

Alcat Asphalt Plant

Post Box No 220152
Tel: 44355501 / Fax: 44210946

No:		SERVICE MEMORANDUM							Date : 16-October-2022			
									LAST PURCHASE/SERVICE MEMO			
Nature of Service	Pest control treatment							Supplier name	Boeker Public Safety LLC			
Department	HR Admin							Total value of SM	QR 2600 Rate per month : 217			
Service Type	Renewal <input checked="" type="checkbox"/>	or	New Service <input type="checkbox"/>	Contract period : 23rd October 2021 to 22nd October 2022								
Reason/Objective of this Service	To carry our quarterly pest control treatment at our office in street 41 & street 11, 41 labour accommodation as per safety requirement. Existing contract is expiring on 01-Nov-2022.							Service Memo.	ASP/SM/2021/008 Date : 10-Oct-21			
Purchasing from a Supplier at a higher rate, despite a lower quoted price being available	Not applicable											
QUOTED SERVICE PROVIDER DETAILS												
No	Supplier Name	Country of Origin	Service Description	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in QR	Service Period in months	Total - QR.	Remarks	
1	Boecker Public Safety LLC	Qatar	Annual pest control treatment contract renewal	QAR	2,400	2,400	1.00	2,400	12	2,400	30 days after submission of invoice	
2	Doha Pest Control & Cleaning Co. W.L.L	Qatar		QAR	3,500	3,500	1.00	3,500	12	3,500	Payment in Advance	
3	Veteran General Contracting W.L.L	Qatar		QAR	4,400	4,400	1.00	4,400	12	4,400	15 days after submission of invoice	
* All the supported documents are attached herewith												
Notes:												
1 Past service rendered by Boecker was satisfactory. 2 Recommended by HR based on previous work experience and lowest quote receiving. 3 Contract renewal period: 02nd November 2022 to 01st November 2023.												
RECOMMENDED SERVICE PROVIDER												
Supplier Name		Negotiated rate	Exchange Rate	Rate in QR	Service Period in months	Total - QR.	Payment Terms					
Boecker Public Safety LLC		2,400	1.00	2,400	12	2,400	30 days after submission of invoice on every quartely.					
Supplier selection criteria(s) ;												
Better quality <input checked="" type="checkbox"/>	Lowest bidder <input checked="" type="checkbox"/>	Reputed supplier <input type="checkbox"/>	Others (specify) <input type="checkbox"/>								
BUDGET DETAILS												
Particulars				Amount (QR)								
Budgeted value for the requested service/expense				2,600								
Budget utilized till last purchase				-								
Balance available for this purchase				2,600								
Proposed as per this service memorandum				(2,400)								
Surplus/(deficit)				200								
AUTHORIZATION / APPROVAL												

Zahid Hussain
Zahid Hussain
Executive Purchase
10/17/2022

Zuhair Ahmed
Zuhair Ahmed
Senior Executive - HR & Admin
10/17/2022

Madi Alawneeh
Madi Alawneeh
Senior Manager-Operations
10/17/2022

Mohamed Binas
Mohamed Binas
Manager Finance
10/18/2022

Kamaluddin Abu Baker
Kamaluddin Abu Baker
General Manager
10/23/2022