

Qatar Flour Mills Co.

P.O.Box - 1444
Contact 44415000

Date: 19-March-2023

PURCHASE MEMORANDUM

BASIC DETAILS Item / Asset Title : MEC Yellow Bran Bags Type of Item / Asset : Packing Material Department : QFM Type of expenditure : Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>		IF CAPEX, NATURE OF CAPEX a) Expansion <input type="checkbox"/> b) Capacity enhancement <input type="checkbox"/> c) Cost reduction <input type="checkbox"/> d) Replacement <input type="checkbox"/> e) Office equipment's <input type="checkbox"/> f) Furniture & Fittings <input type="checkbox"/> g) Others (specify) <input type="checkbox"/>		LAST PURCHASE Supplier name : Qatar Polymer Industrial Company COO Qatar Total value : QAR 1,512,000/- Rate : QAR 0.90/bag Total Qty : 1,680,000 pcs Pur. Memo. No : QFM/2023/003 Date : 23/04/2022	
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Note: Pls attach feasibility study if a/b/c is/are applicable.

REASON/OBJECTIVE OF THIS PURCHASE

- 1- CTC Bran Bags (Yellow) are required for MOCI new Tenders for 2023.
- 2- There is price advantage of QAR 110,000 (QAR 0.11/- per bag) as compared to last purchase . Annexure 1
- 3- Ordered quantity along with current Stock will be sufficient for approx. 9 Months consumption (March 2023 to November 2023).
- 4- Partial payment & partial delivery to be made as per the requirement.
- 5- Order Quantity will deliver in 6 Months As this price is valid for 6 months only.
- 6- The Historical data for last 5 Purchase (starting from April 2021 to current PM March 2023) shows the highest purchase price QAR 0.93/bag November 2021 and currently we are purchasing on lowest price of QAR 0.79/bag. Average Purchase price during given period is QAR 0.88/bag. Please refer to Annexure 1 for details.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIER(S) DETAILS									
No	Party Name	Shipment Term	Currency	Quoted rate	Negotiated rate	Exchange rate	Quantity Nos	Amount FC	Total - Qr.
1	Qatar Integrated Plastic Bags Factory Co/MEC Yellow Bran PPW Bags	Door delivery	QAR	0.79	0.79	1.00	1,000,000	N/A	790,000
2	Qatar Polymer Industrial Co/ MEC Yellow Bran PPW Bags	Door delivery	QAR	0.86	0.84	1.00	1,000,000	N/A	840,000

* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS									
Party Name	Shipment Mode	Shipment Term	Amount FC	Quantity Nos	Total - Qr.	Payment Term	Date of shipment	Date of arrival	Period of completion
Qatar Integrated Plastic Bags Factory Co/MEC Yellow Bran PPW Bags	Road	Door delivery	N/A	1,000,000	790,000	As per above	Partial as per our requirement	As per our delivery schedule	2-3 months from order date
Total amount in QAR					790,000				

Supplier selection criteria(s) :
 Better quality ☐ Lowest bidder ☐ Reputed supplier ☒ Others (specify) ☒ Material Availability

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

Farooq Saleem Executive Purchase 21/03/2023	Mohammed Alwan Assistant Manager 21/03/2023	Taqi Mohammed Azim Senior Manager - Procurement 21/03/2023	Karim Sibir Senior Manager-Operations 22/03/2023	Mohamed Kasirif Manager Finance 27/03/2023	Mohamed Khashif General Manager 28/03/2023	Mohammed Farooq General Manager 29/03/2023	Khalid Asst. Vice President - Finance 29/03/2023	Tarique Mohammad Chief Executive Officer 29/03/2023	Sheikh Mansour Board Member 29/03/2023
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