



بيان تأسيس مجلس الأوقاف في المملكة

A red square seal with a decorative border containing stylized characters.

Purchase Requisition Form

تاريخ الاصدار
Issued Date 20-Oct-2025

Kingdom of Bahrain
Ministry of Justice, Islamic Affairs and Waqf
Sunni Waqf Directorate

SWDP001

| Purchase Requisition Form | | | | | | | Serial No: P.R |
|--|-----------------------------|-------------------------------|------------------|--------------------------------------|----------------|----------------------|--|
| استئمارة طلب الشراء | | | | | | | تاريخ الاصدار Issued Date |
| نوع المصاريف Expense Type | | وحدة نظم المعلومات | | | | | الجهة المطالبة Requested Department: |
| إلى قسم الموارد البشرية و الشئون الإدارية | | شراء أجهزة الكمبيوتر وملحقاته | | | | | موضوع طلب الشراء Requisition Subject |
| المقدمة التقديرية Estimated Cost | | PURCHASE ORDER | | إجراءات طلب الشراء Procedure type | | | |
| نوع المنتج Product Type | نوع المشروع Project Type | الكتيبة Code | وحدة Quantity | المواصفات DESCRIPTION | المادة Item | NO | الموقع Location |
| اسم Name | نوع Type | قسم Section | نوع Chpt. | الكمية Quantity | وحدة Unit | الرقم No | الموقع Location |
| مذكر Memorandum | لaptop | 705503 | 1 | 1 | u5 | 1 | لبريل بدر ياسين |
| | | | | | 16GB RAM | 2 | |
| | | | | | 500GB SSD | 3 | |
| | | | | | 3Yrs Warranty | 4 | |
| | | | | | Windows 11 | 5 | |
| | | | | | Laptop Bag | 6 | |
| | | | | | | 7 | |
| | | | | | | 8 | |
| | | | | | | 9 | |
| | | | | | | 10 | |
| | | | | | | 11 | |
| ختم العملات Finance Stamp | | Mars | | Aster | | Mazin | الأسماء المقترحة للموردين Requested by |
| اسم من وحدة المشتريات Purchasing Department - Received By | | Approved By | | Reviewed By | | Rاجعه Reviewed by | أعد Requested by |
| Name | Signature | Name | Signature | Name | Signature | Name | Name |
| Date: | 20/10/2025 | Date: | 20/10/2025 | Date: | 20/10/2025 | Date: | Date |
| المبررات: إضافة تحتاج هذا المنتج؟ Justification: | | | | | | | لإستخدام الموظف بدر ياسين في مكتب المدير العام |

| 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.