

# M/s Qatar Detergent Company WLL

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[No: QDCPM005-0223]

Date : 22-02 - 2023

## PURCHASE MEMORANDUM

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Barcode Printer ZEBRA ZT411; 4" 203 DPI	a) Expansion	<input type="checkbox"/> Capacity enhancement	Supplier name	: Data Capture System
Type of Item / Asset	: Barcode Printer	c) Cost reduction	<input type="checkbox"/> Replacement	Total value	: 3850/- QAR
Department	: Production	e) Office equipments	<input type="checkbox"/> Furniture & Fittings	Total Qty	: 01 Nos
Type of expenditure	: Capital <input checked="" type="checkbox"/> Revenue <input type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>	Pur. Memo. No	: QDCPM005-0922
		Note: Pls attach feasibility study if a / b / c is/are applicable.		Date	: 18-09-2022

CAPEX : Replacement of Barcode Printer ZEBRA ZT411; 4" 203 DPI for production IMC Mesaleed. The existing Barcode Printer is not functioning properly. Hence, it is recommended to replace with new.

## RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIER(S) DETAILS									
No	Party Name	Country of Origin	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in Qr	Quantity Nos	Total - Qr
1	Emys Informaton Technology W.L.L	Qatar	QAR	3,700	3,600	1	3,600	1	3,600
2	Data Capture System			3,850	3,850	1	3,850	1	3,850

\* All the supported quotations should be attached \*

RECOMMENDED SUPPLIER DETAILS									
Party Name	Country of Origin	Shipment Mode	Shipment Term	Negotiated rate	Exchange rate	Rate in Qr	Quantity Nos	Total - Qr	Payment Mode
Emys Informaton Technology W.L.L	Qatar	Road		3,600	1.0000	3,600	1	3,600	Cash On Delivery

Supplier selection criteria(s) ;

Better quality ☐ Lowest bidder ☒ Reputed supplier ☐ Others (specify) ☐

BUDGET DETAILS	
Particulars	Amount (Qr)
Budgeted value for the requested Capex/expense	5,250
Budget utilized till last purchase	-
Balance available for this purchase	5,250
Proposed as per this purchase memorandum	3,600
Surplus/(Deficit)	1,650

## AUTHORIZATION / APPROVAL

Arshad Gillani  
Purchase Coordinator  
22/02/2023

Suheb Mulla  
Executive - IT  
22/02/2023

Mohamed Nabil  
Purchase Manager  
22/02/2023

Tariq Afzal  
Management Accountant  
23/02/2023

Belal Ayyubi  
Manager Finance  
26/02/2023

Hamdy Abou Al Qassim  
General Manager  
27/02/2023