

No. USB/2023/232

PURCHASE MEMORANDUM

Date: 5-November-2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Computer Invoices 1+1	a) Expansion	<input type="checkbox"/>	Supplier name	: Doha Modern Printing Press
Type of Item / Asset	: Stationery	c) Cost reduction	<input type="checkbox"/>	Total value	: QAR 80,000/-
Department	: Sales	e) Office equipments	<input type="checkbox"/>	Total Qty	: 1000 Box
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>	Pur. Memo. No	: USB/2023/079
				Date	: 21/5/2023

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

REASON/OBJECTIVE OF THIS PURCHASE

- 1- Reordering Computer Invoices 1+1 Copy to maintain stock
- 2- Required quantity in this PM will provide coverage for approximately 4 months (December 2023 to March 2024).
- 3- For per page invoice price break up, please refer Annexure 01 in the attachment.
- 4- Partial Delivery & partial payment will be acceptable.
- 5- Supplier has maintained same last price.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with Doha Modern Printing Press because number of invoices are higher as compared to other suppliers.

QUOTED SUPPLIER(S) DETAILS

No	Party Name	Country of origin	Shipment Term	Currency	Quoted rate/Box	Negotiated rate/Box	Exchange rate	Rate / Invoice in QAR	Quantity Box	Total - Qr.	Payment Term / Mode	Remarks
1	Doha Modern Printing Press/Computer Invoices 1+1 Copy (1 Box = 1000 Invoices)	Qatar	Door to Door	QAR	80.00	80.00	1.00	0.080000	1,000	80,000	90 Days credit	1) Competitive price 2) Existing & Approved quality
2	Al Waraq Printing Press/Computer Invoices 1+1 Copy (1 Box = 1000 Invoices)	Qatar	Door to Door	QAR	110.00	105.00	1.00	0.105000	1,000	105,000	50% Advance & Balance on delivery	1) Price advantage ordering with Doha Modern Printing press. 2) Invoices per boxes are less as compared to Doha Modern Printing Press.
3	Al Jazeera Printing Press/Computer Invoices 1+1 Copy (1 Box = 1000 Invoices)	Qatar	Door to Door	QAR	149.24	111.55	1.00	0.111550	1,000	111,550	30 Days credit	
4	Copy Clifton Printers/Computer Invoices 1+1 (1 Box = 750 Invoices)	Qatar	Door to Door	QAR	76.75	76.75	1.00	0.102333	1,000	76,750	50% Advance & Balance on delivery	
5	Al Ummah Printing Press/Computer Invoices 1+1 Copy (1 Box = 750 Invoices)	Qatar	Door to Door	QAR	125.00	102.00	1.00	0.013600	1,000	102,000	90 Days credit	1) Price advantage ordering with Doha Modern Printing press.

* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS

Party Name	Country of origin	Shipment Mode	Shipment Term	Shipment	Negotiated rate	Exchange rate	Rate/ Invoice in QAR	Quantity Box	Total - Qr.	Payment Mode	Date of shipment	Date of arrival	Period of completion
Doha Modern Printing Press/Computer Invoices 1+1 Copy (1 Box = 1000 Invoices)	Qatar	Road	Door to Door		80.00	1.00	0.0800	1,000	80,000	90 Days credit	Based upon our requirement	NA	NA

Supplier selection criteria(s):

Better quality Lowest bidder Others (specify) ... Approved Supplier

BUDGET DETAILS

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

AUTHORIZATION / APPROVAL

For Buyer: Saleem Executive Purchase 12/11/2023	For Buyer: Nishad Aboobacker Manager - Business Development 14/11/2023	For Buyer: Tayyab Mohammad Azam Senior Manager - Procurement 15/11/2023	For Buyer: Sumser Mohammed Senior Manager - Finance 16/11/2023	For Buyer: Hamed Bushra General Manager 16/11/2023	For Buyer: Saleem Bhat General Manager 16/11/2023	For Buyer: Khaja Bahaudin Asst. Vice President - Finance 16/11/2023	For Buyer: Tarique Mohammad Chief Executive Officer 16/11/2023
---	--	---	--	--	---	---	--