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

BASIC DETAILS OF SERVICE MEMO		LAST PURCHASE/SERVICE MEMO	
Nature Service	Disposal Service	Supplier name : First Time	
Department	Maintenance	Total value of SM : .... Rate per month :	
Service Type	**Renewal** ☐ **or** New Service ☑	Contract period :	
Reason/Objective of this Service	Disposal of	Service Memo. : .... Date :	
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	ZYZ	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 Descripton	Negotiated Amount	Exchange QAR	Service period in months	Total - Qr.	Payment Terms
ZYZ	DEF	7,836	1.00	N/A		Within ......
				Total QAR	**-**	

Supplier selection criteria(s) ;

Better quality ☐   Lowest bidder ☐   Reputed supplier ☑   Others (*specify*) ☐ ....

BUDGET DETAILS

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

AUTHORIZATION / APPROVAL

Arif Hashmi

Arif Hashmi

Head - IT Department

2/23/2022