

Ummsaid Bakery

P.O. Box 1444, Doha, Qatar
44415000

Date : 26-Sep-2023

No: USB/2023/184

PURCHASE MEMORANDUM

BASIC DETAILS										IF CAPEX, NATURE OF CAPEX				LAST PURCHASE			
Item / Asset Title	Display Stands					a) Expansion	b) Capacity enhancement						Supplier name	Pebro Petroyannis Bros	COO - Greece		
Type of Item / Asset	Display Stands					c) Cost reduction	d) Replacement						Total value	USD 25,652/-	Rate	USD 224/- per display stand	
Department	Sales					e) Office equipments	f) Furniture & Fittings						Total Qty	103 pieces			
Type of expenditure	Capital	Revenue	g) Others (specify)					Tools					Pur. Memo. No	USB/2021/089	Date	6/30/2021	
Note: Please attach feasibility study if a/b/c is/are applicable.																	

REASON/OBJECTIVE OF THIS PURCHASE

- 1- Display stands are required for filling in with our various products and putting on display inside various retail outlets as per requirement.
 2- We have arranged sample from Local Supplier TOP PRINTERS and found suitable.
 3- Going with Local Supplier TOP PRINTERS for 50 pcs of 5 basket display stand in order to meet the urgent requirement by the Business Unit as other competitors blocking the display stand space in the market so there is urgent requirement of stand availability in the market raised by Sales department.
 4- Pebro Petroyannis Bros cost is less as compared to local supplier. But their production + delivery lead time is 10-12 weeks.
 5- We have found one supplier from KSA OMD Factory For Plastic Material who provides display stands to Almarai (Lusine). However, they denied to provide the same stand due to patent reason. Also they are not agreed to provide the sample with other model. Furthermore, they agreed to deliver the other model stands if we issue the order directly to them without sampling. So, we are going with local supplier to meet the urgent requirement.

Note: We already placed one order to top printers (Local Supplier) for 15 Display Stands and one order to (PEBRO PETROYANNIS, Greece) for 160 Display stands.

RISKS/CONCERN/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with highest quote due to local availability & to meet urgent requirement

QUOTED SUPPLIER(S) DETAILS															Remarks		
No.	Party Name	Country of Origin	Shipment Term	Currency	Quoted rate/pc	Negotiated rate/pcs	Exchange rate	Door Delivery Cost rate/unit (QAR)	Quantity Pcs	Amount FC	Total - Qr.	Payment Term / Mode					
1	Top Printers, Qatar 5 baskets display stands	QATAR	Door Delivered	QAR	1,200	1,000	1.00	1,000	50	-	50,000	50% Advance and 50% After delivery			1- Quality Approved by Marketing & Sales Dept. 2- Going ahead with less quantities & high price as there is urgent requirement raised by Sales department.		
2	OMD Factory For Plastic Material, KSA 5 Basket display stands	KSA	CIF	SAR	830	830	1	846.00	50	-	41,500	50% Advance and 50% Before delivery			1- OMD Factory For Plastic Material, KSA is manufacturing the display stands for Al-marai (Lusine Brand). We have approached to prepare the same for QBAKE brand. Due to urgent requirement from SALES Dept, we are going to purchase 50 stands from them. 2- Cost of QAR 800/- (approx.) for clearance, transportation (KSA Border to doha) etc. any other charges is not included in this PM. 3- The above cost is indicative only. However, the actual cost will be paid by us at the time of clearance/delivery. 4- 5% duty exempted due to GCC origin, however 5% will be charged if supplier fails to provide the GCC certificate. 5- Exchange rate should be considered as per actual at the time of payment. 6- Please refer to offer 147/0/23 attached for details.		
	Approx Clearance charges																
	Total (Door Delivered)																
3	Pebro Petroyannis Bros, Greece 5 baskets display stands	Greece	Ex-works	Euro	205	190	3.93	767.75	50	9,500	37,335	50% Advance and 50% Before delivery			1- Display stands from Pebro Petroyannis Bros have been purchased previously and Quality found suitable. But due to urgent requirement from SALES Dept, we are going to purchase 50 more stands from Local Supplier Top Printers. 2- Cost of QAR 4,500/- (approx.) for clearance, legalisation, insurance, delivery order, transportation etc. any other port/shipping line charges is not included in this PM. 3- The above cost is indicative only. However, the actual cost will be paid by us at the time of clearance/delivery. 4- 5% duty will be paid at the time of clearance as display stands are not duty exempted. 5- Insurance will be taken care by Business. 6- Freight mentioned is indicative only and may vary at the time of shipment. However will be paid by us at actual. In case of urgency, items will be arranged by air and freight paid accordingly. 7- Exchange rate should be considered as per actual at the time of payment. 8- Please refer to offer 230724-1326-1 attached for details.		
	Tentative Freight																
	Total (Door Delivered)																

* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS															Remarks		
Party Name	Item Description	Country of Origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity Pcs	Amount FC	Total - Qr.	Payment Mode	Date of shipment	Date of arrival					
Top Printers, Qatar	5 baskets display stands	Qatar	Door	CIF	1,000	1.00	50	-	50,000	50% Advance and 50% After delivery	Approx 3 weeks	4 weeks from the date of order confirmation					
	Total (Door Delivered)																

Supplier selection criteria(s):
Better quality | Lowest bidder | Reputed supplier | Others (specify) | Local Available

BUDGET DETAILS																	
Particulars	Amount (QAR)																
Budgeted value for the requested Capex/expense	969,750																
Budget utilized till last purchase	(548,840)																
Balance available for this purchase	420,910																
Proposed as per this purchase memorandum	(50,000)																
Surplus/(Deficit)	370,910																

AUTHORIZATION / APPROVAL

Mohd Wamiq	Nishad Aboobacker	Tayyab Mohammad Azam	Sameer Mohammed	Tayyab Mohammad Azam	Saheem Bhat	Khaja	Tarique Mohammad
Officer - Procurement	Manager – Business Development	Senior Manager – Procurement	Senior Manager - Finance	Sr Manager - Procurement	General Manager	Asst. Vice President - Finance	Chief Executive Officer
15/10/2023	22/10/2023	22/10/2023	23/10/2023	23/10/2023	23/10/2023	24/10/2023	24/10/2023