

**Qatar Flour Mills Co.**

P.O. Box 1444  
44415000

No: QFM/2022/201

**PURCHASE MEMORANDUM**

Date: 25.05.2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Rents for maintenance of Elevator	a) Expansion	<input type="checkbox"/> b) Capacity enhancement	Supplier name	: First Time
Type of Item / Asset	: Elevator	c) Cost reduction	<input type="checkbox"/> d) Replacement	Total value	: Rate
Department	: Maintenance	e) Office equipments	<input type="checkbox"/> f) Furniture & Fittings	Total Qty	: Date
Type of expenditure	: Capital <input type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>	Pur. Memo. No	: Date
Note: Pls attach feasibility study if a/b/c is fare applicable.					

**REASON/OBJECTIVE OF THIS PURCHASE**

- 1-Civil defense inspection was carried out on 24th May 2022 and they have pointed out 3 findings as per attached offer, to replace emergency lights, batteries and new intercom in all 3 elevators running 1 in Shl Building and 2 in Mills Building
- 2-Arabian Gulf Melco Elevator is existing AMC service provider of Mitsubishi Elevators
- 3-This is urgent requirement

**RISKS/CONCERN/NON-COMPLIANCE OF SOPs or POLICY**

Going ahead with single quote as alternate quotes are not available as Arabian Gulf Melco Elevator is existing service provider of Mitsubishi Elevators

QUOTED SUPPLIER(S) DETAILS									
No	Party Name	Country of Origin	Shipment Term	Currency	Quoted Amount	Negotiated Amount	Exchange rate	Qty. Lot	Amount FC
1	Arabian Gulf Melco Elevator Doha W.L.L.	Qatar	door to door	QAR	17,100	17,100	1.00	1 lot	-

\* All the supported quotations should be attached

RECOMMENDED SUPPLIER DETAILS									
No	Party Name	Country of Origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Qty. Lot	Amount FC	Payment Mode
	Arabian Gulf Melco Elevator Doha W.L.L.	Qatar	N/A	door-to-door	17,100	1.00	1 lot	-	As per above

Supplier selection criteria(s) : Better quality  Lowest bidder  Reputed supplier  Others (specify)  Authorised service provider for Mitsubishi Elevators in Qatar

BUDGET DETAILS		BUDGET DETAILS	
Particulars	Amount (QR)	Particulars	Amount (QR)
Budgeted Value for the requested capex/expense			
Budget utilized till last purchase			
Balance available for this purchase		(17,100)	Asset value not separately capitalized. It was included in building.
Proposed as per this purchase memorandum		(17,100)	Book value - N/A
Surplus/(Deficit)		(17,100)	

**AUTHORIZATION/APPROVAL**

Vishnu Prasad	Abdul Aziz	Tayyab Mohammad Azam	Shahid Ali Khudo	Sohail Ali Khan
Senior Officer - Procurement	Senior Manager - Maintenance	Senior Manager - Procurement	Fahim Rasmy	Fahim Rasmy
5/26/2022	5/26/2022	5/26/2022	5/26/2022	5/26/2022
Salim Pathan	Hamed Bushra	Assistant Manager - Finance	Senior Manager - Finance	Senior Manager - Finance
General Manager	General Manager	5/26/2022	5/26/2022	5/26/2022
5/31/2022	5/31/2022	5/31/2022	5/31/2022	5/31/2022
Nasir Hussain	Tariqe Mohammad			
General Manager	Chief Executive Officer			
5/31/2022	5/31/2022			