

# Umm Said Bakery

P.O.Box : 1466

No: USB/2022/322

## PURCHASE MEMORANDUM

Date: 07/06/2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX						LAST PURCHASE		
Item / Asset Title	: Flours	a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/>	Supplier name	: Qatar Foods Industries	COO: Qatar		
Type of Item / Asset	: Raw Material	c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>	Total value	:	Rate :		
Department	: Bakery - Production	e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>	Total Qty	:	Please refer Annexure - 1 for last & current purchase details.		
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>			Pur. Memo. No	:	Date :		
Note: Pls attach feasibility study if a/b/c/d/e/f/g is/are applicable.										

1-Flours is required as the primary ingredients of all the bakery products.

2-The quantity in this PM will cover stocks for 8 months requirements. These rate will be applicable from mid of May 2022 to Dec 2022.

3-There is a price impact of (QAR 0.30/- per kg equivalent to 14.28% approx.) as compared to last purchase.

4-Delivery will be based upon delivery schedule.

### REASON/OBJECTIVE OF THIS PURCHASE

1-Going with single quotation as Qatar Food Industries is approved supplier for Flours.

QUOTED SUPPLIER(S) DETAILS												
No	Party Name / Description	Country of Origin	Shipment Term	Currency	Quoted rate/kg	Negotiated rate/kg	Exchange rate	Quantity Kg	Amount FC	Total - Qar.	Payment Term / Mode	Remarks
1	Qatar Food Industries	Qatar	Door to door	QAR	2.40	2.40	1.00	6,531,500	N/A	15,675,600	45 Days Credit	1-Approved Supplier and Quality 2-Partial quantity & partial payment is acceptable.
					2.40	2.40		28,300		67,920		
					2.40	2.40		773,000		1,855,200		
					2.40	2.40		71,000		170,400		
Total Amount										17,769,120		

\* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS													
Party Name / Description		Country of Origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity Kg	Amount FC	Total - Qar.	Payment Mode	Date of shipment	Date of arrival	Period of Completion
Qatar Food Industries	Strong Flour	Qatar	By road	Door to door	2.40	1.00	6,531,500	N/A	15,675,600	45 Days Credit	As per production schedule	Schedule will be provided to the supplier as per bakery production schedule to be provided at the time of order confirmation.	
	Flour No 2				2.40		28,300		67,920				
	Flour No 3				2.40		773,000		1,855,200				
	Flour No - 1 Arabic Black				2.40		71,000		170,400				
	Black 50 KG												
Total Amount										17,769,120			

Supplier selection criteria(s) :

Better quality      Lowest bidder

Reputed supplier

Others (specify)

... Approved Quality

BUDGET DETAILS												
Particulars					Budgeted value for the requested capex/ expense							
Budgeted value for the requested capex/ expense												
Budgeted utilized till last purchase												
Balance available for this purchase												
Proposed as per this purchase memorandum												
(Signature / Default)												

### AUTHORIZATION / APPROVAL

Khalid Waseem	Iftaaf Mohammed	Tayyab Mohammad Azam	Samer Mohammed	Hamed Busra	Saheem Bhat	Ali Javed	Tayyab Mohammad	Sheikh Mansoor
Officer - Procurement	Asst. Manager - Purchase	Senior Manager - Procurement	Senior Manager - Finance	General Manager	General Manager	Asst. Vice President - Finance	Chief Executive Officer	Finance Manager
6/7/2022	6/8/2022	6/9/2022	6/10/2022	6/12/2022	6/12/2022	6/13/2022	6/13/2022	6/14/2022

# PURCHASE ORDER

**Umm Said Bakery**

1444, Meena Street Doha Port

City : Doha

Country: Qatar

Tel : 44415000

Fax: 4443 8137

Email:

PO Box: 1444



## PURCHASE ORDER DETAILS

### TERMS & CONDITIONS

PO No.	USBLDPO0147-0522	PO Date	15/05/2022
PO Amend No.		Amend Date	
PO Status	OPEN	PO Type	GENERAL
Project Code		Offer No	
Project Name			

Pay Term	45 DAYS
Pay Mode	CHECK
Currency	QAR
Invoice To	Umm Said Bakery
Import	NO
INCO Terms	NONE
Mode of Transport	ROAD
Partial Shipment	YES
Transshipment	NO
Remarks	USB/2022/322

## SUPPLIER DETAILS

Supplier Name	QATAR FOOD INDUSTRIES CO.
Supplier code	VD001276
Contact Person	Contact Address P.O Box - 1444
Tel No.	
Fax	
Mobile	QATAR
Email	

## ITEM DETAILS

S.No	Po Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1	1	RMNSFL0001-STRONG FLOUR .	1	31/07/2022	KG	6,531,500.000	2.4000	15,675,600.00
2	2	RMNSFL0002-FLOUR NO 2 .	1	31/07/2022	KG	28,300.0000	2.4000	67,920.00
3	3	RMNSFL0003-FLOUR NO 3 .	1	31/07/2022	KG	773,000.0000	2.4000	1,855,200.00
4	4	RMNSFL0005-FLOUR NO - 1 ARABIC BLACK 50KG .	1	31/07/2022	KG	71,000.0000	2.4000	170,400.00

**GRAND TOTAL**

**17,769,120.00**

Amount in Words : Seventeen Million Seven Hundred Sixty-Nine Thousand One Hundred Twenty Riyal Only

Delivery Address : MAIN WAREHOUSE  
1444, MEENA STREET  
DOHA PORT

For Umm Said Bakery

(Authorized Signatory)

Prepared By: Vishnu Prasad

29/12/2022

10:31:18 PM

Approved By: Saheem Bhat

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## Document Details

Show 10 entries

Search: 531 approved

Doc-No النомер	Doc Type/ نوع	Purpose الغرض	Status حالة	Created Date تم التحويل في	Last Updated By تم التحديث برقم
USB/2022/531-2	Purchase Memorandum	Flour for all the bakery products	Approved	27/Dec/2022	Sheikh Mansoor

Showing 1 to 1 of 1 entries (filtered from 1,029 total entries)

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## Task Details

Level	User	Status	Allocated Time	Completed Time	Comments
Creator	Khalid Wasif	Approved	27/12/2022 10:44:38 AM	27/12/2022 11:12:47 AM	
Level1	Mohammed Omer	Approved	27/12/2022 11:12:47 AM	27/12/2022 11:14:02 AM	
Level2	Tayyab Mohammad Azam	Approved	27/12/2022 11:14:02 AM	27/12/2022 11:19:11 AM	
Level3	Sameer Mohammed	Approved	27/12/2022 11:19:11 AM	27/12/2022 01:19:41 PM	
Level4	Shafiq Ahmed	Approved	27/12/2022 01:19:41 PM	27/12/2022 01:24:22 PM	
Level5	Hamed Bushra	Approved	27/12/2022 01:24:22 PM	28/12/2022 10:00:21 AM	
Level6	Saheem Bhat	Approved	28/12/2022 10:00:21 AM	28/12/2022 05:01:47 PM	
Level7	Khaja Bahzuddin	Approved	28/12/2022 05:01:47 PM	29/12/2022 06:18:25 AM	
Level8	Tanique Mohammad	Approved	29/12/2022 08:18:25 AM	29/12/2022 10:54:27 AM	
Level9	Sheikh Mansoor	Approved	29/12/2022 10:54:27 AM	29/12/2022 02:11:54 PM	As per PM

**Umm Said Bakery**

P.O.Box : 1444

No: USB/2022/531

**PURCHASE MEMORANDUM**

Date: 20/12/2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX						LAST PURCHASE			
Item / Asset Title	: Flours	a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/>	Supplier name	: Qatar Foods Industries		COO: Qatar		
Type of Item / Asset	: Raw Material	c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>	Total value	: QAR.67,920		Rate : QAR. 2.40/Kg (Flour # 2)		
Department	: Bakery - Production	e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>	Total Qty	: Flour No.2, 28,300/Kg		: Paratha Flour - First Time		
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>			Pur. Memo. No	: USB/2022/322		Date : 7/6/2022		
Note: Pls attach feasibility study if a/b/c is/are applicable.											

- 1-Flour is required as the primary ingredients of all the bakery products.
- 2-Paratha flour is required for the production of Paratha. This is new requirement.
- 3-The quantity in this PM will cover stocks for 3 months requirements.
- 4-Delivery will be based upon delivery schedule.

REASON/OBJECTIVE OF THIS PURCHASE

- 1-Going with single quotation as Qatar Food Industries is approved supplier for different types of Flours.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

No	Party Name / Description	Country of Origin	Shipment Term	Currency	Quoted rate/kg	Negotiated rate/kg	Exchange rate	Quantity Kg	Amount FC	Total - Qar.	Payment Term / Mode	QUOTED SUPPLIER(S) DETAILS	
												Remarks	
1	Qatar Food Industries	Flour No 2	Door to door	QAR	2.40	2.40	1.00	180,000	N/A	432,000	45 Days Credit	1-Approved Supplier and Quality	
		Paratha Flour			2.70	2.40		30,000		72,000		2-Partial quantity & partial payment is acceptable.	
* All the supported quotations are attached										Total Amount	504,000		

RECOMMENDED SUPPLIER DETAILS												
Qatar Food Industries	Flour No 2	Qatar	By road	Door to door	2.40	1.00	180,000	N/A	432,000	45 Days Credit	As per production schedule	Period of Completion
	Paratha Flour				2.40		30,000		72,000			Schedule will be provided to the supplier as per bakery production schedule to be provided at the time of order confirmation.
Supplier selection criteria(s) :												

Better quality <input type="checkbox"/>	Lowest bidder <input type="checkbox"/>	Reputed supplier <input type="checkbox"/>	Others (specify) <input checked="" type="checkbox"/>	Approved Quality	BUDGET DETAILS
Budgeted value for the requested capex/ expense		Amount (QAR)			
Budgeted utilized till last purchase					
Balance available for this purchase					
Proposed as per this purchase memorandum					
(Surplus/ (Deficit)					

AUTHORIZATION / APPROVAL

# PURCHASE ORDER

**Umm Said Bakery**

1444, Meena Street Doha Port

City : Doha

Country: Qatar

Tel : 44415000

Fax: 4443 8137

Email:  
PO Box: 1444



## PURCHASE ORDER DETAILS

### TERMS & CONDITIONS

PO No.	USBLDPO0165-1222	PO Date	25/12/2022
PO Amend No.		Amend Date	
PO Status	OPEN	PO Type	GENERAL
Project Code		Offer No	
Project Name			

Pay Term	45 DAYS
Pay Mode	CHECK
Currency	QAR
Invoice To	Umm Said Bakery
Import	NO
INCO Terms	NONE
Mode of Transport	ROAD
Partial Shipment	YES
Transshipment	NO
Remarks	USB/2022/531

## SUPPLIER DETAILS

Supplier Name	QATAR FOOD INDUSTRIES CO.
Supplier code	VD001276
Contact Person	Contact Address P.O Box - 1444
Tel No.	
Fax	
Mobile	QATAR
Email	

## ITEM DETAILS

S.No	Po Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1	1	RMNSFL0010-MALABAR SPECIAL POROTTA FLOUR	1	31/01/2023	KG	30,000.0000	2.4000	72,000.00
2	2	RMNSFL0002-FLOUR NO 2 .	1	31/01/2023	KG	126,000.0000	2.4000	302,400.00

GRAND TOTAL

374,400.00

Amount in Words : Three Hundred Seventy-Four Thousand Four Hundred Riyal Only

Delivery Address : MAIN WAREHOUSE  
1444, MEENA STREET  
DOHA PORT

For Umm Said Bakery

(Authorized Signatory)

Prepared By: Khalid Wase

29/12/2022

10:30:58 PM

Approved By: Saheem Bhat

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