

PURCHASE ORDER

Gulf United Real Estate Investments Comp

PO Box: 1444, Al Meena Street

Doha Qatar

Email:

Tel: 44415000 Fax: 44438137



PURCHASE ORDER DETAILS

PO No. 5520100457 PO Date 17/05/2023
 PO Amend No. Amend Date
 PO Status Open Type General
 Project Code Offer No
 Project Name Pur Group 105-CAPEX

TERMS & CONDITIONS

Pay Term 100%AGNINV
 Currency QAR
 Invoice To Gulf United Real Estate I
 Pay Mode Pre-Numbered Check
 Import NO
 INCO Terms None
 Mode of Transport
 Partial Shipment Yes
 Transshipment
 Remarks

SUPPLIER DETAILS

Supplier Name COMFORT IT SOLUTIONS
 Supplier Code 20304227
 Contact Person MR. NABIL ARAKKATIL Contact Address P.O.BOX 31377, DOHA,
 Tel No.
 Fax Country -Qatar
 Mobile
 Email

ITEM DETAILS

S.No	PO Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1	00010	SUPPLY OF CADMATE 2023 LITE SOFTWARE	0001	31/05/2023	EA	1.00	1500.00/1	1,500.00
Gross Price								1,500.00
Grand Total								1,500.00

Amount in Words: Qatari Riyal One Thousand Five Hundred and Zero dirham Only

For Gulf United Real Estate I

Delivery Address : Gulf United Real Estate I

(Authorized Signatory)

Document Level Note :

YOUR QUOTATION REFERENCE IS CITS/Q23/7061
 SUPPLY OF CADMATE 2023 LITE STANDALONE LICENSE
 PROJECT OFFICE - MR. TAREK MAHMALJI- SR. MECHANICAL ENGINEER
 DELIVERY PLEASE COORDINATE WITH MR. NAZAMUDDIN 66772470



Created by: Mohamed Sarhan

Approved By: Abdella Ali Ismail

ZAD HOLDING COMPANY Q.P.S.C - PROJECTS

P.O BOX:1444
Tel +974-44355501/ Fax+974-44489706

No: ZAD/PROJECTS/CAD/12/03/2023/0001-R1

PURCHASE MEMORANDUM

Date : 25-Mar-2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Software	a) Expansion	<input type="checkbox"/> Capacity enhancement	Supplier name	: Comfort IT Solutions
Type of item / Asset	: Software	c) Cost reduction	<input type="checkbox"/> Replacement	Total value	: QAR 2,600
Department	: Projects	e) Office equipment	<input type="checkbox"/> Furniture & Fittings	Total Qty	: 2
Type of expenditure	: Capital <input checked="" type="checkbox"/> R& Revenue <input type="checkbox"/>	g) Others (specify)		Pur. Memo. No	: ZAD/PROJECTS/CAD/24/03/2022/0001-R2
		Note: Pls attach feasibility study if a/b/c is/are applicable.		Date	: 25-Dec-2022

REASON/OBJECTIVE OF THIS PURCHASE

- 1- CADMATE 2023 LITE software required for Mr. Tarek Mahmalji (Sr.Mechanical Engineer) to review & study the CAD format projects oriented drawings.
- 2- Last year, the vendor offered year-end sales discount for the purchase of 2Nos of the standalone CAD mate 2022 version. Now, the current price is for the 2023 version, and the vendor regretted to provide any further discount.
- 3- Mr.Tarek Mahmalji used the trial version, which is similar function to Auto CAD software and the price also lesser than it.
- 4- Requested by user, approved department head and recommended by IT Department.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIER(S) DETAILS									
No	Party Name	Country of Origin	Brand Name	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in Qr	Quantity Nos
1	Comfort IT Solutions		CADMATE 2023 LITE	QAR	1,600	1,500	1.00	1,500	1
					Total - Qr.	Level	Payment Term / Mode	Remarks	
					1,500	L1	100% Advance payment with LPO	Confirmed ex-stock availability	

* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS									
Party Name	Country of Origin	Brand Name	Shipment Term	Negotiated rate	Exchange rate	Rate in Qr	Quantity/ Volume-m ²	Total - Qr.	Period of completion
Comfort IT Solutions				1,500	1.00	1,500	1	1,500	
					Total - Qr.	Level	Payment Mode	Date of shipment	Date of arrival
					1,500	L1	100% Advance payment with LPO		

Supplier selection criteria(s) : ☒ Lowest bidder ☒ Reputed supplier ☐ Others (specify) _____

Better quality ☐ Currently going ahead with two quotes as no other supplier has responded with required software.

BUDGET DETAILS

* Provision Input from GUC for ZAD projects office maintenance works

Particulars	Amount (QR)
Budgeted value for the requested Capex/expense - [A]	42,250.00
Budget utilized till last purchase - [B]	(26,248.75)
Balance available for this purchase - [C = A + B]	16,001.25
Proposed as per this purchase memorandum - [D]	(1,500.00)
Surplus/(Deficit) - [E = C + D]	14,501.25

AUTHORIZATION / APPROVAL

Mohamed Rases Quantity Surveyor 25/03/2023	Tarek Mahmalji Sr.Mechanical Engineer 27/03/2023	Mahmoud El Nahas Senior Manager - Projects 28/03/2023	Kinja Bahaudin Asst. Vice President - Finance 29/03/2023	Tarique Mohammad Chief Executive Officer 29/03/2023
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