

Service Memorandum

No:	ZAD/HRSM/23/03	Date:	08-Feb-2023
Nature Service	Renewal of Contract for Flat number: EB01-M3B1-03-04		
Department	HR & Admin		
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>	Supplier name	Ezdan Holding
		Total value of SM	: QAR 53,400/- Rate per month : QAR 4,450/-
		Contract period	: 01-March-2022 to -28-February-2023
		Service Memo.	: ZAD/HRSM/22/02 Date : 02-Feb-22

REASON/OBJECTIVE OF THIS PURCHASE

Renewal of Lease Agreement Contract for Executive staff flat.
Flat is located in Musherib and it is one of the rare options for executive accommodation in Doha. It's proximity to company is easy and takes reasonable time to commute.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

No	Supplier Name	Service Description	Currency	QUOTED SERVICE PROVIDER DETAILS				Total - Qr.	Remarks
				Quoted rate	Negotiated rate	Exchange rate	Rate in Qr		
1	Ezdan Holding	Renewal of Contract for Executive staff	QAR	4,200	4,200	1.00	4,200	12	50,400 12 Postdated cheques.

* All the supported documents are attached herewith

Notes:

- Last year's rent was QAR 4,450/- per month and the renewal rent is QAR 4,200/- . Other terms of the contract are the same.
- Security deposit QAR 4,450/- is already with Ezdan Holding Company which will be utilized for this contract period.
- 4 employees are accommodated in a flat and rent per employee is QAR 1,050/- per month.
- Room rent is excluding water and electricity charges.
- The contract period is from 01-03-2023 to 28-02-2024.

RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.	Payment Terms
Ezdan Holding	4,200	1.00	4,200	12	50,400	12 Postdated cheques

Supplier selection criteria(s) :

Better quality ☐ Lowest bidder ☐ Reputed supplier ☒ Others (specify) ☒ Service is as per our expectation

BUDGET DETAILS

Particulars	Amount (Qr)
Budgeted value for the requested service/expense	
Budget utilized till last purchase	
Balance available for this purchase	
Proposed as per this service memorandum	
Surplus/(deficit)	

AUTHORIZATION / APPROVAL

Mohammad Abdulh Executive	Anjum Hussain Senior Manager - HR	Nasir Hussain Senior Manager • Finance	Abdul Salam Vice President - Finance	Tariq Mohammad Chief Executive Officer
08/02/2023	08/02/2023	09/02/2023	09/02/2023	09/02/2023