

**Gulf United Real Estate Investments Company**

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Date: 27-Aug-2024

# SERVICE MEMORANDUM

## BASIC DETAILS OF SERVICE MEMO

Annual maintenance contract for fire protection system for street 38 premises.

Maintenance

Renewal	<input checked="" type="checkbox"/>	New Service	<input type="checkbox"/>
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systems for ST-38 premises. In accordance

This service is required for the annual maintenance of firefighting and alarm systems for ST-38 premises. In accordance with Qatar Civil Defense Department, it is mandatory to have an annual maintenance contractor for the fire protection system from a certified service provider.

**RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY**

**QUOTED SERVICE PROVIDER DETAILS**

No	Supplier Name	Service Description	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in Qtr	QTY	UOM	Total	Remarks
L-1	GLOBAL ALARMS	AMC FOR FIRE ALARMS & FIRE FIGHTING	QAR	6,575.00	6,000.00	1.00	6,000.00	2	YEARS	12,000.00	Payment terms: Quarterly upon receipt of invoice and reports
L-2	BUZWAIR ADVANCE		QAR	9,000.00	8,000.00	1.00	8,000.00	2	YEARS	16,000.00	Payment terms: Quarterly upon receipt of invoice and reports
L-3	AL RAYYAN FIRE SYSTEMS		QAR	12,300.00	10,700.00	1.00	10,700.00	2	YEARS	21,400.00	Payment terms: Quarterly upon receipt of invoice and reports

\* All the supported quotations are attached herewith

Notes: 1. The service term period is from 1-Sep-2024 to 31-Aug-2026 (2 years) and will be automatically renewed for subsequent periods unless there is any change in price.  
2. Exit Clause: GUC reserve the right to terminate the contract by providing one month written notice.

## RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated rate	Exchange rate	Rate in Qr	QTY	UOM	Total	Payment Terms
GLOBAL ALARMS	5,000.00	1.00	6,000.00	2	YEARS	12,000.00	Payment terms: Quarterly upon receipt of invoice and reports

Supplier selection criteria(s):

<input checked="" type="checkbox"/> Better quality	<input type="checkbox"/> Lowest bidder	<input type="checkbox"/> Reputed supplier	<input type="checkbox"/> Others (specify)
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## BUDGET DETAILS

Particulars	Amount (Q.R)
Subtotal value for the requested service/expense	-
Budget utilized till last purchase	-
Balance available for this purchase	-
Proposed as per this service memorandum	-
Surplus/(deficit)	-

The above cost will be accounted for under general maintenance.

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**AUTHORIZATION / APPROVAL**

Tanweer Ahmad Assistant Manager	27-06-2024	01-09-2024
Fasi Machlingal Assistant Manager • Finance	28-06-2024	01-09-2024
Abdell Ali Ismail General Manager	01-09-2024	01-09-2024
Shahbaz Ahmad Senior Manager • Finance	01-09-2024	01-09-2024
Tarique Mohammad Chief Executive Officer	01-09-2024	01-09-2024