. Note: We already placed one order to top printers (Local Supplier) for 15 Display Stands and one order to (PEBRO PETROYANNIS, Greece) for 160 Display stands.														
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY														
Going ahead with highest quote due to local availability & to meet urgent requirement														
QUOTED SUPPLIER(S) DETAILS														
No	Party Name	Country of Origin	Shipment Term	Currency	Quoted rate/pc	Negotiated rate/pc	Exchange rate	Door Delivery Cost rate/unit (QAR)	Quantity Pcs	Amount FC	Total - Qr.	Payment Term / Mode	Remarks	
1	Top Printers, Qatar 5 baskets display stands	QATAR	Door Delivered	QAR	1,200	1,000	1.00	1,000	50	-	50,000	50% Advance and 50% After delivery	1- Quality Approved by Marketing & Sales Deptt. 2- Going ahead with less quantities & high price as there is urgent requirement raised by Sales department.	
2	OMD Factory For Plastic Material, KSA 5 Basket display stands	KSA	CIF	SAR	830	830	1	846.00	50	-	41,500	50% Advance and 50% Before delivery	1- OMD Factory For Plastic Material, KSA is manufacturing the display stands for Al-marai (Lusine Brand). We have approached to prepare the same for QBAKE brand. Due to urgent requirement from SALES Deptt, we are going to purchase 50 stands from them. 2- Cost of QAR 800/- (approx.) for clearance, transportation (KSA Border to doha) etc. any other charges is not included in this PM. 3- The above cost is indicative only. However, the actual cost will be paid by us at the time of clearance/delivery. 4- 5% duty exempted due to GCC origin. however 5% will charged if supplier fails to provide the GCC certificate. 5- Exchange rate should be consider as per actual at the time of payment. 6- Please refer to offer 147/O/23 attached for details.	
	Approx Clearance charges									-	800			
	Total (Door Delivered)									-	42,300			
3	Pebro Petroyannis Bros, Greece 5 baskets display stands	Greece	Ex-works	Euro	205	190	3.93	767.75	50	9,500	37,335	50% Advance and 50% Before delivery	1- Display stands from Pebro Petroyannis Bros have been purchased previously and Quality found suitable. But due to urgent requirement from SALES Deptt, we are going to purchase 50 more stands from Local Supplier Top Printers. 2- Cost of QAR 4,500/- (approx.) for clearance, legalisation, insurance, delivery order, transportation etc. any other port/Shipping line charges is not included in this PM. 3- The above cost is indicative only. However, the actual cost will be paid by us at the time of clearance/delivery. 4- 5% duty will be paid at the time of clearance as display stands are not duty exempted. 5- Insurance will be taken care by Business. 6- *Freight mentioned is indicative only and may vary at the time of shipment. However will be paid by us at actual. Incase of urgency, items will be arranged by air and freight paid accordingly. 7- Exchange rate should be consider as per actual at the time of payment. 8- Please refer to offer 230724-1326-1 attached for details.	
	Tentative Freight									857	3,368			
	Total (Door Delivered)									10,357	40,703			
* All the supported quotations are attached														
RECOMMENDED SUPPLIER DETAILS														
Party Name	Item Description	Country of Origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity Pcs	Amount FC	Total - Qr.	Payment Mode	Date of shipment	Date of arrival	Remarks	
Top Printers, Qatar	5 baskets display stands	Qatar	Door	CIF	1,000	1.00	50	-	50,000	50% Advance and 50% After delivery	Approx 3 weeks production 4 days for dispatch from PO	4 weeks from the date of order confirmation		
Total (Door Delivered)									-	50,000				
Supplier selection criteria(s): Better quality <input checked="" type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> Local Available														
BUDGET DETAILS														
Particulars														Amount (QAR)
Budgeted value for the requested Capex/expense														969,750
Budget utilized till last purchase														(548,840)
Balance available for this purchase														420,910
Proposed as per this purchase memorandum														(50,000)
Surplus/(Deficit)														370,910
AUTHORIZATION / APPROVAL														
<div style="display: flex; justify-content: space-between;"> <div> Mohd Wamiq Officer - Procurement 15/10/2023 </div> <div> Nishad Aboobacker Manager - Business Development 22/10/2023 </div> <div> Tayyab Mohammad Azam Senior Manager - Procurement 22/10/2023 </div> <div> Sameer Mohammed Senior Manager - Finance 23/10/2023 </div> <div> Tayyab Mohammad Azam For Hamed Sr Manager - Procurement 23/10/2023 </div> <div> Saheem Bhat General Manager 23/10/2023 </div> <div> Khaja Bahauddin Asst. Vice President - Finance 24/10/2023 </div> <div> Tarique Mohammad Chief Executive Officer 24/10/2023 </div> </div>														