

ZAD/SM/2023/003		SERVICE MEMORANDUM		Date : 31-01-2023					
BASIC DETAILS OF SERVICE MEMO									
Nature Service		Sponsor for Shakha Event - Sports Activity		Supplier name : First Time					
Department		ZAD		CoO -					
Service Type		Renewal <input type="checkbox"/> or New Service <input checked="" type="checkbox"/>		Total value of SM : Rate per month :					
				Contract period : Date :					
				Service Memo. :					
REASON/OBJECTIVE OF THIS PURCHASE									
1-Sponsoring to Shakha Event (Sports activity) as a Silver Sponsor 2-By sponsoring in this event, we aim to increase brand exposure through the following; -Large size Logo on Contest Flyers. -Large size Logo on Shakha promotional video -Large size Logo on panel guideline. -Large size Logo on VIP invitations. Social media influencers will cover the event and sponsors. An ad video to be promoted on social media platforms that includes sponsors logos.									
RISKS/CONCERN/NON-COMPLIANCE OF SOPs/POLICY									
This is specific event for which no comparison is available.									
QUOTED SERVICE PROVIDER DETAILS									
No	Supplier Name	Country of Origin	Currency	Quoted rate/month	Exchange rate	Service Duration	Amount PC	Total - Qr. (3 months)	Payment Terms/Remarks
1	Loom Trading and Organizing	Qatar	QAR	50,000	50,000	1 time	1,000	50,000	1-100% Advance 2-VAT/Taxes if any will be additional and paid by us
* All the supported documents are attached herewith									
RECOMMENDED SERVICE PROVIDER									
Supplier Name		Country of Origin	Negotiated rate/month	Exchange rate	Service Duration	Amount PC	Total - Qr.	Payment Terms	
Loom Trading and Organizing		Qatar	50,000	1.00	1 time	-	50,000	As above	
Supplier selection criteria(s) ;									
<input type="checkbox"/> Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> Specific event									
BUDGET DETAILS									
Particulars									
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									
Procurement		Senior Manager - Procurement		01/02/2023		Strategy & Business Development		Vice President - Strategy & Business Development	
Senior Officer		Tayyab Mohammad Azam		01/02/2023		Saadain Wazir		Senior Manager - Finance	
		Tayyab Mohammad Azam				Saadain Wazir		Senior Manager - Finance	
								Chief Executive Officer	
								05/02/2023	