

Qatar Foods Industries Co.-(Oil Plant)

P.O.Box - 1444
Contact 44415000

No: QFI/2022/271

PURCHASE MEMORANDUM

25.06.2022

BASIC DETAILS		IF CAPEX NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title : Cabinet shelf for Mobile (Locker)	a) Expansion <input type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	Supplier name	: First Time	COO :
Type of item / Asset : Cabinet	c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	Total value	:	Rate :
Department : HR	e) Office equipment's <input type="checkbox"/>	f) Furniture & Fittings <input type="checkbox"/>	Total Qty	:	:
Type of expenditure : Capital <input checked="" type="checkbox"/>	g) Others (specify) <input type="checkbox"/>		Pur. Memo. No	:	Date :
Revenue <input type="checkbox"/>	Tools <input checked="" type="checkbox"/>		Note: This attach feasibility study if a/b/c is/are applicable.		

REASON/OBJECTIVE OF THIS PURCHASE

- 1- Cabinet (Locker) is required for safe keeping of mobile phones of workers.
- 2- This is also the audit requirement for food safety compliance.
- 3- The cabinet is being customized as per our requirement.
- 4- Quoted price is final negotiated price

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIER(S) DETAILS										
No	Party Name	Country of Origin	Shipment Term	Currency	Quoted rate/pc	Negotiated rate	Exchange rate	Quantity Nos	Amount FC	Total - Qr.
1	Expanded Metal Manufacturing Co. Ltd./ Cabinet for Mobile	Qatar	Door delivery	QAR	3,100	3,100	1.00	1	N/A	3,100
2	Thakur Trading & Cont. WLL / Cabinet for Mobile	Qatar	Door delivery	QAR	3,750	3,750	1.00	1	N/A	3,750
3	Doha Engineering Services Co. WLL / Cabinet for Mobile	Qatar	Door delivery	QAR	7,320	7,320	1.00	1	N/A	7,320
* All the supported quotations are attached										

RECOMMENDED SUPPLIER DETAILS										
Party Name		Country of Origin	Shipment Mode	Shipment Term	Negotiated rate/pc	Exchange rate	Amount FC	Quantity Nos	Total - Qr.	Payment Term / Mode
Expanded Metal Manufacturing Co. Ltd. / Cabinet for Mobile		Qatar	Road	Door delivery	3,100	1.00	N/A	1	3,100	Advance
Supplier selection criteria(s) :		Total amount in QAR								
Better quality		3,100								
Lowest bidder		3,100								
Reputed supplier		3,100								
Others (specify)		3,100								

BUDGET DETAILS										
Particulars		Amount (QAR)		Period of completion						
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

<p>Qatar Foods Industries Co.-(Oil Plant)</p> <p>Senior Officer - Procurement</p> <p>6/26/2022</p>	<p>Qatar Foods Industries Co.-(Oil Plant)</p> <p>Assistant Manager HR & Admin</p> <p>6/26/2022</p>	<p>Qatar Foods Industries Co.-(Oil Plant)</p> <p>Senior Manager - Procurement</p> <p>6/26/2022</p>	<p>Qatar Foods Industries Co.-(Oil Plant)</p> <p>General Manager</p> <p>6/26/2022</p>	<p>Qatar Foods Industries Co.-(Oil Plant)</p> <p>General Manager</p> <p>6/28/2022</p>
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