

Umm Said Bakery P.O.Box : 1444														
PURCHASE MEMORANDUM										Date : 08-02-2023				
BASIC DETAILS						IF CAPEX, NATURE OF CAPEX				LAST PURCHASE				
Item / Asset Title : Zeelandia Presta Sweet Cream Filling Type of Item / Asset : Raw Material Department : Bakery - Production Type of expenditure : Capital <input type="checkbox"/> Revenue <input type="checkbox"/>						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"/>				Supplier name : Al Maktab Al Qatari Al Hollandi Wll COO: Spain Total value : QAR. 113,961 Rate : 13.391 /Kg Total Qty : 8510 Kg Pur. Memo. No : USBLDPO0135-0822 Date : 16/08/2022				
REASON/OBJECTIVE OF THIS PURCHASE														
1-Sweet cream filling is required for the production of Sweet cheese puff & Croissant. 2-Quantity in this PM will cover stocks for 6 months requirement. 3-Supplier getting sweet cream in 20ft. container. Delivery will be staggered from his local storage location to our stores. 4-There is a price impact of approx. QAR 16,076/ (QAR 2.043/- per kg or 14.9%) as compared last approved PM.														
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY														
1.This is only approved supplier trading in Sweet Cream filling. Therefore no other comparative quotes available. 2.We are in touch with 3 local supplier for development locally, samples from Al Wajba and Sanabel not meeting our specification, provided feedback and waiting for revise samples. Baladna is yet to submit samples. Once samples are approved and production trials done, local suppliers will submit quote.														
QUOTED SUPPLIER(S) DETAILS														
No	Party Name / Description		Country of Origin	Shipment Term	Currency	Quoted rate/kg	Negotiated rate/kg	Exchange rate	Quantity Kg	Amount FC	Total - Qar.	Payment Term / Mode	Remarks	
1	Al Maktab Al Qatari Al Hollandi Wll	Zeelandia Presta Sweet Cream Filling	Spain	Door to door	QAR	15.435	15.435	1.00	7,866	N/A	121,410	60 Days Credit	1-Approved Quality ✓ 2-Quantity tolerance of ± 10% is acceptable.	
										Total QAR	121,410			
* All the supported quotations are attached														
RECOMMENDED SUPPLIER DETAILS														
Party Name / Description		Country of Origin	Shipment Mode	Shipment Term	Negotiated rate/kg	Exchange rate	Quantity Kg	Amount FC	Total - Qar.	Payment Mode	Date of shipment	Date of arrival	Period of Completion	
Al Maktab Al Qatari Al Hollandi Wll		Zeelandia Presta Sweet Cream Filling	Spain	N/A	Door to door	15.435 ✓	1.00	7,866	N/A	121,410 ✓	As above	N/A	As per production schedule	Schedule will be provided to the supplier as per bakery production schedule at the time of order confirmation.
										Total QAR	121,410			
Supplier selection criteria(s);														
Better quality		Lowest bidder		Reputed supplier		Others (specify) ... Approved Quality								
BUDGET DETAILS														
Particulars										Amount (QAR)				
Budgeted value for the requested capex/ expense														
Budgeted utilized till last purchase														
Balance available for this purchase														
Proposed as per this purchase memorandum														
[Surplus/ (Deficit)]														
AUTHORIZATION / APPROVAL														
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 15%;"> Khald Wase Officer - Procurement 11/02/2023 </div> <div style="width: 15%;"> Mohammed Omar Asst. Manager - Purchase 11/02/2023 </div> <div style="width: 15%;"> Tayyab Mohammad Azam Senior Manager - Procurement 11/02/2023 </div> <div style="width: 15%;"> Sameer Mohamud Senior Manager - Finance 12/02/2023 </div> <div style="width: 15%;"> Shafiq Ahmed Senior Manager-Operations 12/02/2023 </div> <div style="width: 15%;"> Tayyab Mohammad Azam For Hamed Sr Manager - Procurement 13/02/2023 </div> <div style="width: 15%;"> Saheem Blat General Manager 13/02/2023 </div> <div style="width: 15%;"> Khaja Babaudin Asst. Vice President - Finance 13/02/2023 </div> <div style="width: 15%;"> Tarique Mohammad Chief Executive Officer 13/02/2023 </div> <div style="width: 15%;"> Sheikh Mansoor Board Member 13/02/2023 </div> </div>														

Umm Said Bakery

P.o.Box : 1444

No: USB/2023/096

PURCHASE MEMORANDUM

Date : 04/06/2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Blended Butter - Green Olio	a) Expansion <input type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	Supplier name	: Al Maktab Al Qatari COO: Malaysia
Type of Item / Asset	: Raw Material	c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	Total value	: QAR.85,500/- Rate : QAR. 13.20/KG
Department	: Bakery - Production	e) Office equipments <input type="checkbox"/>	f) Furniture & Fittings <input type="checkbox"/>	Total Qty	: 6500/-Kg
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify) <input type="checkbox"/>		Pur. Memo. No	: USB/2022/509 Date : 13/12/2022

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

REASON/OBJECTIVE OF THIS PURCHASE

- 1-Blended Butter is required for production of Butter bread.
 2-Order quantity will be sufficient for approx. 5 months' consumption.
 3-There is price advantage of QAR 15,756 (price diff 2.08/Kg) as per last purchase rate.
 4-Delivery will be staggered based upon production delivery schedule.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIER(S) DETAILS

No	Party Name / Description	Country Of Origin	Shipment Term	Currency	Quoted rate/kg	Negotiated rate/kg	Exchange rate	Quantity Kg	Amount FC	Total - Qar.	Payment Term / Mode	Remarks
1	Al Maktab Al Qatari Al Hollandi WLL	Malaysia	Door to door	QAR	11.20	11.12	1.00	7,575	N/A	84,234	90 Days Credit	1-Approved Supplier 2-Partial delivery and partial payment is acceptable. 3- Quality tolerance of +_ 10% acceptable
2	Qatar National Import	Malaysia	Door to door	QAR	12.60	11.80	1.00	7,575	N/A	89,385	60 Days Credit	Price advantage in ordering from Al Maktab Al Qatari Hollandi
3	Valencia International	Malaysia	Door to door	QAR	15.00	15.00	1.00	7,575	N/A	113,625	60 Days Credit	

* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS

Party Name / Description	Country Of Origin	Shipment Mode	Shipment Term	Negotiated rate/kg	Exchange rate	Quantity Kg	Amount FC	Total - Qar.	Payment Mode	Date of shipment	Date of arrival	Period of Completion
Al Maktab Al Qatari Al Hollandi WLL	Malaysia	By Road	Door to door	11.12	1.00	7,575	N/A	84,234	As above	Staggered	As per production schedule	Delivery schedule will be provided to the supplier as per bakery production schedule at the time of order confirmation.

Supplier selection criteria(s);

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

BUDGET DETAILS

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

AUTHORIZATION / APPROVAL

Vishnu Prasad	Mohammed Omer	Tayyab Mohammad Azam	Paul Varkey	Shafiq Ahmed	Sameer Mohammed	Hamed Bushra	Saheem Bhat	Sunil Kassim	Khuja Bahauddin	Tarique Mohammad
Senior Officer - Procurement	Asst. Manager - Purchase	Production Manager - Procurement	Production Manager	Senior Manager - Operations	Senior Manager - Finance	General Manager	General Manager	VP- Technical Services & Innovation	Asst. Vice President - Finance	Chief Executive Officer
05/06/2023	05/06/2023	05/06/2023	06/06/2023	06/06/2023	07/06/2023	07/06/2023	07/06/2023	08/06/2023	08/06/2023	11/06/2023

Umm Said Bakery

P.O.Box : 1444

No: USB/2023/097

PURCHASE MEMORANDUM

Date : 01/06/2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Zedo Plus Improver	a) Expansion <input type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	Supplier name	: First Time COO: EU
Type of Item / Asset	: Raw Material	c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	Total value	: Rate
Department	: Bakery - Production	e) Office equipments <input type="checkbox"/>	f) Furniture & Fittings <input type="checkbox"/>	Total Qty	:
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" 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 bagged order from Tea Time for supplying bread. Production manager has recommended and approved only Zedoplus brand improver from Zeelandia. It's special improver contains 3-4 major ingredients contributing special taste and firmness to the product as desired by Tea Time. ✓
- 2- Currently we are using improver from Lesaffre which is not found suitable with the tea time recipe.
- 3- Shelf life of Zedoplus is 9 months and delivery from local distributor will be as per our requirement and it can be partial also.
- 4- Quantity in PM is covered for 4 months. ✓

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with single quote as Al Maktab Al Hollandi is authorized dealer for Zeelandia Zedoplus Improver in Qatar

QUOTED SUPPLIER(S) DETAILS

No	Party Name / Description		Country of Origin	Shipment Term	Currency	Quoted rate/Kg	Negotiated rate/Kg	Exchange rate	Quantity Ltr	Amount FC	Total - Qar.	Payment Term / Mode	Remarks
1	Al Maktab Al Hollandi	Zedoplus	EU	Door to door	QAR	13.60	13.60	1.00	500	N/A	6,800	60 Days Credit	1-Approved Quality ✓ 2-Local supplier ✓ 3-Partial payment and partial delivery is acceptable ✓ 4- Quoted Rate is final rate as quantity is very less and we are doing spot buying. ✓ 5- 10% Over/Under Quantity tolerance accepted

* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS

Party Name / Description		Country of Origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity Kg	Amount FC	Total - Qar.	Payment Mode	Date of shipment	Date of arrival	Period of Completion
Al Maktab Al Hollandi	Zedoplus	EU	By road	Door to door	13.60	1.00	500 ✓	N/A	6,800 ✓	As above	Immediate	Immediate	Schedule will be provided to the supplier as per bakery production schedule at the time of order confirmation.

Supplier selection criteria(s) ;

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

BUDGET DETAILS

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

AUTHORIZATION / APPROVAL

Vishnu Prasad

vishnu Prasad

Senior Officer - Procurement

06/06/2023

Mohammed Omer

Mohammed Omer

Asst. Manager - Purchase

06/06/2023

Tayyab Mohammad Azam

Tayyab Mohammad Azam

Senior Manager - Procurement

06/06/2023

Hamed Bushra

Hamed Bushra

General Manager

07/06/2023

Sameer Mohammed

Sameer Mohammed

Senior Manager - Finance

07/06/2023

Saheem Bhat

Saheem Bhat

General Manager

07/06/2023