

Umm Said Bakery

P.O.Box: 1444
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No: USB/2023/275

PURCHASE MEMORANDUM

Date: 5-December -2023

BASIC DETAILS

Item / Asset Title	: Carton Strawberry & Vanilla Cupcake Long Life	a) Expansion	<input type="checkbox"/> b) Capacity enhancement	<input type="checkbox"/>	Supplier name : Galaxy Carton Factory	COO: Qatar
Type of Item / Asset	: Packing Material	c) Cost reduction	<input type="checkbox"/> d) Replacement	<input type="checkbox"/>	Total value : QAR 16,400 Vanilla QAR 8,075 Strawberry	QAR 0.82 Each Vanilla QAR 0.85 Each Strawberry
Department	: Production	e) Office equipments	<input type="checkbox"/> f) Furniture & Fittings	<input type="checkbox"/>	Total Qty : 20,000 pcs Vanilla & Strawberry 9,500 pcs	Rate : QAR 0.82 Each Vanilla QAR 0.85 Each Strawberry
Type of expenditure	: Capital	Revenue	<input checked="" type="checkbox"/>	<input type="checkbox"/> g) Others (specify)	Pur. Memo. No : USB/2023/219 Vanilla USB/2023/211 Strawberry	Date : 23/10/2023 Vanilla 19/10/2023 Strawberry

REASON/OBJECTIVE OF THIS PURCHASE

1- Reordering Carton for Strawberry & Vanilla Cupcake Long Life to maintain stock.

2- Quantity in the PM along with existing stock will provide coverage for approx 4 months. Please refer to attached stock report.

3- There is price advantage of QAR 3,280 as compared to last price which is equivalent to 0.11/Pcs in Strawberry & 0.08/Pcs in Vanilla per carton.

4- Partial delivery and partial payment will be acceptable.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIER(S) DETAILS								
No	Party Name	Country of origin	Shipment Term	Currency	Quoted rate/Pcs	Negotiated rate/Pcs	Exchange rate	Rate in FC
1	Papyrus Paper Carton Factory(Qatar)/CARTON Long life Strawberry Cupcake = 20,000 Vanilla Cupcake = 21,000	Qatar	Door to Door	QAR	0.74	0.74	1.00	N/A
2	Galaxy Carton Factory(Qatar)/CARTON Long life Strawberry Cupcake = 20,000 Vanilla Cupcake = 21,000	Qatar	Door to Door	QAR	0.82	0.82	1.00	N/A
3	Westrock Carton Factory(Qatar)/CARTON Long life Strawberry Cupcake = 20,000 Vanilla Cupcake = 21,000	Qatar	Door to Door	QAR	1.65	1.60	1.00	N/A

* All the supported quotations are attached.

RECOMMENDED SUPPLIER DETAILS								
No	Party Name	Country of origin	Shipment Mode	Shipment Term	Negotiated rate	Exchange rate	Rate in FC	Quantity Nos
	Papyrus Paper Carton Factory(Qatar)/CARTON Long life Strawberry Cupcake = 20,000 Vanilla Cupcake = 21,000	Qatar	ROAD		0.74	1.00	N/A	41,000

Supplier selection criterias:

Lowest bidder

BUDGET DETAILS								
Particulars	Amount (QR)		Remarks					
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	Paul Varkay	Shafiq Ahmed	Samer Mohammed	Samer Mohammed	Khalid Bhatia	Hamed Bushra	General Manager	General Manager	Khalid Bhatia
Executive Purchase	Production Manager	Senior Manager-Operations	Tayyab Mohammad Azam	Senior Manager – Procurement	10/12/2023	10/12/2023	14/12/2023	Asst. Vice President - Finance	Tariq Mohammad
19/12/2023	10/12/2023							14/12/2023	Chief Executive Officer