

Alcat Logistics Company

Industrial Area, Street No. 11 Gate No. 377
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LAST PURCHASE/SERVICE MEMO

Date : 17-JAN-2023

SERVICE MEMORANDUM

No:	ALC/SM/2023/01-A	
BASIC DETAILS OF SERVICE MEMO		
Nature Service	Container Delivery Operation	
Department	Operation Department	
Service Type	<input checked="" type="checkbox"/> Renewal	<input type="checkbox"/> or
	New Service <input type="checkbox"/>	

Flat bed trailers are required from outside Transporters to serve QFM/ QFM Trading/QFI container delivery from Hamad Port to Umm Salal & Industrial Area, as our all trailers were not sufficient for requirement

REASON/OBJECTIVE OF THIS SERVICE

RISKS/CONCERNS/NON-COMPLIANCE OF SOPS or POLICY

QUOTED SERVICE PROVIDER DETAILS	
No	Service Provider
	Negotiated Rate/Hamad Port To Industrial Area
1	Union Transport
2	Bin Mutfah Transport
3	Jaijah Motors
4	Geh Transport
5	All Bin Ali Transport
6	All Sawaid Transport
7	Falcon Customs Clearance & Transport
8	Al Shahab

* All the supported documents are attached herewith

Notes:

- 1 We will be taking service from all above transporters depending upon availability of trailers. Also, we will engage any other transporters (not including above) if they agree on the approved rate or law.
- 2 The rates proposed for approval under this SM are based on current market rates. The rates are subject to increase during exceptional conditions viz Port Congestion, Customs process delay, lower availability of trailers in market, etc. Hence an upward tolerance of up to 25% is requested for approval as part of this SM. In case the market rates go above the 25% approved tolerance, then approval for higher rates, if any, will be sought from the CEO over email.
- 3 All above transport companies are without detention charges. Detention charges if any payable to the transporter, will be recoverable from customers.
- 4 Rate are based on container & location of loading trailers and will be effective from November 01, 2022.
- 5 This Service memorandum is also for the purpose of regularization of the pending payments in respect of service already availed.
- 6 Service agreement shall be valid for a period of one year and will automatically be renewed if required for further period unless any changes by any of the party.

RECOMMENDED SERVICE PROVIDER	
Service Provider	Negotiated rate
All above transporter	500 / 800
Better quality <input checked="" type="checkbox"/>	Lowest bidder <input checked="" type="checkbox"/>

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

Abdulla Alzahrani Moorthi Sr. Accounts Officer 18/01/2023	Taryah Mohammad Azam Senior Manager – Procurement 19/01/2023	Abu Ahmed Saleh Manager Finance 19/01/2023	Khaja Bibhuuddin General Manager Asst. Vice President - Finance 19/01/2023
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 Abdulla Alzahrani

 Taryah Mohammad Azam

 Abu Ahmed Saleh

 Khaja Bibhuuddin

 Asst. Vice President - Finance
 19/01/2023


 Chief Executive Officer
 22/01/2023