

Alcat Logistics Company
 Industrial Area, Street No. 11 Gate No. 377
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No:	ALC/SM/2024/01		SERVICE MEMORANDUM								Date : 22-JAN-2024		
BASIC DETAILS OF SERVICE MEMO										LAST PURCHASE/SERVICE MEMO			
Nature Service	Hiring External Manpower to support operation for one year									Supplier name	M/S. Sharq		
Department	Operation Department									Total value of SM	QAR381,000/- Rate per month		QAR 31,750/-
Service Type	Renewal <input checked="" type="checkbox"/>	or	New Service <input type="checkbox"/>							Contract period			
										Service Memo.	ALC/SM/2022/04		Date : 21-Aug-22
REASON/OBJECTIVE OF THIS SERVICE													
<small>ALC has hired 12 manpower from M/S Sharq based on the approval from management vide ALC/SM/2022/01 dated August 21, 2022. Considering the operational requirement of Sharq manpower in line with vehicle under Sharq sponsor. By way of this SM, ALC is hiring 11 (4 drivers and 7 Mechanic, Foreman, Tyreman, Labour) manpower from M/S Sharq on requirement basis. This SM is prepared for renewal of prior SM for hiring from M/S Sharq.</small>													
RISKS/CONCERNs/NON-COMPLIANCE OF SOPs or POLICY													
<small>There are not competitive quotes obtained due to flexibility offered by Sharq and the existing hired drivers already have valid port passes obtained from ALC Customers. Further the average cost per head is about QR 2,759 as against the market hiring rate of upto ~ 4500 per head.</small>													
QUOTED SERVICE PROVIDER DETAILS													
No	Supplier Name	Service Description	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.	Remarks			
1	Sharq Primary Materials & Transportation Co	Manpower hiring for one year	QAR	29,650	29,650	1.00	29,650	12	355,800	* The quoted rate doesnot include the overtime and trip money which shall be paid based on time sheet & Trip Sheet.			
<small>* All the supported documents are attached herewith</small>													
<small>Notes:</small> <ol style="list-style-type: none"> The payment to the hired employee shall be processed based on the monthly time sheet. Trip money and overtime is to be paid additionally based on work done and time sheet and trip sheet. For the drivers and foreman categories accomodation is to be provided by us. Payment to be processed within one week after receiving the invoice from the vendor. This Service memorandum shall be valid for a period of one year and will automatically be renewed if required for further period unless there is any changes in rate. 													
RECOMMENDED SERVICE PROVIDER													
Supplier Name	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.	Payment Terms							
Sharq Primary Materials & Transportation Co	29,650	1.00	29,650	12	355,800	Within one week of receiving the invoice from supplier							
<small>Supplier selection criteria(s);</small>													
Better quality <input 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	355,800												
Budget utilized till last purchase	-												
Balance available for this purchase	355,800												
Proposed as per this service memorandum	(355,800)												
Surplus/(deficit)													
AUTHORIZATION / APPROVAL													
<small>The Manpower cost against the outsourced manpower is adequately budgeted in the Business plan 2024.</small>													

Abdul Munaf Sr. Accounts Officer	Danish Wahid Manager • HR & Admin	Abu Ahmed Saleem Manager Finance	Umaed Bushra General Manager	Anjum Husain Senior Manager • Human Resources & Admin • Corporate HR	Shahbaz Ahmad Manager Finance	Tanque Mohammad Chief Executive Officer	Ahmed Osman Business Advisor	Sheikh Mansoor Board Member
31/01/2024	31/01/2024	31/01/2024	01/02/2024	04/02/2024	05/02/2024	05/02/2024	05/02/2024	05/02/2024