

1400186

Alcat Asphalt Plant

Post Box No 220152
Tel: 44355501 / Fax: 44210946

No: ASP/PM/2024/023

PURCHASE MEMORANDUM

Date: 12-August-2024

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Wooden cabinet for folder filing	a) Expansion <input type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	Supplier name	: First Time
Type of Item / Asset	: Furniture and fixtures	c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	Total value	: - Rate : -
Department	: Finance	e) Office equipments <input type="checkbox"/>	f) Furniture & Fittings <input type="checkbox"/>	Total Qty	: -
Type of expenditure	: Capital <input checked="" type="checkbox"/> Revenue <input type="checkbox"/>	g) Others (specify) <input checked="" type="checkbox"/> Additional cabinets		Pur. Memo. No	: - Date : -

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

REASON/OBJECTIVE OF THIS PURCHASE

- 3 No. of Wooden filing cabinet required in Asphalt Finance to add space for approx. 200 foldes.
- All furniture works are done by GUC carpenter & helper.
- Wooden cabinets required to file folder in Finance department.
- Existing cabinets cannot accommodate the complete folder in hand for past 3 years.
- Cabinet is internally built using GUC carpenter and helper by paying 12 hours holiday OT & food for the work (QAR. 250 approx.), instead of buying readymade cabinets.
- Tentative cost of building the cabinets is cheaper than readymade cabinets.
- All rates are final negotiated rates.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Cash cheque will be prepared in advance to buy materials for the cabinets work. Any balance amount after the work will be deposited to company bank A/C.

QUOTED SUPPLIER(S) DETAILS

No	Party Name	Country of Origin	Shipment Term	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in QR	Quantity Specify UOM	Total - QR	Payment Term / Mode	Remarks
1	Al Wafa Trading Co. W.L.L	QATAR	-	QAR	1,380.00	1,380.00	1.00	1,380	1	1,380	Cash	Readymade cabinet price is QAR. 1,500/pc, (QAR. 4,500 total) from Al Mana Eng. & Cont Co. (Qut. Attached).
2	Danube Building Materials Co.W.L.L	QATAR	-	QAR	1,565.00	1,565.00	1.00	1,565	1	1,565	Cash	Additional cost of work is QAR. 620 approx. including OT & food & other miscellaneous expenses.

* All the supported quotations should be attached.

RECOMMENDED SUPPLIER DETAILS

Party Name	Country of Origin	Shipment Mode	Shipment Term	Negotiated rate	Exchange rate	Rate in Qr	Quantity UOM	Total - Qr.	Payment Mode	Date of shipment	Date of arrival	Period of completion
Al Wafa Trading Co. W.L.L	QATAR	-	-	1,380.00	1.00	1,380	1	1,380	As per above	-	-	-
Total								1,380				

Supplier selection criteria(s) ;

Better quality ☐ Lowest bidder ☒ Reputed supplier ☐ Others (specify) ☐

BUDGET DETAILS

Particulars	Amount (QR)
Budgeted value for the requested Capex/expense	9,000
Budget utilized til last purchase	-
Balance available for this purchase	9,000
Proposed as per this purchase memorandum	(1,380)
Surplus/(Deficit)	7,620

AUTHORIZATION / APPROVAL

024

Silgin Sidharthan
Silgin Sidharthan
Manager - Maintenance
12/08/2024

Madi Alawneh
Madi Alawneh
Operations Manager
12/08/2024

Mohamed Binas
Mohamed Binas
Manager Finance
12/08/2024

Kamaluddin Abu Baker
Kamaluddin Abu Baker
General Manager
13/08/2024