

**Umm Said Bakery**

P.O.Box: 1444

# PURCHASE MEMORANDUM

**Date : 6/1/2024 /**

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX				LAST PURCHASE		
Item / Asset Title	: Blended Butter - Green Olio	a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/>	Supplier name	: Al Maktab Al Qatari	COO: Malaysia
Type of Item / Asset	: Raw Material	c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>	Total value	: OAR. 72,800/-	Rate : OAR. 10.40/KG
Department	: Bakery - Production	e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>	Total Qty	: /,000/-Kg	
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify) : .....				Pur. Memo. No	: US\$ / 2023 / 218	Date : 22/10/2023
Note: Pls attach feasibility study if a / b / c is/are applicable.								

**REASON/OBJECTIVE OF THIS PURCHASE**

**1-Blended Butter** is required for production of Butter bread and proposed to be used as pan releasing agent in Bread section.

2. **Pan Coating Oil** is used for greasing of uncoated pans in bread section to release the product easily. Initial trials of Blended Butter Pan coating oil qty (Inhand stock + open PO) qty get consumed we will shift to Blended Butter for all Bread production.

3-Currently we are using pan coating Oil as a releasing agent , Production Manager proposed Green Olio butter as a alternate option. With this change expecting yearly saving of Approx. QAR 318,240 if we compare Pan Coating Oil v/s Blended Butter prices and daily consumption (refer Annexure-II).

4-No new order will be placed for Pan Coating Oil . We have open order which will give coverage till April 2024.

5-Order quantity will be sufficient for approx. 8 months' consumption.

6-There is price advantage of QAR 22,302 (price diff 0.84/Kg) as compared to last purchase.

7-Delivery will be staggered based upon production delivery schedule.

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

Identified FERN-Blended Butter as alternate supplier . Sample submitted in QC for trial and feedback.

**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	Al Maktab Al Qatari Al Hollandi WLL	Malaysia	Door to door	QAR	9.56	9.56	1.00	26,550	N/A	253,818	90 Days Credit	1-Approved Supplier 2-Partial delivery and partial payment is acceptable. 3- Quality tolerance of +/- 10% acceptable
2	Kosmonte Foods	Ukraine	Door to door	QAR	12.80	12.80	1.00	26,550	N/A	339,840	60 Days Credit	Price advantage in ordering from Al Maktab
3	Valencia International	Indonesia	Door to door	QAR	10.36	10.36	1.00	26,550	N/A	275,058	60 Days Credit	Price advantage in ordering from Al Maktab

*All the supported quotations are attached*

**\* All the supported quotations are attached**

### RECOMMENDED SUPPLIER DETAILS

Party Name / Description		Country Of Origin	Shipment Mode	Shipment Term	Negotiated rate/Kg	Exchange rate	Quantity Kg	Amount FC	Total - Qtr.	Payment Mode	Date of shipment	Date of arrival	Period of Completion
Al Maktab Al Qatari Al Hollandi WLL		Malaysia	By Road	Door to door	9.56	1.00	26,550	N/A	253,818	As above	Staggered	As per production schedule	Delivery schedule will be provided to the supplier as per bakery production schedule at the time of order confirmation.

Supplier selection criteria(s);

 Lowest bidder  Better quality

[illegible]

Particulars	Amount (QAR)
-------------	--------------

### BUDGET DETAILS

Particulars	Amount (QAR)
Budgeted value for the requested capex/ expense	
Budgeted utilized till last purchase	
Balance available for this purchase	
Proposed as per this purchase memorandum	
Surplus/ (Deficit)	

[illegible]

**Figure 6**

Mond Wamiq Paul Varkey

Officer - Procurement  
Production Manager  
Senior Manager -  
Operations  
Senior Manager -  
Procurement

22/01/2024	22/01/2024	22/01/2024
------------	------------	------------

Received 10/17/2014; revised 11/10/2014; accepted 11/10/2014.

Umm Said Bakery

P.O.Box : 1444

No. USB/2024/045 /

PURCHASE-MEMORANDUM

Date : 28/01/2024

BASIC DETAILS

Item / Asset Title : Zeelandia Presta Sweet Cream Filling & Strawberry Filling

Type of item / Asset : Raw Material

Department : Bakery - Production

Type of expenditure : Capital ☒ Revenue ☐

IF CAPEX, NATURE OF CAPEX

a) Expansion ☐

b) Capacity enhancement ☐

c) Cost reduction ☐

d) Replacement ☐

e) Office equipments ☐

f) Furniture & Fittings ☐

g) Others (specify) ☐

Note: *Please attach feasibility study if a / b / c / d / e / f are applicable.*

LAST PURCHASE

Supplier name : Al Maktab Al Qatari Al Hollandi Wll

COO: Spain

Total value : QAR 56,000/-

Rate : QAR 14/KG(Sweet Cream)

QAR 13.39/KG(Strawberry)

Total Qty : 7,500Kg (Strawberry Filling) / 4,000 Kg (Sweet Cream Filling)

Pur. Memo. No : USB/2023/239

Date : 5/11/2023

REASON/OBJECTIVE OF THIS PURCHASE

1-Sweet cream filling is required for the production of Sweet cheese puff & Croissant.

2-Strawberry filling is required for the production of Strawberry puff & Strawberry Filled cake.

3-Quantity in this PM will cover stocks for approx. 3 months requirement for strawberry and 4 months requirement for Sweet Cream filling.

4.Supplier is maintaining same rate as compared to last purchase.

RISKS/CONCERN/NON-COMPLIANCE OF SOPs or POLICY

1.Zeelandia Presta Sweet cream filling is only approved supplier for Sweet cream filling. Samples submitted from Al Wajba rejected (refer mail) , Samples from Baladna feedback not positive. Samples from Orana not bake stable, post baking filling oozing out from product. Submitted 3rd samples for Trial.

2.Strawberry Filling : Orchard India is developed as an alternate supplier and 2.5 MT is connecting via air. Will do 1 month long run trial and if we get positive response from market it will be considered in next ordering.

QUOTED SUPPLIERS DETAILS

No	Party Name / Description	Country of Origin	Shipment Mode	Currency	Quoted rate/kg	Negotiated rate/kg	Exchange rate	Quantity Kg	Amount FC	Total -Qar.	Payment Term / Mode	Remarks
1	Al Maktab Al Qatari Al Hollandi Wll	Spain	Door to door	QAR	14.00	13.39	1.00	4,000	N/A	56,000	60 Days Credit	1-Approved Quality 2-Partial quantity and partial payment acceptable. 3-Quantity tolerance of ± 10% is acceptable.
								5,520	N/A	73,920		
									Total QAR	129,920		
2	Provender	Belgium	Door to door	QAR	26.67		1.00	5,520	N/A	147,200	60 Days Credit	1.Price advantage from Al Maktab 2.QC Not approved.
3	Arizona	Belgium	Door to door	QAR	15.00		1.00	5,520	N/A	82,800	60 Days Credit	3.Maintaining last purchase rate , confirmed verbally on call.

RECOMMENDED SUPPLIER DETAILS

Party Name / Description	Country of Origin	Shipment Mode	Shipment Term	Exchange rate	Quoted rate/kg	Negotiated rate/kg	Quantity Kg	Amount FC	Total -Qar.	Payment Mode	Date of shipment	Date of arrival	Period of Completion
Al Maktab Al Qatari Al Hollandi Wll	Spain	By road	Door to door	1.00	14.00	13.39	4,000	N/A	56,000	As above	2 Months from issue of PO	2 Months from Date of shipment.	NA
							5,520	N/A	73,920				
								Total QAR	129,920				

Supplier selection criteria(s) :

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

BUDGET DETAILS

Particulars	Amount (QAR)
Budgeted value for the requested capex/ expense	
Budgeted utilized till last purchase	
Balance available for this purchase	
Proposed as per this purchase memorandum	
(Surplus/ Deficit)	

AUTHORIZATION / APPROVAL

Signature	Name	Designation	Date
	Paul Varkey	Production Manager	30/01/2024
	Shafiq Ahmed	Senior Manager- Operations	30/01/2024
	Tayyab Mohammad Azam	General Manager	31/01/2024
	Sameer Mohammed	Senior Manager - Finance	31/01/2024
	Khaja Bahuddin	Asst. Vice President - Finance	01/02/2024
	Tanque Mohammad	Chief Executive Officer	01/02/2024
	Ahmed Osman	Business Advisor	01/02/2024
	Sheikh Mansoor	Board Member	01/02/2024