

Zad Holding Company Q.P.S.C P.O.Box 1444														
No: ZAD/2023/021					PURCHASE MEMORANDUM					Date : 18-September-2023				
BASIC DETAILS					IF CAPEX, NATURE OF CAPEX					LAST PURCHASE				
Item / Asset Title : Executive & Visitor Chairs					a) Expansion <input type="checkbox"/> b) Capacity enhancement <input type="checkbox"/>					Supplier name : Cash Supplier COO - N/A				
Type of Item / Asset : Executive & Visitor Chairs					c) Cost reduction <input type="checkbox"/> d) Replacement <input checked="" type="checkbox"/>					Total value : QAR 4,545 Rate : Executive Chair QAR 895 Each Visitor Chair QAR 465 Each				
Department : ZAD Finance					e) Office equipments <input type="checkbox"/> f) Furniture & Fittings <input type="checkbox"/>					Total Qty : (3 Pcs Office Chairs) & Visitor Chairs 4 pcs				
Type of expenditure : Capital <input checked="" type="checkbox"/> Revenue <input type="checkbox"/>					g) Others (specify) _____					Pur. Memo. No : QFI/2023/146 Date : 20/8/2023				
Note: Pls attach feasibility study if a /b / c is/are applicable.														
REASON/OBJECTIVE OF THIS PURCHASE														
1- Executive & Visitor chairs 2 Numbers each required for for AVP Finance Mr. Khaja Bahaudin and Manager Mr. Shahbaz ahmed.														
2- These chairs were the replacement as existing chairs are broken and not comfortable.														
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY														
QUOTED SUPPLIER(S) DETAILS														
No	Party Name	Country of Origin	Shipment Term	Currency	Quoted Amount	Negotiated Amount	Exchange rate	Quantity Nos	Amount FC	Total - Qar.	Payment Term / Mode	Remarks		
1	Garnet Furniture & Decoration Co/ Executive Chair Mesh HB	China	N/A	QAR	1,350.00	1,350.00	1.00	1	N/A	1,350	Cash on delivery	1-Details as per offer attached. 2-Offer includes supply and installation 3- Chairs selection have been purely based on end used recommendation.		
	Executive Chair High Back	China	N/A	QAR	900.00	900.00	1.00	1	N/A	900				
	Visitor Chair	China	N/A	QAR	280.00	280.00	1.00	2	N/A	560				
Total amount in QAR										2,810				
2	Cambridge Trading & Services/Executive Chair High Back	China	N/A	QAR	1,650.00	1,650.00	1.00	1	N/A	1,650	100% Advance	Price advantage for order with Garnet Furniture & Decoration Co		
	Executive Chair	China	N/A	QAR	1,300.00	1,300.00	1.00	1	N/A	1,300				
	Cambridge Trading & Services/ Visitor Chair	China	N/A	QAR	390.00	390.00	1.00	2	N/A	780				
Total amount in QAR										3,730				
3	Gradeone Trading & Contracting/Executive Chair	China	N/A	QAR	1,220	1,220	1.00	1	N/A	1,220	100% Advance	Price advantage for order with Garnet Furniture & Decoration Co		
	Executive Chair	China	N/A	QAR	1,220	1,220	1.00	1	N/A	1,220				
	Visitor Chair	China	N/A	QAR	845	845	1.00	2	N/A	1,690				
Total amount in QAR										4,130				
4	Tivoli Group/Executive Chair (TVF0015246)	China	N/A	QAR	2,175	2,175	1.00	1	N/A	2,175	100% Advance	Price advantage for order with Garnet Furniture & Decoration Co		
	Executive Chair (TVF001696)	China	N/A	QAR	1,725	1,725	1.00	1	N/A	1,725				
	Visitor Chair	China	N/A	QAR	510	510	1.00	2	N/A	1,020				
Total amount in QAR										4,920				
* All the supported quotations are attached														
RECOMMENDED SUPPLIER DETAILS														
Party Name / Description	Country of Origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity (nos)	Amount - FC	Total - Qar.	Payment Mode	Date of Delivery	Date of arrival	Period of completion		
Garnet Furniture & Decoration Co/ Executive Chair = 2 Nos & Visitor Chair = 2 Nos	China	N/A	Door to door	2,810	1.00	4.00	N/A	2,810	as above	Ex-stock subject to prior sale	N/A	N/A		
Total amount in QAR										2,810				
Supplier selection criteria(s): Better quality Lowest bidder Reputed supplier Others (specify) _____														
BUDGET DETAILS														
Particulars				Amount (QAR)		Remarks, if any								
Budgeted value for the requested capex/ expense						Not Budgeted in BP 2023								
Budget utilized till last purchase														
Balance available for this purchase														
Proposed as per this purchase memorandum														
Surplus/(Deficit)														
AUTHORIZATION / APPROVAL														
Tayyab Mohammad Azam Senior Manager – Procurement 21/09/2023					Hamed Bushra General Manager 23/09/2023					Nasir Hussain Senior Manager • Finance 23/09/2023				
										Tarique Mohammad Chief Executive Officer 24/09/2023				

Farooq Saleem
Executive Purchase
21/09/2023