



مملكة البحرين
 وزارة العدل
 المملكة الإسلامية
 Kingdom of Bahrain
 Ministry of Justice, Islamic Affairs and Waqf
 Sunni Waqf Directorate



SWDP001

SWDP001

105

20-Oct-2025		تاريخ الإصدار Issued Date		Purchase Requisition Form						Serial No: P.R							
مكرر		نوع الصرف Expense Type		إلى قسم الموارد البشرية و الشؤون الإدارية				الجهة الطالبة Requested Department:									
420.00		القيمة التقديرية Estimated Cost		PURCHASE ORDER		اخراج طلب الشراء Procedure type		شراء أجهزة الحاسوب وملحقاته		موضوع طلب الشراء Requisition Subject							
الموقع		نوع المنتج Product Type		نوع المشروع Project Type		التوزيع Code		الكمية QUANTITY		وحدة UNIT		المواصفات DESCRIPTION		المادة Item		NO	
للموظف بدر ياسين		Laptop				قسم باب نوع Sctio. Chpt. TYpe		70503		1		1		Dell Pro 16 Laptop		1	
												16GB RAM				2	
												500GB SSD				3	
												3Yrs Warranty				4	
										1		1		Laptop Bag		6	
																7	
																8	
																9	
																10	
																11	
Name		Hea Skafie		ختم الحسابات				استخدام الموظف بدر ياسين في مكتب المدير العام						المبررات: لماذا تحتاج هذا المنتج؟ Justification:			
Signature				Finance Stamp													
Date:		21/10/25															
Purchasing Department - Received By		استلام من وحدة المشتريات		Mars		Aster		Mazin						الأسماء المقترحة للموردين			
Name		Approved By		Name		اعتمدته		Review By		Name		راجعه		Requested by		اعداه	
Signature:				Signature:				Signature:		عبدالله كاندي				Signature		عبدالله خيروي	
Assigned Date:		Date:		Date:		Date:		Date:		20/10/2025		Date:		20/10/2025		20/10/2025	

SL.NO	DESCRIPTION	QTY	RATE	AMOUNT
1	DELL PRO 16 <ul style="list-style-type: none">• INTEL ULTRA 5 235U• 16GB DDR4 RAM• 512GB M.2 NVME• 16" FHD SCREEN• MICROSOFT WINDOWS 11 PRO WITH MEDIA• LAPTOP BAG• DELL WIRELESS MOUSE• PLATINUM SILVER• THREE YEARS DELL AUTHORIZED WARRANTY	1	385.000	385.000
TOTAL				385.000
VAT 10%				38.500
TOTAL AMOUNT BD.				423.500

COMMERCIAL TERMS AND CONDITIONS

1. Purchase Order should to be addressed to Aster Infotech, Manama, Kingdom of Bahrain. Tel: +973-17216339, 39248165 / support@asterinfobh.com
2. **Delivery period**:- Standard Delivery period for Product supply will be 4 to 5 days after the receipt of L.P.O and advance payment as if applicable.
3. **Offer Validity**:- 10 days from the date of Submission.

Thanks & Regards
JAREESH
33014467

Date: 20-10-2025

Ref: ASRQ2619/25

TO
MINISTRY OF JUSTICE AND ISLAMIC AFFAIRS & AWQAF
MANAMA
KINGDOM OF BAHRAIN

SUBJECT: PROPOSAL FOR LAPTOP

Respected Sir,

Further to your aforesaid requirement, we are pleased to present our techno-commercial proposal for the same. We hope that, this proposal adequately address your requirement. If you want us to explore other possibilities for this requirement, Please feel free to call the undersigned on 33014467

We look forward to forming a strong business relationship with your esteemed organization.