

ASSET MEMORANDUM

Ummsaid Bakery Qatar

AM : 4550150034

PR : 1550106501

Date : Dec 1, 2025

Approval Status : Approved

**BASIC DETAILS**

| | |
|---------------------|--------------|
| Item/Assert Title | CAPITAL ITEM |
| Department | Production |
| Type of expenditure | Capital |

if CAPEX, Nature of CAPEX

| | | | | | | | |
|----------------------|--|---------------------------|--|--------------------|--------------------|----------------|--|
| a) Expansion | | b) Capacity enhancement | | c) Cost reduction | | d) Replacement | |
| e) Office equipments | | f) Furniture and Fittings | | g) Others(specify) | Sample development | | |

Last Purchase Details

| Purchase Order No | Item | Date | Vendor | Material Code | Description | Qty | UOM | Rate | Currency | Total Value | Unplanned DeliveryCost | Impact Value | Impact Percentage |
|-------------------|------|------|--------|---------------|-------------|-----|-----|------|----------|-------------|------------------------|--------------|-------------------|
| | | | | | | | | | | | | | |

REASON/OBJECTIVE OF THIS SERVICE

1-Medium Bread Pans samples are require to carry out the quality evaluation before finalizing the order. Therefore, we have decided to obtain 2 types of Pans i.e. Pan with Smooth Wall & Corrugated Walls Pan.

2-The new pans will be fabricated as per our size specifications by Fujian. Fujian will be supplying Medium Bread Pans for the first time.

3-For comparison, our regular supplier (Kardesan) has quoted USD 82/set, whereas Fujian's quotation is approximately USD 42/set (almost 50% lower). Hence, conducting sample trials is essential to verify whether Fujian's pans meet our required quality standards.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY**QUOTED SUPPLIER(S) DETAILS**

| S.NO | Vendor | Description | CoO | Additional charge | Order Quantity | UoM | Quoted Rate | Negotiated Rate | Exchange Rate | Currency | Amount FC | Amount LC |
|------|--------|-------------|-----|-------------------|----------------|-----|-------------|-----------------|---------------|----------|-----------|-----------|
|------|--------|-------------|-----|-------------------|----------------|-----|-------------|-----------------|---------------|----------|-----------|-----------|

| S.NO | Vendor | Description | CoO | Additional charge | Order Quantity | UoM | Quoted Rate | Negotiated Rate | Exchange Rate | Currency | Amount FC | Amount LC |
|------|--------------------------------|---|-----|-------------------|----------------|-----|-------------|-----------------|---------------|----------|-----------|-----------|
| 1 | FUJIAN KINGBAKE FOOD APPLIANCE | MEDIUM BREAD COATED PANS WITH SMOOTHWALL | CN | 1990.02 | 12.000 | EA | 0.00 | 0.00 | 3.65 | USD | 0.00 | 1,664.40 |
| 2 | FUJIAN KINGBAKE FOOD APPLIANCE | MEDIUMBREAD COATEDPANSWITH CORRUGATEDWALL | CN | 1989.98 | 12.000 | EA | 0.00 | 0.00 | 3.65 | USD | 0.00 | 1,664.40 |

RECOMMENDED SUPPLIER DETAILS

| Party Name | CoO | Shipment Mode | Shipment Term | Quantity Kg | Payment Mode | Remarks | Total Amount |
|--------------------------------|-----|---------------|---------------|-------------|--------------|---------|--------------|
| FUJIAN KINGBAKE FOOD APPLIANCE | CN | | DAP | 12.000 | | | 1,664.40 |
| FUJIAN KINGBAKE FOOD APPLIANCE | CN | | DAP | 12.000 | | | 1,664.40 |
| Sub total | | | | | | | 7,308.80 |

SUPPLIER SELECTION CRITERIA(S)

| | | | | | | | |
|----------------|--|---------------|--|------------------|--|------------------|--------------------|
| Better quality | | Lowest bidder | | Reputed supplier | | Others (specify) | Sample development |
|----------------|--|---------------|--|------------------|--|------------------|--------------------|

BUDGET DETAILS

| Particulars | Amount(QR) |
|--|------------|
| Budgeted value for the requested Capax/expence | |
| Budget utilized til last purchase | |
| Balance available for this purchase | |
| Proposed as per this purchase memorandum | 7,308.79 |
| Surplus/(Deficit) | -7,308.79 |

Budget Concerns

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| |
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AUTHORIZATION / APPROVAL

| Level | User Name | Workflow Status | Workflow Remarks | Approval Date | Approval Time |
|-------|-----------|-----------------|------------------|---------------|---------------|
| 01 | RASHID | Approved | | 2025-12-01 | 06:54:21 |
| 02 | SHAFIQ | Approved | | 2025-12-01 | 08:42:23 |
| 03 | MSAMEER | Approved | | 2025-12-01 | 17:23:15 |
| 04 | ATIF | Approved | | 2025-12-02 | 10:45:10 |
| 05 | ADNAN | Approved | | 2025-12-08 | 16:44:48 |