

Umm Said Bakery

P.o.Box : 1444

No: USB/2025/160 ✓

PURCHASE MEMORANDUM

08-Jul-25

BASIC DETAILS

IF CAPEX, NATURE OF CAPEX

LAST PURCHASE

Item / Asset Title : Milk Powder
Type of Item / Asset : Raw Material
Department : Production
Type of expenditure : Capital [✓] Revenue [✓]

- a) Expansion || b) Capacity enhancement
c) Cost reduction || d) Replacement
e) Office equipments || f) Furniture & Fittings
g) Others (specify) :
Note: Pls attach feasibility study if a/b/c is/are applicable.

Supplier name : Chalta Farm COO: Iran
Total value : USD 191,250 Rate : USD 3,825/kg CIF
Total Qty : 50,000 kg
Pur. Memo. No : USB/2025/111 Date : 25/05/2025

REASON/OBJECTIVE OF THIS PURCHASE

1-Milk powder is required for production of various bakery products.

2-The order quantity in this PM will cover for approx 3.5 months. The deliveries will be staggered in 2 shipments to ensure fresh production date. Shelf life of the product is 12 months.

3-Approved Budget Rate 2024 - QAR 17.080/Kg

4-Supplier is maintaining same price as compared to last purchase.

RISKS/CONCERN/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIER(S) DETAILS

No	Party Name / Description	Country of origin	Shipment Term	Currency	Quoted rate/kg	Negotiated rate/kg	Exchange rate	Door Delivered Cost/kg in QAR	Quantity KG	Amount FC	Total - Qar.	Payment Term / Mode	Remarks	
1	Hiper, Middle East ✓	FCMP - Chalta Farm ✓	Iran ✓	CIF ✓	USD	3.83	3.83 ✓	3.65	14.36	50,000 ✓	191,250 ✓	698,063 ✓	CAD ✓	1-Cost of approx. QAR 10,000/- per container for clearance, legalization, insurance, delivery order, transportation or any other port/shipping line charges have been 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-Customs duty charges of 5% on landed cost will be paid by us at actual if the duty exemption quota is exhausted by the time of clearance or Tariff code change or rejection if any. It is not considered in PM 4-Quantity tolerance of +/-12% is acceptable. 5-Partial payment and partial delivery is acceptable ✓ 6-Approved Quality (refer attached mail) ✓ 7.If any sample collected by MOPH/custom/COC- QC check testing any, cost incurred by testing will be paid by us as per actual.
*Estimated clearance, Legalization , any other cost														
Total estimated door delivered cost														
718,063														
2	Mano Agro, Dubai	FCMP - Oakland	New Zealand	CFR	USD	4.350	4.350	3.65	16.28	50,000	217,500	793,875	CAD	Price advantage in ordering from Hiper
*Estimated clearance, Legalization , any other cost														
Total estimated door delivered cost														
813,875														
3	FSL,Dubai	FCMP - NZMP	New Zealand	CIF	USD	4.622	4.622	3.65	17.27	50,000	231,100	843,515	CAD	Price advantage in ordering from Hiper
*Estimated clearance, Legalization , any other cost														
Total estimated door delivered cost														
863,515														
4	Urhenholt ,Dubai	FCMP - Synlait	New Zealand	CIF	USD	4.530	4.530	3.65	16.93	50,000	226,500	826,725	CAD	Price advantage in ordering from Hiper
*Estimated clearance, Legalization , any other cost														
Total estimated door delivered cost														
846,725														

* All the supported quotations are attached

RECOMMENDED SUPPLIER DETAILS

Party Name / Description	Country of origin	Shipment Mode	Shipment Term	Negotiated rate/kg	Exchange rate	Door Delivered cost/kg in QAR	Quantity kg	Amount FC	Total - Qar.	Payment Mode	Date of shipment	Date of arrival	Remarks	
Hiper, Middle East ✓	FCMP - Chalta Farm ✓	Iran	Sea	CIF ✓	3.825 ✓	3.65	14.36	50,000 ✓	191,250 ✓	698,063 ✓	As mentioned above	Oct 2025 - Dec 2025	NA	As per our delivery schedule
*Estimated clearance, Legalization , any other cost														
Total estimated door delivered cost														
718,063														

Supplier selection criteria(s) :

Better quality || Lowest bidder || Reputed supplier || Others (specify) || 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	Abdul Rashid	Shafiq Ahmed	Tayyab Mohammad Azam	Atif Hussain	Hamed Bushra	Sameer Mohammed	Adnan Meerji	Khaja	Tariqe Mohammad	Ahmed Osman	Sheikh Mansoor
Officer - Procurement	Production Manager	Senior Manager- Operations	Senior Manager – Procurement	Head Procurement	General Manager	Senior Manager • Finance	General Manager	Asst. Vice President - Finance	Chief Executive Officer	Business Advisor	Board Member ✓
08/07/2025	08/07/2025	09/07/2025	09/07/2025	09/07/2025	09/07/2025	09/07/2025	10/07/2025	10/07/2025	13/07/2025	15/07/2025	15/07/2025