

Qatar Foods Industries - Oil Plant

P.O.Box: 1444
Tel / Fax: 44415000

Date: 22/01/2023

PURCHASE MEMORANDUM

No: QFI/2023/014

BASIC DETAILS
Item / Asset Title : Wooden Pallets (Used)
Type of Item / Asset : Packing Material
Department : Production
Type of expenditure : Capital ☐ Revenue ☒

IF CAPEX, NATURE OF CAPEX
a) Expansion ☐ b) Capacity enhancement ☐
c) Cost reduction ☐ d) Replacement ☐
e) Office equipments ☐ f) Furniture & Fittings ☐
g) Others (specify) ☐

Supplier name : Al Kuwaiti Stores / Apple Tree
Total value : QAR 32,000/-
Total Qty : 1,600 Pcs
Pur. Memo. No : QFI/2023/313
Date : 09.08.2022

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

REASON/OBJECTIVE OF THIS PURCHASE

- 1-Wooden Pallets (Used) are required for delivery of Tamween Corn oil to MOCI warehouse for entire supply quantity as per the contract.
- 2-Delivery will be staggered based upon production our requirement.
- 3-QFM Trading has approached us for supply of used wooden pallets supplies and we will consider them as first preference. Price will be negotiated with them separately at any value lesser than approved QAR 15/pc.
- 4-If QFM Trading is unable to supply us as per our requirement of only 1000 pallets per month then we will consider other suppliers available in market.
- 5-Sometime the availability of wooden pallets are uncertain thus price is not stable. Therefore, wooden pallets purchase will be considered from different suppliers based on availability and price advantage through cash/cheque.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with any available suppliers for used pallets as per availability and price advantage

QUOTED SUPPLIER(S) DETAILS

No	Party Name	Description	Country of Origin	Shipment Term	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in Qr	Quantity Nos	Total - Qr.	Payment Term / Mode	Remarks
1	QFM Trading / Cash suppliers	Wooden Pallet-Used (second hand)	Qatar / Mix origin	Ex-work	QAR	15.00	15.00	1.00	15.00	12,000	180,000	Cheque/ Cash	1-Partial purchase based on availability from different suppliers 2-Quantity tolerance of +/-10% will be acceptable. 3-We will always target to purchase at QAR 15/pc price as per approval, however, as the pallets price range is between QAR 10 - 18 per pc, we may end up buying at around QAR 18per pc. However, we will make sure to maintain maximum overall average of QAR 15 per piece as budgeted in tender costing.

* All the supported quotations should be attached

RECOMMENDED SUPPLIER DETAILS

S.No	Party name	Country of Origin	Shipment Mode	Shipment Term	Exchange rate	Negotiated rate	Rate in Qr	Quantity Nos	Total - Qr.	Payment Term	Date of shipment	Date of arrival	Period of completion
1	QFM Trading/ Cash suppliers	Qatar / Mix origin	Road	Ex-work	1.00	15.00	15.00	12,000	180,000	Cheque/ Cash	N/A	N/A	Delivery will be arranged as per our requirement and availability from any of the available suppliers.
Total QAR										180,000			

Supplier selection criteria(s):
Better quality ☐ Lowest bidder ☐ Reputed supplier ☐ Others (specify) ☒ As per availability

BUDGET DETAILS

Particulars	Amount (Qr)	Remarks, if any
Budgeted value for the requested Capex/expense	180,000	As per tender costing
Budget utilized till last purchase	-	
Balance available for this purchase	180,000	
Proposed as per this purchase memorandum	(180,000)	
Surplus/(Deficit)	-	

AUTHORIZATION / APPROVAL

06/02/2023	Senior Officer - Procurement	Plant Manager	08/02/2023	08/02/2023	Senior Manager - Finance	Senior Manager - Procurement	16/02/2023	16/02/2023	16/02/2023	19/02/2023	19/02/2023	19/02/2023	19/02/2023
	visini Prasad	Devendra Sonwanshi	Manager Finance	Manager Finance	Fahim Rasmy	Tayyab Mohammad Azam For Hamed	Salim Pathan	Khaja Balaudhin	Tarique Mohammad	Chief Executive Officer - Finance	Board Member	Sheikh Mansoor	Sheikh Mansoor