

SERVICE MEMORANDUM

No: QFI/SM/2022/016

Date : 06-September-2022

BASIC DETAILS OF SERVICE MEMORANDUM					
Nature Service	4.3T Vehicles on lease to own				
Department	Sales				
Service Type	Renewal	<input type="checkbox"/>	or	New Service	<input checked="" type="checkbox"/>
RECOMMENDATION FOR THIS PURCHASE					

1-Mitsubishi Canter Trucks 4.3 Ton (2022 model) fitted with 100mm insulated box is required keeping in mind the expected stringency on delivery compliance during FIFA.

2- Existing capacity Utilisation is 10% and with the current capacity we are facing delivery delays. On date when orders are more than average.

3- Further, forecasted - 20 % Growth over existing average delivery quantity during FIFA 2022 and a normal year to year Growth of 10 % will be adding further load on the existing capacity.

4-Terms and Conditions will be as per existing lease agreement with Aayan.

5- There is price impact of QAR 160/- per vehicle x 4 vehicles = QAR 640/month as compared to last purchase of 2020 model and currently available in 2022 model only.

Going ahead with Aayan Leasing as they are approved supplier for leasing vehicles.

QUOTED SERVICE PROVIDER DETAILS						
No	Supplier Name	Bus Type for Lease	Currency	Quoted/ Negotiated/ Unit rate/month	Cost For 1 year	
1	Aayan Leasing Co.	4.3 Ton (100mm box)	QAR	2,505	120,240	
				2,505	5	
					Total QAR for 5 Years Leasing	
					601,200	
					60 days from invoice	
RECOMMENDED SERVICE PROVIDER						
No	Supplier Name	Negotiated/Unit rate/month	No. of unit	Service Period in years	Total - Qr. (for 5 years)	
1	Aayan Leasing Co.	As mentioned above	4.00	2,505	601,200	
				(5)	60 days credit	
					Total GAR	
					601,200	
BUDGET DETAILS						
Particulars						Amount (QR)
Budgeted value for the requested service/expense						310,240
Budget utilized till last purchase						-
Balance available for this purchase						310,240
Proposed as per this service memorandum						(30,000) (Lease rent considered only for 3 Months remaining in 2022 (Oct, Nov Dec))
Surplus/(deficit)						280,180
RECOMMENDATION FOR THIS PURCHASE						
<p>Supplier selection criteria(s):</p> <p><input checked="" type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (Specify) <input checked="" type="checkbox"/> Approved supplier for leased vehicles</p>						
<p>Particulars</p> <p><input checked="" type="checkbox"/> Better quality <input type="checkbox"/> Lowest bidder</p>						
<p>Particulars</p> <p><input checked="" type="checkbox"/> Budgeted value for the requested service/expense</p>						
<p>Particulars</p> <p><input checked="" type="checkbox"/> Budget utilized till last purchase</p>						
<p>Particulars</p> <p><input checked="" type="checkbox"/> Balance available for this purchase</p>						
<p>Particulars</p> <p><input checked="" type="checkbox"/> Proposed as per this service memorandum</p>						
<p>Particulars</p> <p><input checked="" type="checkbox"/> Surplus/(deficit)</p>						

* All the supported documents are attached herewith

Yousaf Al-Khalifa	Assistant Manager - Finance	Fahim Rasmy	Senior Manager - Finance	Fahim Bushra	Hamed Bushra	Fahim Rasmy	Khalid Bahaduldin	Tariqe Mohammad	Tariqe Mohammad
Syed Khalif Hassan	Senior Manager - Business Development	Tayyar Mohammad Azam	Senior Manager - Procurement	Faisal.	Faisal.	Fahim Rasmy	General Manager	Chief Executive Officer	Ast. Vice President - Finance
Senior Officer - Procurement									
9/6/2022	9/6/2022	9/6/2022	9/6/2022	9/6/2022	9/6/2022	9/6/2022	9/6/2022	9/11/2022	9/11/2022

Yousaf Al-Khalifa

Assistant Manager - Finance

9/6/2022

Syed Khalif Hassan

Senior Manager - Business Development

9/6/2022

Tariqe Mohammad

Chief Executive Officer

9/11/2022

Khalid Bahaduldin

Ast. Vice President - Finance

9/11/2022

Tariqe Mohammad

Chief Executive Officer

9/11/2022

Tariqe Mohammad

Chief Executive Officer

9/11/2022

Sheikh Mansoor

Board Member

9/11/2022

Sheikh Mansoor

Board Member

9/11/2022

Qatar Foods Industries Co.

P.O.Box 1444
44415000

No: QFI/SM/2023/005

SERVICE MEMORANDUM

BASIC DETAILS OF SERVICE MEMO

Nature Service	Buses on Lease (replacement of leased vehicle)		
Department	HR & Admin		
Service Type	Renewal <input type="checkbox"/>	or	New Service <input checked="" type="checkbox"/>

REASON/OBJECTIVE OF THIS PURCHASE

- 1-23 seater bus is required as replacement for existing 14 seater Nissan Unvan Bus #289238.
- 2-The existing Bus has run 450,000 km as on 10.02.2023. Leased in 2015 & has completed it's lease terms.
- 3-Terms and Conditions will be as per existing agreement with Aayan.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with Aayan as they are approved supplier for leased vehicles

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Bus Type for Lease	Currency	Quoted rate/month	Negotiated rate/month	Exchange rate	Cost for 1 year	Service Period in years	Total - Qr (for 5 years)	Payment Terms/Remarks
1	Aayan Leasing Co.	Toyota Coaster 23 seater	QAR	4,600	4,600	1.00	55,200	5	276,000	1-60 days from invoice
							Total QAR for 2 years leasing		276,000	2-Existing approved supplier for leased vehicle

* All the supported documents are attached herewith

RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated rate/month	Exchange rate	Rate Per month	Service Period in years	Total - Qr.	Payment Terms
Aayan Leasing Co.	Toyota Coaster 23 seater	1.00	4,600	5	276,000	60 days credit
				Total QAR	276,000	

Supplier selection criteria(s) :

- Better quality
- Lowest bidder
- Reputed supplier
- Others (specify) _____
- Approved supplier for leased vehicles

BUDGET DETAILS

Particulars	Amount (QR)	
Budgeted value for the requested service/expense	16,200	Proposed under budget for 2023 (14 seater) but considered 21 water due to increased staff as this will reduce the number of trips and saving time and fuel as well. ☐
Budget utilized till last purchase		
Balance available for this purchase	16,200	
Proposed as per this service memorandum	(55,200)	
Surplus/(deficit)	(39,000)	

AUTHORIZATION/APPROVAL

Waliullah Khan	Tayyab Mohammad	Faizal	Fahim Rasmey	Tariq Rasmey	Tariq Rasmey
Vishnu Prasad	Zain Mehdhi				
Senior Officer - Procurement	Assistant Manager HR & Admin	Assistant Manager Finance	Senior Manager Finance	Senior Manager Procurement	Chief Executive Officer