

Zad Holding Company Q.P.S.C

P.O. Box 3441, Doha, Qatar
44419000

No: ZAD/2025/011

PURCHASE MEMORANDUM

Date : 30-Apr-2025

BASIC DETAILS		CAPITAL NATURE OF CAPX		SUPPLIER NAME		LAST PURCHASE	
Item / Asset Title	: LCD Kiosk	a) Expansion <input checked="" type="checkbox"/>	b) Capacity enhancement <input checked="" type="checkbox"/>	Supplier name	: First Time	COO	:
Type of Item / Asset	: LCD Kiosk	c) Cost reduction <input checked="" type="checkbox"/>	d) Replacement <input checked="" type="checkbox"/>	Total value	:	Rate	:
Department	: Marketing	e) Office equipments <input checked="" type="checkbox"/>	f) Furniture & Fixings <input checked="" type="checkbox"/>	Total Qty	:		
Type of expenditure	: Capital <input checked="" type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify) <input checked="" type="checkbox"/>	Tools <input checked="" type="checkbox"/>	Pur. Memo. No	:	Date	:

1- High-Resolution Free-Standing Video Units/Kiosk (stand floor signage 55") - 2nos. required near the reception area.
2- These Kiosk will showcasing our Corporate and Brand Videos.
3- We have explore 3 suppliers. Out of which 2 of them have no unit available with them. (a) Grapple technologies have the lead time of approx. 4 months. They will arrange even for demo once order will confirm. (b) Perfect printing have shorter lead time but their price is higher. They will arrange for demo upon order confirmation.
4- Stand floor signage unit from Unltd Device Trading have been arrange for trail purpose. and results found satisfactory.
5- Recommended by marketing team.

Going with 2nd lowest cost as other supplier have no stock available and their lead time is 4 months

No	Party Name	Country of Origin	Shipment Mode	Currency	Quoted rate/pc	Negotiated rate/pc	Exchange rate	Door Delivery Cost (incl. VAT)	Quantity Pcs	Amount PC	Total - Qr	Payment Term / Mode	Remarks
1	Unltd Device Trading W.L.L	China	DDP	QAR	5,500	5,000	1	5,000.00	2	-	10,000	100% advance	1- Recommended by Marketing team 2- Warranty Period - 12 months 3- Scope of work details as per quote # 50/25/872 4- Required brand is OnandSys.
2	GRAPPLE TECHNOLOGIES	China	DDP	QAR	3,850	3,850	1	3,850	2	-	7,700	50% Advance and 50% after delivery	1- Going with Unltd device trading due to higher lead time (4 months). 2- Product quality is unknown
3	Perfect Printing & Production	China	DDP	QAR	5,900	5,900	1	5,900	2	-	11,800	Advance	Price advantage in ordering with Unltd Device Trading

Party Name	Country of Origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity Pcs	Amount PC	Total - Qr	Payment Mode	Date of shipment	Date of arrival	Remarks
Unltd Device Trading W.L.L	China	Road	DDP	5,000	1.00	2	-	10,000	100% advance	Approx 2 weeks from PO confirmation	-	

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

Particulars	Amount (QAR)
Budgeted value for the requested Capex/expense	
Budget utilized till last purchase	-
Balance available for this purchase	-
Proposed as per this purchase memorandum	(10,000)
Surplus/(Deficit)	(10,000)

AUTHORISATION / APPROVAL

Vishnu Prasud vishnu prasud Senior Officer - Procurement 05/05/2025	Hussain Shalbin Hussain Maharaj Manager - Marketing 06/05/2025	Tayyab Mohammad Azam Tayyab Mohammad Azam Senior Manager - Procurement 06/05/2025	Atif Hussain Atif Hussain Head Procurement 06/05/2025	Hamed Bushara Hamed Bushara General Manager 07/05/2025	Nasir Hussain Nasir Hussain Senior Manager - Finance 07/05/2025	Tarique Mohammad Tarique Mohammad Chief Executive Officer 08/05/2025
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