

Zad Holding Company Q.P.S.C P.O.Box 1444															
PURCHASE MEMORANDUM				Date : 18-September-2023											
No: ZAD/2023/021															
<b>BASIC DETAILS</b> Item / Asset Title : Executive & Visitor Chairs Type of Item / Asset : Executive & Visitor Chairs Department : ZAD Finance Type of expenditure : Capital <input checked="" type="checkbox"/> Revenue <input type="checkbox"/>				<b>IF CAPEX, NATURE OF CAPEX</b> a) Expansion <input type="checkbox"/> b) Capacity enhancement <input type="checkbox"/> c) Cost reduction <input type="checkbox"/> d) Replacement <input checked="" type="checkbox"/> e) Office equipments <input type="checkbox"/> f) Furniture & Fittings <input type="checkbox"/> g) Others (specify) .... <small>Note: Pls attach feasibility study if a/b/c is/are applicable.</small>				<b>LAST PURCHASE</b> Supplier name : Cash Supplier COD - N/A Total value : QAR 4,545 Rate : Executive Chair QAR 895 Each Total Qty : (3 Pcs Office Chairs) & Visitor Chairs 4 pics Pur. Memo. No : QFI/2023/146 Date : 20/8/2023							
<b>REASON/OBJECTIVE OF THIS PURCHASE</b> 1- Executive & Visitor chairs 2 Numbers each required for for AVP Finance Mr. Khaja Bahauddin and Manager Mr. Shahbaz ahmed. 2- These chairs were the replacement as existing chairs are broken and not comfortable.															
<b>RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY</b>															
1	Party Name	Country of Origin	Shipment Term	Currency	Quoted Amount	Negotiated Amount	Exchange rate	Quantity Nos	Amount FC	Total - Qar.	Payment Term / Mode	Remarks			
	Garnet Furniture & Decoration Co/ Executive Chair Mesh HB	China	N/A	QAR	1,350.00	1,350.00	1.00	1	N/A	1,350	Cash on delivery	1-Details as per offer attached. 2-Offer includes supply and installation 3-Chairs selection have been purely based on end user recommendation.			
	Executive Chair High Back	China	N/A	QAR	900.00	900.00	1.00	1	N/A	900					
	Visitor Chair	China	N/A	QAR	280.00	280.00	1.00	2	N/A	560					
Total amount in QAR											2,810				
2	Cambridge Trading & Services/Executive Chair High Back	China	N/A	QAR	1,650.00	1,650.00	1.00	1	N/A	1,650	100% Advance	Price advantage for order with Garnet Furniture & Decoration Co			
	Executive Chair	China	N/A	QAR	1,300.00	1,300.00	1.00	1	N/A	1,300					
	Cambridge Trading & Services/Visitor Chair	China	N/A	QAR	390.00	390.00	1.00	2	N/A	780					
Total amount in QAR											3,730				
3	Gradeone Trading & Contracting/Executive Chair	China	N/A	QAR	1,220	1,220	1.00	1	N/A	1,220	100% Advance	Price advantage for order with Garnet Furniture & Decoration Co			
	Executive Chair	China	N/A	QAR	1,220	1,220	1.00	1	N/A	1,220					
	Visitor Chair	China	N/A	QAR	845	845	1.00	2	N/A	1,690					
Total amount in QAR											4,130				
4	Tivoli Group/Executive Chair (TVF0015246)	China	N/A	QAR	2,175	2,175	1.00	1	N/A	2,175	100% Advance	Price advantage for order with Garnet Furniture & Decoration Co			
	Executive Chair (TVF001696)	China	N/A	QAR	1,725	1,725	1.00	1	N/A	1,725					
	Visitor Chair	China	N/A	QAR	510	510	1.00	2	N/A	1,020					
Total amount in QAR											4,920				
<small>*All the supported quotations are attached</small>															
<b>RECOMMENDED SUPPLIER DETAILS</b>															
Party Name / Description	Country of Origin	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Quantity (nos)	Amount - FC	Total - Qar.	Payment Mode	Date of Delivery	Date of arrival	Period of completion			
Garnet Furniture & Decoration Co/ Executive Chair = 2 Nos & Visitor Chair = 2 Nos	China	N/A	Door to door	2,810	1.00	4.00	N/A	2,810	as above	Ex-stock subject to prior sale	N/A	N/A			
Total amount in QAR											2,810				
<b>Supplier selection criteria(s):</b> Better quality      Lowest bidder      Reputed supplier      Others (specify)															
<b>BUDGET DETAILS</b>															
Particulars 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)				Amount (QAR) <small>Not Budgeted in BP 2023</small>				Remarks, if any							
<b>AUTHORIZATION / APPROVAL</b>															
Farooq Saleem Executive Purchase 21/09/2023				Tayyab Mohammad Azam Senior Manager – Procurement 21/09/2023				Hamed Bushra General Manager 23/09/2023				Nasir Hussain Senior Manager - Finance 23/09/2023		Tarique Mohammad Chief Executive Officer 24/09/2023	