

Date: 30 October 1977

Tel / Fax 44415000

[illegible]

1. *Phragmites australis* (Cav.) Trin. ex Steud.

[illegible]

Umm Said Bakery

P.O.Box: 1444

Tel / Fax 44415000

No: USB/2023/274

PURCHASE MEMORANDUM

Date: 5-December -2023

Item / Asset Title

: Carton Plain Brown

Type of Item / Asset

: Packing Material

Department

: Production

Type of expenditure

: Capital

IF CAPEX, NATURE OF CAPEX

a) Expansion

☐

b) Capacity enhancement

☐

c) Cost reduction

☐

d) Replacement

☐

e) Office equipments

☐

f) Furniture & Fittings

☐

g) Others (specify)

☐

Supplier name

: Doha Modern Factory for Carton Packages

Total value

: QAR 12,375 Plain Brown

Total Qty

: Plain Brown Carton = 7500

Pur. Memo. No

: USB/2023/223

Date

: 29/10/2023

COO:

: Qatar

REASON/OBJECTIVE OF THIS PURCHASE

1- Reordering Plain Brown Carton to maintain stock.

2- Quantity in the PM along with existing stock will provide coverage up to March 2024. Please refer to attached stock report.

3- Partial delivery and partial payment will be acceptable.

4- Suppliers have maintained same price as compared to last purchase.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIER(S) DETAILS

No	Party Name	Country of origin	Shipment Term	Currency	Quoted rate/Pcs	Negotiated rate/Pcs	Exchange rate	Rate in FC	Quantity Nos	Total - Qr.	Payment Term / Mode	Remarks
1	Doha Modern Factory for Carton Packages(Qatar)/Plain Brown Carton	Qatar	Door to Door	QAR	1.65	1.65	1.00	N/A	10,500	17,325	90 Days credit	1) Competitive price 2) Existing Supplier for Plain Brown Carton. 3) Tolerance of +/- 10 % on quantity is acceptable
2	Westrock Carton Factory(Qatar)/Plain Brown Carton				1.80	1.80	1.00	N/A	10,500	18,900	60 Days credit	Price advantage for ordering with Doha Modern Factory for Carton Packages
3	Arabian Packaging Industries(Qatar)/Plain Brown Carton				1.80	1.80	1.00	N/A	10,500	18,900	30 Days credit	

RECOMMENDED SUPPLIER DETAILS

Party Name	Country of origin	Shipment Mode	Shipment Term	Exchange rate	Negotiated rate/Pc	Rate in FC	Quantity Nos	Total - Qr.	Payment Mode	Date of shipment	Date of arrival	Period of completion
Doha Modern Factory for Carton Packages(Qatar)/Plain Brown Carton	Qatar	Road	Door to Door	1.65	1.65	N/A	10,500	17,325	90 Days credit	Based upon our requirement	NA	NA

Supplier selection criteria(s):

Better quality

Lowest bidder

Reputed supplier

Others (specify)

Approved Supplier

BUDGET DETAILS

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

AUTHORIZATION / APPROVAL

Farooq Saleem	Production Manager	10/12/2023	Paul Varkey	Senior Manager-Operations	10/12/2023	Tayyab Mohammad Azam	Senior Manager - Finance	11/12/2023	Hamed Bushra	General Manager	11/12/2023	Salheem Bhat	Asst. Vice President - Finance	11/12/2023	Khalid Habaiddin	Chief Executive Officer	12/12/2023
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