

Umm Said Bakery P.o.Box : 1444														
PURCHASE MEMORANDUM														
Not: <u>USB/2025/005</u>										20/01/2025				
BASIC DETAILS					IF CAPEX, NATURE OF CAPEX					LAST PURCHASE				
Item / Asset Title : <u>Tortilla</u> Type of Item / Asset : <u>Finished Goods</u> Department : <u>Bakery - Production</u> Type of expenditure : <u>Capital</u> <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>					a) Expansion <input type="checkbox"/> b) Capacity enhancement <input type="checkbox"/> c) Cost reduction <input type="checkbox"/> d) Replacement <input type="checkbox"/> e) Office equipments <input type="checkbox"/> f) Furniture & Fittings <input type="checkbox"/> g) Others (specify) <input type="checkbox"/>					Supplier name : <u>Mission Foods</u> COO: <u>Malaysia</u> Total value : <u>USD 154,358</u> Rate : <u>USD 10.06 (Ex Works)</u> Total Qty : <u>11,250 Car.</u> Pur. Memo. No : <u>USB/2024/255</u> Date : <u>11/8/2024</u>				
REASON/OBJECTIVE OF THIS PURCHASE														
1-Reordering Regular Tortilla and repeat order for new 3 SKUs under third party labeling (TPL) to fulfill market requirement. 2-Mission Food has been identified by Marketing Team and its approved supplier for Tortillas as their quality found to be good. 3-Regular : Ordering 3 containers for the month from Mar 2025 - June 2025. 1x40' shipment containing between 2,250 - 2,333 cartons (1 carton contains 12 pkts). 4-Regular : The Historical data for last 11 Purchase (starting from Nov 2022 to current PM Jan 2025) shows the purchase price is between USD 10.18 to 10.75 per carton and currently we are purchasing at USD 10.61/carton. Average Purchase price during given period is USD 10.38/carton. Please refer to last purchase summary. 6- Landed Cost/Exwork rate may differ based on actual exchange rate. 7- All order Containers to be dispatched between Mar 2025 - June 2025. So quoted price is applicable for Q3 - 2024 only. We might have price change in respective quaters depending on exchange rate/change from Supplier in exwork rate, accordingly rates will be applicable in respective dispatched quaters.														
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY														
Going ahead with single supplier as Mission Foods is approved among other samples which were arranged during initial trials. New Samples from Prima International, KSA submitted in marketing for evaluation got rejected as it is not matching with our specs .														
QUOTED SUPPLIER(S) DETAILS														
No	Party Name / Description	Country of origin	Shipment Term	Currency	Quoted rate/Carton	Negotiated rate/Carton	Exchange rate	Estimated Door Delivered Cost (QAR/Carton)	Quantity Cartons	Amount FC	Total - Qar.	Payment Term / Mode	Remarks	
1	Mission Foods Malaysia / Gruma	Malaysia	Ex-works	USD	10.61	10.61	3.68	52.57	6,750	71,618	263,552	LC - 15days Credit OR Advance Payment (Against Copies of Documents)	1-Cost of approx. QAR 6,000/- per container for clearance, legalization, delivery order, transportation or any other port/shipping line charges/Non palletized charges are included in this PM to arrive at door delivered cost. 2-The above cost is indicative only. However actual will be paid by us at the time of clearance. 3-These items are not duty exempted, hence 5% duty will be paid by us at the time of clearance. 4-Quantity tolerance of +/-10% is acceptable. 5-Partial payment and partial delivery is acceptable. 6-Insurance will be taken care by BU Finance. 7-Freight cost is indicative and may vary at the time of shipment. However will be paid by us at actual. In case of any variation in freight charges or no./size of containers at the time of shipment, freight charges will be paid as per actual. 8-In case of reefer containers, cost of QAR 200/- per container for electricity charge will be incurred additionally from the day the shipment arrives at the port until the day it is released. 9-At the time of MOPH - Health clearance, if any samples collected send for any lab testing/COC charges from 3rd party - testing fees will be bear by us and it will be paid as per actual. This cost is not included in this PM.	
										15,540	57,187			
										9,264	34,090			
										96,421	354,829			
* All the supported quotations are attached														
RECOMMENDED SUPPLIER DETAILS														
Party Name / Description	Country of origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Estimated Door Delivered Cost (QAR/Carton)	Qty Cartons	Amount FC	Total - Qar.	Payment Mode	Date of shipment	Date of arrival	Remarks	
Mission Foods Malaysia / Gruma	Malaysia	Sea	Ex-works	10.61	3.68	52.57	6,750	71,618	263,552	LC 15 days validity	8 weeks from PO date	2 weeks from shipment date	The delivery is planned for Mar 2025 - June 2025	
								15,540	57,187					
								9,264	34,090					
								96,421	354,829					
Supplier selection criteria(s) : Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> - 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														

Mohd Wamiq Officer - Procurement 23/01/2025	Kashif Hassan Senior Manager - Business Development 23/01/2025	Tayyab Mohammad Azam Senior Manager - Procurement 26/01/2025	Sameer Mohammed Senior Manager - Finance 27/01/2025	Atif Hussain Head Procurement 28/01/2025	Hamed Bushra General Manager 28/01/2025	Adnan Meerji General Manager 28/01/2025	Khaja Bahauddin Asst. Vice President - Finance 29/01/2025	Tarique Mohammad Chief Executive Officer 30/01/2025	Ahmed Osman Business Advisor 30/01/2025	Sheikh Mansoor Board Member 30/01/2025
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