

Umm Said Bakery

P.O.Box: 1444
Tel / Fax 44415000

No: USB/2020/075

PURCHASE MEMORANDUM

Date: 11/8/2020

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: White Pharma Oil	a) Expansion	<input type="checkbox"/> b) Capacity enhancement	<input type="checkbox"/>	Supplier name : Qatar Lubricants Company
Type of Item / Asset	: Lubricant	c) Cost reduction	<input type="checkbox"/> d) Replacement	<input type="checkbox"/>	Total value : 10,300 Rate : 2,575
Department	: Production	e) Office equipments	<input type="checkbox"/> f) Furniture & Fittings	<input type="checkbox"/>	Total Qty : 4 Drum
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify) <input type="checkbox"/>		Pur. Memo. No : USBLDPO0119-0620 Date : 16/6/2020	
Note: Pls attach feasibility study if a /b / c is/are applicable.					

REASON/OBJECTIVE OF THIS PURCHASE

- White Pharma Oil is requires as a Lubricant for the AMF dough divider (K-Head), It is an approved Food Grade Oil which is specially used in Pharmaceuticals and food Industry where the Oil is in direct contact with the Food.
- There is total price advantage of QAR 17,000/- as compared to last purchase.
- The required quantity will provide coverage for approximately 6 months.
- delivery & payment will be partial.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with two quotations as there is no other supplier supplying white pharma oil.

No	Party Name	Shipment Term	Currency	Quoted rate	Negotiated rate/drum	Exchange rate/drum	Rate in Qr	Quantity UOM/Drum	Total - Qr.	Payment Term / Mode	Remarks
1	Total Marketing / White pharma Oil (209 Ltr)	NA	QAR	2,050	1,725	1.00	1,725	20	34,500	30 Days	1- Sample arranged and approved.
2	Qatar Lubricants/ White pharma Oil (208 Ltr)	NA	QAR	2,575	2,575	1.00	2,575	20	51,500	90 Days	Price advantage in ordering from Total Marketing.

Party Name	Shipment Mode	Shipment Term	Negotiated rate	Exchange rate	Rate in Qr	Quantity/ Drum	Total - Qr.	Payment Mode	Date of shipment	Date of arrival	Period of completion
Total Marketing / White pharma Oil (208 Ltr)	NA	NA	1,725	1.00	1,725	20	34,500	30 Days	NA	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

Created By

super admin
Creator
8/17/2020

Approved By

V R Pillai
V R Pillai
Senior Manager
8/17/2020

Returned By

Tayyab
Tayyab Azam
Manager
8/17/2020