

**PURCHASE ORDER**

Alcat Contracting Company

PO Box: 00681, Al Umma Office Building, C-Ring

Doha Qatar

Email: info@alcatqatar.com

Tel: 44434241 Fax: 44412872

**PURCHASE ORDER DETAILS****TERMS & CONDITIONS**

PO No. 5530104038 PO Date 09/09/2025  
 PO Amend No. Amend Date  
 PO Status Open Type General  
 Project Code Offer No  
 Project Name Pur Group 105-CAPEX

Pay Term within 30 days Due net  
 Currency QAR  
 Invoice To Alcat Contracting Company  
 Pay Mode Pre-Numbered Check  
 Import NO  
 INCO Terms None

**SUPPLIER DETAILS**

Supplier Name ALMUFTAH TRADING & CONT. CO. W.L.L.  
 Supplier Code 20300048  
 Contact Person Contact Address  
 Tel No. 44446867  
 Fax Country DOHA-Qatar  
 Mobile 33993677  
 Email almuftah@almuftah.com

Mode of Transport  
 Partial Shipment Yes  
 Transshipment  
 Remarks

**ITEM DETAILS**

S.No	PO Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1	00010	700000742 - Photocopying Machine	0001	10/09/2025	EA	1.00	9500.00	9,500.00


Gross Price 9,500.00

Grand Total 9,500.00

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

For Alcat Contracting Company

Delivery Address: Alcat Contracting Company

  
 (Authorized Signatory)
**Document Level Note :**

- 1- PRICE BASED ON YOUR QUOTATION REF. BSD/AA/27082025,DT: 27/08/2025.
- 2- BRAND/MODEL:SHARP.BP-50C26.
- 3- WARRANTY:ONE YEAR AGAINST ANY MANUFACTURING DEFECTS EXCLUDING CONSUMABLES.
- 4- PAYMENT TERMS: 30 DAYS CREDIT FROM THE DATE OF DELIVERY & SUBMISSION OF INVOICE ALONG WITH THE DELIVERY NOTE.
- 5- DELIVERY:TO OUR MAIN OFFICE IN NAJMA AREA, OUR CONTACT PERSON MR.

Created by: Bhinwaraj Tanwar

Approved By: Hossam Banna

Sep 9, 2025

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EMIL MOB. 50653014.

6- ALCAT RESERVES IT'S RIGHT TO MODIFY QUANTITY AS MENTIONED IN THIS LPO AT ANY POINT OF TIME AND / OR TO CANCEL THIS LPO, IF REQUIRED.

7-THE SUPPLIER AGREES AND UNDERSTANDS THAT UNUSED OR EXTRA MATERIAL SHALL BE TAKEN BACK, IF REQUESTED BY ALCAT, DUE TO REASONS BEYOND THE CONTROL OF ALCAT.

8- ATTACHED ANNEXURE I FORM PART OF THIS LPO.

9- KINDLY ACKNOWLEDGE THE RECEIPT & ACCEPTANCE OF THIS LPO BY RETURN.

\* ZAD/ALCAT 100920.



# LPO: 5530104038

ALCAT CONTRACTING COMPANY  
P.O. BOX 681 DOHA QATAR  
Tel : 44434241 / Fax : 44412872

PR - 1530103439

No: ZAD/ALCAT/100920		Date : 07/09/2025	
<b>PURCHASE MEMORANDUM</b>			
<b>BASIC DETAILS</b>		<b>IF CAPEX, NATURE OF CAPEX</b>	
Item / Asset Title	Office Equipment	a) Expansion	<input type="checkbox"/> b) Capacity enhancement
Type of Item / Asset	Photocopying Machine	c) Cost reduction	<input type="checkbox"/> d) Replacement
Department		e) Office equipments	<input checked="" type="checkbox"/> f) Furniture & Fittings
Type of expenditure	Capital <input checked="" type="checkbox"/> Revenue <input type="checkbox"/>	g) Others (Specify)	
Supplier name : Al Muflih Trading & Cont.			
		Total value	9,500.00
		Rate	9,500.00
		Total Qty	1
		Pur Memo No	ZAD/ALCAT/100824
		Date	23/03/2024

**REASON/OBJECTIVE OF THIS PURCHASE**

1. The requested printer is intended to replace the existing Al-in-One A3 printer, which has become slow and prone to frequent paper jams, the new printer will support A3 size printing, essential for drawings and other large-format outputs required across all projects

2. Currently ACC has 10 Machine Size A3, out of which 7 are being used in Head Office, 1 in Hamad port, 2 in Garage. The one machine in the Head office is currently being replaced out of the 7 at HO.

3. Requesting approval to purchase 1 no. Photocopying Machine for Main Office

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY									
QUOTED SUPPLIER(S) DETAILS									
S.No	Party Name / Equipment Description	Shipment Term	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in Qr	Quantity (No.)	Remarks
1	Almuflih Trading	N/A	QR	12,000.00	9,500.00		9,500.00	1	Brand/Model: Sharp BP 50C26 Color & B/W. Speed: 26 CPM/PPM. Input/Output Paper Size A3 A4 Paper Capacity: 1 x 550 sheet + 1 x 550 sheets. Warranty: 1 year from date of supply against manufacturing defect (excluding consumables). Delivery & Installation: Included
2	Almana & Partners WLL	N/A	QR	17,500.00	10,200.00		10,200.00	1	Brand/Model: Konica Minolta Bizhub Color C301 Color & B/W. Speed: 30 CPM/PPM. Input/Output Paper Size A3 A4 Paper Capacity: 1 x 500 sheets + 1 x 500 sheets. Warranty: 2 year or 100,000 copies whichever comes first, (excluding consumables). Delivery & Installation: Included
3	Mannai Trading	N/A	QR	12,500.00	12,500.00		12,500.00	1	Brand/Model: HP Laser Jet E8780dn Color & B/W. Speed: 40 CPM/PPM. Input/Output Paper Size A3 A4 Paper Capacity: 1 x 520 sheets + 1 x 520 sheets. Warranty: 1 year (excluding consumables). Delivery & Installation: Included

* All the supported quotations should be attached									
<b>RECOMMENDED SUPPLIER DETAILS</b>									
Party Name	Almuflih Trading	Shipment Mode	N/A	Shipment Term	N/A	Exchange rate	9,500	Rate in Qr	9,500.00
Supplier selection criteria(s):		Better quality <input checked="" type="checkbox"/> Lowest bidder <input type="checkbox"/>		Required supplier <input checked="" type="checkbox"/> Others (Specify) <input type="checkbox"/>					
Payment Mode		N/A		Payment Term		30 Days Credit		Date of completion	
Date of arrival				Date of shipment				N/A	

CASHFLOW / COST SAVING DETAILS			
Particulars	Total		
Budgeted value of Computer & Office Equipment as per Business plan 2025	100,000		
Budget Utilised up to last Purchase Memorandum	35,736		
Balance Budget Available for this Purchase Memorandum	64,264		
Proposed for this Purchase Memorandum	9,500		
Budget Available/(Under Budget)	54,764		

**AUTHORIZATION / APPROVAL**

Hamd Garcia  
Procurement Engineer  
07/09/2025

Md. Shahbaz  
Manager Finance  
08/09/2025

Ayif Hashmi  
Head - IT Department  
08/09/2025

Hossein Barani  
General Manager  
08/09/2025

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