

**Alcat Logistics Co.**  
P.O.Box: 1444

**No: ALCAT-Logistics/PM/2023/011**

**PURCHASE MEMORANDUM**

**Date : 14-11-2023**

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title : Purchasing Welding Machine		a) Expansion <input checked="" type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	Supplier name : First Time	
Type of Item / Asset :		c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	Total value : .....	Rate : .....
Department : WorkshoDepartment		e) Office equipments <input type="checkbox"/>	f) Furniture & Fittings <input type="checkbox"/>	Total Qty : .....	
Type of expenditure : Capital <input checked="" type="checkbox"/> Revenue <input type="checkbox"/>		g) Others (specify) <input type="checkbox"/> .....		Pur. Memo. No : .....	Date : .....

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

**REASON/OBJECTIVE OF THIS PURCHASE**

1. We have existing welding machine which is more than 25 years very old and machine getting some times breakdown being voltage regulating load down and need to replace otherwise if sudden complete breakdown our routine work will completely effected.
2. As per Ser No 1 machine choose is good capacity and more reliable as controled more than 400 V capacity and it can uses for multi purpose steel road , castiron welding road option also available.

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

**QUOTED SUPPLIER(S) DETAILS**

No	Party Name / Item Description	Country of Origin	Shipment Term	Currency	Quoted rate	Negotiated rate	Exchange rate	Quantity pc	Amount FC	Total - Qr.	Payment Term / Mode	Remarks
1	Qatar Trading Company, Qatar	France	NA	QAR	5,040	4,435	1.00	1	4,435	4,435	30 Days	01.More reliable and long life. 02.After sales service is satisfaction
2	Oriental Trading, Qatar	Italy	NA	QAR	4,950	4,455	1.00	1	4,455	4,455	30 Days	1.Quality is less if compare with Ser No 1. Payterm is Cash
3	Imalco - Qatar	Italy	NA	QAR	7,334	5,500	1.00	1	5,500	5,500	30 Days	Quality is less if compare with Ser No 1.

\* All the supported quotations are attached

**RECOMMENDED SUPPLIER DETAILS**

Party Name / Description	Country of Origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity set	Amount FC	Total - Qr.	Payment Mode	Date of shipment	Date of arrival	Remarks
Qatar Trading Company, Qatar	N/A	N/A	NA	4,435	1.00	1	4,435	4,435	30 Days	Ex-Stock	LOCAL SUPPLIER	
Total Amount								4,435				

Supplier selection criteria(s) :

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

**BUDGET DETAILS**

Particulars	Amount (QAR)
Budgeted value for the requested capex/ expense	4,435
Budget utilized till last purchase	-
Balance available for this purchase	4,435
Proposed as per this purchase memorandum	(4,435)
Surplus/(Deficit)	-

**AUTHORIZATION / APPROVAL**

*Abdul Munaf*  
Abdul Munaf  
Sr. Accounts Officer  
15/11/2023

*Moorthi .*  
Moorthi .  
Manager  
15/11/2023

*Tayyab Mohammad Azam*  
Tayyab Mohammad Azam  
Senior Manager – Procurement  
15/11/2023

*Abu Ahmed Saleh*  
Abu Ahmed Saleh  
Manager Finance  
16/11/2023

*Hamed Bushra*  
Hamed Bushra  
General Manager  
16/11/2023