

## Umm Said Bakery

P.O. Box: 1444

Tel / Fax: 444-13000

No: USB/7/2023/225

## PURCHASE MEMORANDUM

Date: 05-November-2023

## BASED DETAILS

## IF CAPEX, NATURE OF CAPEX

Item / Asset Title : Snack Cake, Family Pack Tray &amp; Cake Rusk Inner Carton

Type of Item / Asset : Packing Material

Descriptor : Production

Type of expenditure : Capital

Revenue

1. Reordering Snack Cake Tray 1x6, 1x12, Family Pack tray &amp; Cake Rusk Inner Carton to maintain stock.

2. Quantity in the PO along with existing stock will provide coverage up to 2024. Please refer to attached stock report.

3- Partial delivery and partial payment will be acceptable.

4- There is price advantage of QAR 567.1 as compared to last purchase for SKU wise Annexure 01.

## RISKS/CONCERN/NON-COMPLIANCE OF SOP OR POLICY

## QUOTED SUPPLIER(S) DETAILS

No Party Name Country Shipment currency Quoted rate/Per Quantity Total - Qt- Remarks

Doha Modern Printing Press/Snack Cake Tray QAR Rate / Pcs. Nos

1x6 QAR 0.200 0.130 1.00 N/A 90,000 11,700

Doha Modern Printing Press/Snack Cake Tray 1x12 QAR 0.300 0.180 1.00 N/A 73,549 13,239

1 Family Pack Tray 5+1 QAR 0.200 0.170 1.00 N/A 176,000 29,920

QAR 0.350 0.470 1.00 N/A 30,000 14,100

**Total Amount in QAR 68,959**

Papyrus Paper Carton Factory/Snack Cake Tray 1x6 QAR 0.180 0.135 1.00 N/A 90,000 12,150

2 Snack Cake Tray 1x12 QAR 0.230 0.195 1.00 N/A 73,549 14,342

Family Pack Tray 5+1 QAR 0.270 0.210 1.00 N/A 176,000 36,900

QAR 0.520 0.480 1.00 N/A 30,000 14,400

**Total Amount in QAR 77,852**

Al Jazeera Printing Press/Snack Cake Tray 1x6 QAR 0.1681 0.1639 1.00 N/A 90,000 14,751

3 Snack Cake Tray 1x12 QAR 0.2360 0.2310 1.00 N/A 73,549 16,990

Family Pack Tray 5+1 QAR 0.1791 0.1750 1.00 N/A 176,000 30,800

QAR 0.7225 0.7250 1.00 N/A 30,000 21,750

**Total Amount in QAR 84,291**

Al Ummah Printing Press/Snack Cake Tray 1x6 QAR 0.250 0.250 1.00 N/A 90,000 22,500

4 Snack Cake Tray 1x12 QAR 0.250 0.250 1.00 N/A 73,549 18,387

Family Pack Tray 5+1 QAR 0.250 0.250 1.00 N/A 176,000 44,000

QAR 1.200 1.200 1.00 N/A 30,000 36,000

**Total Amount in QAR 120,887**

\* All the supported quotations are attached

## RECOMMENDED SUPPLIER DETAILS

Party Name Shipment Mode Shipment Term Negotiated Exchange rate/Per Quantity Total - Qt- Payment Mode Date of shipment Period of completion

Doha Modern Printing Press/Snack Cake Tray 1x6 N/A N/A 0.13 1.00 N/A 90,000 11,700

Snack Cake Tray 1x12 Qatar ROAD Door to Door 0.18 1.00 N/A 73,549 13,239

Family Pack Tray 5+1 Qatar ROAD Door to Door 0.17 1.00 N/A 176,000 29,920

QAR 0.47 1.00 N/A 30,000 14,100

**Total Amount in QAR 68,959**

Supplier selection criteria's:

Better quality Lowest bidder

Approved supplier Others (specify)

## BUDGET DETAILS

Particulars Budgeted value for the requested Capex/expense

Budget utilization till its purchase

Balance available for this purchase

Proposed date for this purchase memorandum

Surplus (If any)

Amount (QR)

Shirajuddin Khan Shafig Ahmed Tawfiq Mohammad Azam

Assistant Manager Senior Manager - Operations Senior Manager - Finance

08/11/2023 09/11/2023 13/11/2023

Fatouq Saleem Executive Purchase

07/11/2023

Saheem Bhut General Manager

13/11/2023

Yasser Al-Saleem Fatouq Saleem Shirajuddin Khan Shafig Ahmed Tawfiq Mohammad Azam

Executive Purchase Assistant Manager

07/11/2023

## AUTHORIZATION / APPROVAL

Fahad Bushra

General Manager

13/11/2023

Salveen Bhut

Asst. Vice President - Finance

14/11/2023

Khalid Bushra

General Manager

13/11/2023

Tariq Mohammud

Chief Executive Officer

14/11/2023

# Umm Said Bakery

P.O.Box: 1444  
Tel / Fax 44415000

**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"/>	b) Capacity enhancement	<input type="checkbox"/>	Supplier name	:	Doha Modern Printing Press	COO:	Qatar
Type of Item / Asset	: Stationery	c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>	Total value	:	QAR 80,000/-	Rate	: .....(Computer invoices 1+1 Copy 0.08/Invoice ).....
Department	: Sales	e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>	Total Qty	:	1000 Box	Pur. Memo. No.	: USR/2023/079
Type of expenditure	: Capital <input checked="" type="checkbox"/> Revenue <input type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>	.....	<input type="checkbox"/>	Date	:	21/5/2023		

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 on sale up, please refer Annexure 01 in the attachment.

4- Partial Delivery & partial payment will be acceptable.

5- Supplier has maintained same last price.

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

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

QUOTED SUPPLIER(S) DETAILS										
No	Party Name	Country of origin	Shipment Term	Quoted currency	Negotiated rate/Box	Exchange rate	Rate / Invoice in QAR	Quantity Box	Total - Qt.	Payment Term / Mode
1	Doha Modern Printing Press/Computer Invoices 1+1 Copy (1 Box = 1000 Invoices)	Qatar	Door to Door	QAR	80.00	80.00	0.080000	1,000	80,000	90 Days credit
2	Al Warad Printing Press/Computer Invoices 1+1 Copy (1 Box = 1000 Invoices)	Qatar	Door to Door	QAR	110.00	105.00	0.105000	1,000	105,000	50% Advance & Balance on delivery
3	Al Jazeera Printing Press/Computer Invoices 1+1 Copy (1 Box = 1000 Invoices)	Qatar	Door to Door	QAR	149.24	111.55	0.111550	1,000	111,550	30 Days credit
4	Clifton Printers/Computer Invoices 1+1 Copy (1 Box = 750 Invoices)	Qatar	Door to Door	QAR	76.75	76.75	0.102333	1,000	76,750	50% Advance & Balance on delivery
5	All Ummah Printing Press/Computer Invoices 1+1 Copy (1 Box = 750 invoices)	Qatar	Door to Door	QAR	125.00	102.00	0.101360	1,000	102,000	90 Days credit

\*All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS										
Party Name	Country of origin	Shipment Mode	Shipment Term	Negotiated rate	Exchange rate	Invoice in QAR	Quantity Box	Total - Qt.	Payment Mode	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	NA
Supplier selection criteria(s);										
Better quality	Lowest bidder	Reputed supplier	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

Fatuq Saleem Executive Purchaser	Tayyab Mohammad Azam Senior Manager - Procurement	Hamed Bushra General Manager	Khalid Bahauddin Asst. Vice President - Finance
12/11/2023	15/11/2023	16/11/2023	16/11/2023

  
 Khalid Bahauddin  
 Senior Manager - Procurement  
 16/11/2023

  
 Hamed Bushra  
 General Manager  
 16/11/2023

  
 Asst. Vice President - Finance  
 16/11/2023

  
 Khalid Bahauddin  
 Asst. Vice President - Finance  
 16/11/2023