

ZAD Holding Company

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No: ZAD/HRSM/23/03

SERVICE MEMORANDUM

		BASIC DETAILS OF SERVICE/MEMO		LAST PURCHASE/SERVICE/MEMO	
Nature Service	Renewal of Contract for Flat number: EB01-M3B1-03-04			Supplier name : Ezdan Holding	Date : 08-Feb-2023
Department	HR & Admin			Total value of SM : QAR 53,400/-	Rate per month : QAR 4,450/-
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>			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. Its proximity to company is easy and takes reasonable time to commute.

RISKS/CONCERN/S OF COMPLIANCE OF SOPS OR POLICY

No	Supplier Name	Service Description	Currency	Quoted rate	QUOTED SERVICE PROVIDER DETAILS			Remarks
					Negotiated rate	Exchange rate	Service Period in months	
1	Ezdan Holding	Renewal of Contract for Executive staff	QAR	4,200	4,200	1.00	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			RECOMMENDED SERVICE PROVIDER	
Supplier selection criterias(s) :	Supplier Name	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.
	Ezdan Holding	4,200	1.00	4,200	12	50,400 12 Postdated cheques
Better quality <input type="checkbox"/> Lowest bidder <input checked="" type="checkbox"/> Reputed supplier <input checked="" type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> Service is as per our expectation						

Particulars	BUDGET DETAILS			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)				

AUTORIZATION/ APPROVAL		
Mohammad Abdullah Executive 08/02/2023	Ajum Hussain Senior Manager - Human Resources & Admin - Corporate HR 08/02/2023	Nasir Hussain Vice President - Finance 09/02/2023

Abdul Salam
Tariq Mohammad
Chief Executive Officer
09/02/2023