

Qatar Flour Mills Co.
P.O BOX: 1444

No:	QFM/SM/2020/000		SERVICE MEMORANDUM						Date : 17.05.2020		
BASIC DETAILS OF SERVICE MEMO										LAST PURCHASE/SERVICE MEMO	
Nature Service	Disposal Service									Supplier name : First Time Total value of SM : Rate per month : Contract period : Service Memo. : Date :	
Department	Maintenance										
Service Type	Renewal <input type="checkbox"/>	or	New Service <input checked="" type="checkbox"/>								
Reason/Objective of this Service	Disposal of										
Purchasing from a Supplier at a higher rate, despite a lower quoted price being available	N/A										
QUOTED SERVICE PROVIDER DETAILS											
No	Supplier Name	Service Description	Currency	Quoted rate/kg	Negotiated rate/kg	Exchange Rate	Weight. in kg per cylinder	No. of Cylinders	Total - Qr.	Remarks	
1	XYZ	ABC	QAR	0.23	0.23	1.00	48.00	12	132	Payment within	
		DEF		300	300	1.00	-	1	300		
										Total QAR	432
* All the supported documents are attached herewith											
Notes: 1. Required for 2. There are..... 3. ABC is..... 4. Since w..... 5. Going with 6. Ticket & Hotel..... 7. Commissioning											
RECOMMENDED SERVICE PROVIDER											
Supplier Name	Service Description	Negotiated Amount	Exchange QAR	Service period in months	Total - Qr.	Payment Terms					
XYZ	DEF	7,836	1.00	N/A		Within					
Supplier selection criteria(s) :											
Better quality <input type="checkbox"/>	Lowest bidder <input type="checkbox"/>	Reputed supplier <input checked="" type="checkbox"/>	Others (specify) <input type="checkbox"/>								
BUDGET DETAILS											
Particulars		Amount (QR)									
Budgeted value for the requested service/expense											
Budget utilized til last purchase											
Balance available for this purchase		-									
Proposed as per this service memorandum		-									
Surplus/(deficit)		-									
AUTHORIZATION / APPROVAL											
Created By Nazamuddin Riyazuddin		AH								NZ	
Creator 3/28/2021											