

PURCHASE ORDER

Gulf United Real Estate Investments Comp

PO Box: 1444, Al Meena Street

Doha Qatar

Email: Tel:44415000 Fax: 44438137



PURCHASE ORDER DETAILS

PO No.	5520100457	PO Date	17/05/2023
PO Amend No.	Amend Date		
PO Status	Open	Type	General
Project Code	Offer No		
Project Name	Pur Group	105-CAPEX	

TERMS & CONDITIONS

Pay Term	100%AGNINV
Currency	QAR
Invoice To	Gulf United Real Estate I
Pay Mode	Pre-Numbered Check
Import	NO

SUPPLIER DETAILS

Supplier Name	COMFORT IT SOLUTIONS	Mode of Transport
Supplier Code	20304227	Partial Shipment Yes
Contact Person	MR. NABIL ARAKKATIL	Transshipment
Tel No.		Remarks
Fax	Country	-Qatar
Mobile		
Email		

ITEM DETAILS

S.No	PO Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1	00010	SUPPLY OF CADMATE 2023 LITE SOFTWARE	0001	31/05/2023	EA	1.00	1500.00/1	1,500.00
Gross Price								1,500.00
Grand Total								1,500.00

Amount in Words: Qatari Riyal One Thousand Five Hundred and Zero dirham Only

For Gulf United Real Estate I

Delivery Address : Gulf United Real Estate I

(Authorized Signatory)

Document Level Note :

YOUR QUOTATION REFERENCE IS CITS/Q23/7061
 SUPPLY OF CADMATE 2023 LITE STANDALONE LICENSE
 PROJECT OFFICE - MR. TAREK MAHMALJI- SR. MECHANICAL ENGINEER
 DELIVERY PLEASE COORDINATE WITH MR. NAZAMUDDIN 66772470



Created by: Mohamed Sarhan

Approved By: Abdella Ali Ismail

ZAD HOLDING COMPANY Q.P.S.C - PROJECTS

P.O BOX:1444

Tel+974-44355501/ Fax+974-44489706

No: ZAD/PROJECTS/CAD/12/03/2023/001-R1

PURCHASE MEMORANDUM

Date : 25-Mar-2023

BASIC DETAILS

		IF CAPEX, NATURE OF CAPEX						LAST PURCHASE	
Item / Asset Title	: Software	<input type="checkbox"/> a) Expansion	<input type="checkbox"/> b) Capacity enhancement	<input type="checkbox"/>	Supplier name	: Comfort IT Solutions			
Type of Item / Asset	: Software	<input type="checkbox"/> c) Cost reduction	<input type="checkbox"/> d) Replacement	<input type="checkbox"/>	Total value	: QAR 2,500 Rate : QAR 1,300			
Department	: Projects	<input type="checkbox"/> e) Office equipment	<input type="checkbox"/> f) Furniture & Fittings	<input type="checkbox"/>	Total Qty	: 2			
Type of expenditure	: Capital <input checked="" type="checkbox"/> Re Revenue <input type="checkbox"/>	<input type="checkbox"/> g) Others (specify)	<input type="checkbox"/>	<input type="checkbox"/>	Pur. Memo. No	ZAD/PROJECTS/CAD/24/03/2022/0001- R2	Date :	25-Dec-2022	

Note: Pls attach feasibility study if a/b/c is/are applicable.

REASON/OBJECTIVE OF THIS PURCHASE

- 1- CADMATE 2023 LITE software required for Mr. Tarek Mahmalji (Sr.Mechanical Engineer) to review & study the CAD format projects oriented drawings.
- 2- Last year, the vendor offered year-end sales discount for the purchase of 2Nos of the standalone CAD mate 2022 version. Now, the current price is for the 2023 version, and the vendor regretted to provide any further discount.
- 3- Mr.Tarek Mahmalji used the trial version, which is similar function to Auto CAD software and the price also lesser than it.
- 4- Requested by user, approved department head and recommended by IT Department.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIER(S) DETAILS									
No	Party Name	Country of Origin	Brand Name	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in QR	Quantity Nos
1	Comfort IT Solutions	CADMATE 2023 LITE	QAR	1,600	1,500	1,00	1,500	1,500	1

* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS

Supplier selection criterias ;	Currently going ahead with two quotes as no other supplier has responded with required software.								
Better quality <input type="checkbox"/>	Lowest bidder <input checked="" type="checkbox"/>	Reputed supplier <input type="checkbox"/>	Others (specify) <input type="checkbox"/>					
Particulars	Party Name	Country of Origin	Brand Name	Shipment Term	Negotiated rate	Exchange rate	Rate in QR	Quantity/ Volume-m'	Total - QR.
Comfort IT Solutions					1,500	1,00	1,500	1	1,500
Total									1,500

BUDGET DETAILS

Particulars	Amount (QR)	* Provision input from GUC for zad projects office maintenance works
Budgeted value for the requested Capex/expense - [A]	42,250.00	
Budget utilized till last purchase - [B]	(26,248.75)	
Balance available for this purchase - [C = A + B]	16,001.25	
Proposed as per this purchase memorandum - [D]	(1,500.00)	
Surplus/(Deficit) - [E = C + D]	14,501.25	

AUTHORIZATION / APPROVAL

Arif Hashmi Head - IT Department 25/03/2023	Tayyab Mohammad Azam Senior Manager – Procurement 27/03/2023	Mahmoud El Nahas Senior Manager - Projects 28/03/2023	Khaja Bahauddin Asst. Vice President - Finance 29/03/2023
Mohamed Reques Quantity Surveyor 25/03/2023			Tarique Mohammad Chief Executive Officer 29/03/2023