

No: QFI/2023/158

PURCHASE MEMORANDUM

Date : 04-Sep-2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Spare Parts	a) Expansion	<input type="checkbox"/> b) Capacity enhancement	Supplier name	: HongKong Mital Industries Ltd
Type of Item / Asset	: Spare parts	c) Cost reduction	<input type="checkbox"/> d) Replacement	Total value	: USD 26,105/- Rate : -
Department	: Maintenance	e) Office equipments	<input type="checkbox"/> f) Furniture & Fittings	Total Qty	: 1 lot (99pcs)
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>	Pur. Memo. No	: QFI/2022/231 Date : 5-May-22

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

Reason/Objective of this purchase

Spare parts are required for maintenance of HP 2 units of Compressor for Blow molding machines which are producing 3 ltrs and 5 ltrs of PET bottles.

These are essential spare parts for annual requirement for smooth operation.

Please refer Annex-I for stock details.

HK Mital is OEM supplier.

There is overall price impact of USD 881 which is equivalent to QAR 3,242 as compared to last purchase.

Purchase Requisition # 1500901123 has been initiated.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Party Name / Description		Country of Origin	Shipment Term	Currency	Quoted Amount	Negotiated Amount	Exchange rate	Quantity lot	QUOTED SUPPLIER(S) DETAILS		Payment Term / Mode	Remarks
									Total FC	Total - QAR		
HK Mital Industries Limited / Spare Parts		China	Ex-Work	USD	9,990.00	9,990.00	3.68	1 lot (51 nos)	9,990.00	36,763	30% advance without BG & balance on confirmation of readiness of material before dispatch	1-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. 2-The above cost is indicative only. However, the actual cost will be paid by us at the time of clearance/delivery. 3-Spare parts are duty exempted subject to H.S. Code and quota availability & exemption will be arranged. Incase of rejection of Application for exemption approval, 5% duty will be paid in cash at the time of clearance. 4-Insurance will be taken care by Business. 5-Partial shipment and payment is acceptable. 6-Supplier is unable to provide freight before material is ready and packed. Therefore, freight mentioned is indicative on 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-Please refer to offer dtd 15.08.2023 attached for item-wise details.
Approx. freight									2,000.00	7,360		
Total CFR, Doha									11,990.00	44,123		

RECOMMENDED SUPPLIER DETAILS							Period of completion
Party Name / Description	Country of Origin	Shipment Mode	Shipment Term	Amount FC	Total - QAR	Date of Shipment	
HK Mital Industries Limited / Spare Parts	China	Sea	As above	11,990.00	44,123	Approx. 2 months from order and advance	N/A

Supplier selection criteria(s) :

Better quality	Lowest bidder	Reputed supplier	Others (specify)	OEM supplier
BUDGET DETAILS				
Particulars				
Budgeted value for the requested capex/ expense				
Budget utilized till last purchase				
Funds available for this purchase				
Proposed as per this purchase memorandum				
Plus/(Deficit)				

AUTHORIZATION / APPROVAL			
Signature	Signature	Signature	Signature
visnu Prasad	Abdul Aziz	Tayyab Mohammad Azam	Sunil Kasim
Senior Officer - Procurement	Senior Manager - Maintenance	Senior Manager - Procurement	VP- Technical Services & Innovation
		Manager Finance	Chief Executive Officer

**IF CAPEX, NATURE OF CAPEX**

a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/>
c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>
e) Office equipments	<input type="checkbox"/>	f) Furniture & Fixings	<input type="checkbox"/>
g) Others (specify)	<input type="checkbox"/>		

g) Others (specify) ☐ XXXXXXXXXXXXXXXXXXXXXXXXXXXX

*Note: DIs attach feasibility study if a No / c is/are applicable.*

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Please refer Annex-I for stock details.

4K Mital is OEM supplier.

There is overall price impact of USD 400 which is equivalent to 0.04% of the total value of the order.

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

Mital is OEM supplier so no other quotes available for comparison

QUOTED SUPPLIER(S) DETAILS																					
Party Name / Description	Country of Origin	Shipment Term	Currency	Quoted Amount	Negotiated Amount	Exchange rate	Quantity lot	Total FC	Total -QAR	Payment Term / Mode	Remarks										
HK Mital Industries Limited, China / Spare Parts	China	Ex-Work	USD	8,579.00	8,579.00	3.68 (449 nos)	1 lot (449 nos)	8,579.00	31,571	30% advance without BG & balance on confirmation of readiness of material before dispatch	1-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. 2-The above cost is indicative only. However, the actual cost will be paid by us at the time of clearance/delivery. 3-Spare parts are duty exempted subject to H.S. Code and quota availability & exemption will be arranged. Incase of rejection of application for exemption approval, 5% duty will be paid in cash at the time of clearance. 4-Insurance will be taken care by Business. 5-Partial shipment and payment is acceptable. 6-Supplier is unable to provide freight before material is ready and packed. Therefore, freight mentioned is indicative 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-Please refer to offer dtd 15.08.2023 attached for item-wise details.										

### RECOMMENDED SUPPLIER DETAILS

Party Name / Description		Country of Origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity lot	Amount FC	Total - QAR	Payment Mode	Date of Shipment	Date of arrival	Period of completion
K Mital Industries Limited, China / Spare Parts		China	Sea	As above	10,579.00	3.68	1 lot (449 nos)	10,579.00	38,931	As above	Approx. 2 months from order and advance	Approx. One month by Sea & 3-4 days by air from shipment date	N/A

Supplier selection criteria(s) :

<input type="checkbox"/> Better quality	<input type="checkbox"/> Lowest bidder	<input type="checkbox"/> Reputed supplier	<input checked="" type="checkbox"/> Others (specify) .. OEM supplier
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	Amount (OR)
Particulars	
Adjusted value for the requested capex/ expense	1,130,000
Adjusted utilized till last purchase	(940,904)
Balance available for this purchase	189,096
Adjusted as per this purchase memorandum	(38,931)
Balance/(Deficit)	150,165

**AUTHORIZATION / APPROVAL**

[illegible]

**Date : 28-September-2023**

## PURCHASE MEMORANDUM

## No: QFI/2023/122A

**LAST PURCHASE**

RECEIVED

## BASIC DETAILS

## No. 07/177-001

		HongKong Mital Industries Ltd					
	Supplier name	Total value	As per Annex-I	Rate	As per Annex-I	Date	As per Annex-I
a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/>				
c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>				
e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>				
g) Others (specify)	<input type="checkbox"/>						

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

## REASON/OBJECTIVE OF THIS PURCHASE

Spare parts are required for maintenance of HP 1 Compressor for Blow molding machines which are producing PET bottles. Spare parts are also included for filling and packing lines of # 1 & 2.

Please refer Annex-I for stock details.

HK Mital is OEM supplier.

During negotiation, supplier has informed that they have offered their best ex-works price.

There is price impact of USD 1,996 which is equivalent to QAR 7,345 as compared to last purchase price from HK Mital.

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

Mital is OEM Supplier. However we have found one local supplier with similar spares.

QUOTED SUPPLIER(S) DETAILS											
Party Name / Description	Country of Origin	Shipment Term	Currency	Quoted Amount	Negotiated Amount	Exchange rate	Quantity lot	Total FC	Total - QAR	Payment Term / Mode	Remarks
HK Mital Industries Limited, Hongkong - China / Spare Parts	China	Ex-Work	USD	22,255.00	22,255.00	3.68	1 lot (58 nos)	22,255.00	81,898	30% advance without BG & balance on confirmation of readiness of material before dispatch	1-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. 2-The above cost is indicative only. However, the actual cost will be paid by us at the time of clearance/delivery. 3-Spare parts are duty exempted subject to H.S. Code and quota availability & exemption will be arranged. Incase of rejection of application for exemption approval, 5% duty will be paid in cash at the time of clearance. 4-Insurance will be taken care by Business. 5-Partial shipment and payment is acceptable. 6-Supplier is unable to provide freight before material is ready and packed. Therefore, 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-please refer to offer dtd 07.07.2023 attached for item-wise details.

### RECOMMENDED SUPPLIER DETAILS

Party Name / Description	Country of Origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity lot	Amount FC	Total - QAR	Payment Mode	Date of Shipment	Date of arrival	Period of completion
HK Mital Industries Limited, Hongkong - China / Spare Parts	China	Sea	CFR	24,255.00	3.68	1 lot (58 nos)	24,255.00	89,258	As above	Approx. 2 months from order and advance	Approx. One month by Sea & 3-4 days by air from shipment date	N/A

**Supplier selection criteria(s) :**

Lower quality

**Reputed supplier**

Others (specify) ... OEM supplier

### BUDGET DETAILS

Particulars	Amount (QR)
deducted value for the requested capex/ expense	1,130,000
object utilized till last purchase	(427,010)
balance available for this purchase	702,990
proposed as per this purchase memorandum	(89,258)
	613,732

## AUTHORIZATION / APPROVAL

Vishnu Prasad	Abdul Aziz	Tariqul Mohamamd Azam	Faizan Khan	Hamed Bushra	Adnan Meorji	Khaja Bahauddin	Sunil Kassim	Tariqul Mohamamd
vishnu Prasad	Abdul Aziz	Tariqul Mohamamd	Faizan Khan	Hamed Bushra	Adnan Meorji	Khaja Bahauddin	Sunil Kassim	Tariqul Mohamamd
Senior Officer - Procurement	Senior Manager - Maintenance	Senior Manager - Procurement	Manager Finance	General Manager	General Manager	Asst. Vice President - Finance	VP - Technical Services & Innovation	Chief Executive Officer