

PURCHASE ORDER

Alcat Contracting Company

PO Box: 00681, Al Fereej Building, C-Ring Road

Doha Qatar

Email: info@alcatqatar.com

Tel: 44434241 Fax: 44412872



PURCHASE ORDER DETAILS

PO No. 5530100609 PO Date 29/01/2023
 PO Amend No. Amend Date
 PO Status Open Type General
 Project Code Offer No
 Project Name Pur Group 140-Project

TERMS & CONDITIONS

Pay Term 50%onHalfwork&50%onCompletion
 Currency QAR
 Invoice To Alcat Contracting Company
 Pay Mode
 Import NO
 INCO Terms None
 Mode of Transport
 Partial Shipment Yes
 Transshipment
 Remarks

SUPPLIER DETAILS

Supplier Name ENTITLEMENT TRADING & CONTRACTING W
 Supplier Code 20302550
 Contact Person RAJA JABER Contact Address P.O.BOX 40577
 Tel No. 44552721
 Fax 44552721 Country DOHA-Qatar
 Mobile 55575627
 Email gm@etcqa.com

ITEM DETAILS

S.No	PO Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1	00010	Supply & Install of 18MM MDF	0001	29/01/2023	M-2	380.00	180.00	68,400.00
2	00020	Supply & Installation Of Door (Single)	0001	29/01/2023	EA	18.00	1,250.00	22,500.00
3	00030	Supply & Installation Of Door(Double)	0001	29/01/2023	EA	1.00	2,400.00	2,400.00

Gross Price 93,300.00

Grand Total 93,300.00

Amount in Words: Qatari Riyal Ninety-Three Thousand Three Hundred and Zero dirham Only

For Alcat Contracting Company

Delivery Address : Alcat Contracting Company

(Authorized Signatory)

Document Level Note :

1. REFERENCE QUOTATION NO. ETCQA/A/CONS/001336/REV-007 DATED: 26JAN2023
2. DELIVERY: TO COLLECT BY US. CONTACT PERSON MR. TAREK -55643429.
3. PAYMENT: 50% UPON COMPLETION OF FIRST OFFICE .50% UPON COMPLETION OF SECOND OFFICE AND SUBMISSION OF INVOICE.
4. ALCAT RESERVES ITS RIGHT TO MODIFY QUANTITY AS MENTIONED IN THIS LPO

Created by: Tarek Ziad Algharib

Approved By: Hossam Barina

Jan 31, 2023

8:27:31 AM

Page 1 of 2

AT ANY POINT OF TIME AND / OR TO CANCEL THIS LPO, IF REQUIRED.
5. ATTACHED ANNEXURE-1 (TERMS & CONDITIONS) IS AN INTEGRAL PART OF THIS PO.
6. KINDLY ACKNOWLEDGE THE RECEIPT AND ACCEPTANCE OF THIS PO BY RETURN.
7. WORK TO BE COMPLETED IN 2 WEEKS OF ISSUED PO.
8. ALL MATERIAL AND DOORS SHOULD BE PRE-APPROVED.
9. 2-YEAR WARRANTY FROM DATE OF INSTALLATION.
10. QUANTITY IS REMESURABLE
11. ALL PARTITION WORK TO BE CARRIED OUT AS PER LAYOUT PLAN AS SHOWN INCLUDING OPENING OF DOORS AS PER PLAN
** MR-201174 - NEW OFFICE PARTITION **

Created by: Tarek Ziad Algharib

Approved By: Hossam Banna

ALCAT CONTRACTING CO.						MATERIAL REQUISITION			
						No. 201174 Is DATE: 16/1/2023			
Project : Head Office						Approval:			
Requestor :						General Manager :			
Purpose : Partition for New office						Project Manager :			
SIGNATURE :						Verified By Technical: _____			
Sl.	Material Description	Unit	Bud. Ref.	Budget Qty.	Available Stock Qty.	Total Requested Qty.	Request Qty.	Available Bud. Qty. for Requesting	Remarks
	supply & install of 9mm MDF partition with insulator	SQM				380 380			
	supply & install of door (single)	Nos				219			
	supply & install of door (double)	Nos				1			
Proposed Suppliers: P.P: KXBXKX - P.P: KXBXKX - 5530100609						Reserved for Procurement Department			
Identified Vendors During Tender Stage:									

Note : Requisition should be submitted 5 days before to the procurement dept. In order to get the material on time.

Note : Please mention the previous requisition no. & date if it is already requested the same material.

PROCUREMENT DEPARTMENT

SITE : JOB 901 - HEAD OFFICE

REQUESTED BY :

DATE : 29-Jan-23

DATE

29-Jan-23

BID ANALYSIS											
			[1]			[2]			[3]		
Supplier Name			ENTITLEMENT			CYOTECH			G-SERV		
Sr. No.	Material Description	Unit	Qty	Original Price	Negotiated Price	Value	Original Price	Negotiated Price	Value	Original Price	Negotiated Price
1	Supply and install 18mm thick MDF melamine plywood on both sides	SQM	380	220.00	180.00	68,400.00	250.00	215.00	81,700.00	320.00	320.00
2	Supply & Installation of door,Size:100CM x 210CM	Nos.	18	1,950.00	1,250.00	22,500.00	1,500.00	1,420.00	26,560.00	2,500.00	2,500.00
3	Supply & Installation of door,Size:1.6M x 2M	Nos.	1	5,520.00	2,400.00	2,400.00	1,850.00	1,500.00	1,500.00	2,500.00	2,500.00
Remarks :						93,300.00	108,760.00			169,100.00	
Remarks											
Total Cost						93,300.00	108,760.00			169,100.00	
Delivery						2 years warranty from installation date	2 years warranty from installation date			2 years warranty from installation date	
Payment Terms						50% upon completion of first office room balance,50% upon completion of the second office and submission of invoice	50% Advance, 40% upon material delivery, 10% after completion.			40% Advance, 40% progressive payment on work progress,10% Upon Completion of Works	
Recommendation from the responsible :											
Proposed Supplier & Reason											
Supplier No./Name			ENTITLEMENT			Procurement Engineer			Finance Manager		
			Tardk			Joz.			HFB		

ALCAT CONTRACTING CO.

P.O. BOX NO. 681, DOHA, QATAR

Nc: ACC/HISM/2023/01		Date: 17-Jan-2023	
BASIC DETAILS OF SERVICE MEMO		LAST PURCHASE / SERVICE MEMO	
Nature Service	Lease Agreement for Rental of New Head Office at C Ring Road	Supplier name	: Al Faraj Real Estate
Department	Human Resource	Total value of SM	: QR 276,000
Service Type	Renewal <input type="checkbox"/> or New Service <input checked="" type="checkbox"/>	Contract period	: One Year
		Service Memo	: ACC/HISM/2022/007
		Date	: 26-Jan-22

1. Lease Agreement for Head Office of ACC will expire on 31-Jan-2023. The existing head office space is around 325 sq mt with the constraint of accommodating all the staff and limited space for meeting rooms. The existing office also has the constraint of parking space for the employees.

2. To address these issues several Offices were visited with an enhanced area of 500 Sq mt and above with parking space. Accordingly, a suitable office adjacent to our existing office at C Ring Road is identified with an area of 572.4 sq mt

3. The said office is available at a monthly rate of QR 70/SQM amounting to QR 40,088 per month, however the lessor has agreed to provide 3 months free of cost, so the effective rate of leasing is QR 64/SQM amounting to QR 36,729 per month considering the period of 3 years of lease duration.

4. Accordingly, it is proposed to rent the said Office at C Ring Road for a period of three years with three months free rental in the first year.

QUOTED SERVICE PROVIDER DETAILS									
No	Supplier Name	Service Description	Currency	Quoted rate (per month)	Negotiated rate (per month)	Area in SQM	Service Period in months	Total-Qr.	Remarks
1	Hassan Shokri Hussain Al Mohsin (C Ring Road)	Leasing of office space (Feb'2023 to Jan'2026) Handing Over: Jan'2023	QAR	75	64	572.40	36	1,372,244	1. One month security deposit refundable on expiry of lease 2. Office would be handed over in Jan'2023 for Modification without any rental 3. Rent Agreement would be from Feb'2023 to Jan'2026 out of which Feb'2023, Dec'2023 and Jan'2024 are free
	Cyotech Trad., Contracting & Service W.L.L. / Entitlement Trading & Cont. (Negotiation ongoing)	Partitioning Work (Plywood board 9MM office room partition)	QAR	227	227	572.40	-	130,210	1. The Estimated cost of partitioning excluding Electric works, Internet and Telephone lines. 2. Tolerance of (1/4) 25% is expected for this cost based on actual office plan.
	TOTAL								1,452,454
2	Qatar Norwegian German Cont./Laffan Tower	Leasing of office space (Feb'2023 to Jan'2026)	QAR	95	87	572.40	36	1,783,026	1. Commission waived Off 2. One Month Free, hence Effective Rent/Month is QR 87/Sqmt
	Cyotech Trad., Contracting & Service W.L.L. / Entitlement Trading & Cont. (Negotiation ongoing)	Partitioning Work (Plywood board 9MM office room partition)	QAR	227	227	572.40	-	130,210	1. The Estimated cost of partitioning excluding Electric works, Internet and Telephone lines. 2. Tolerance of (1/4) 25% is expected for this cost based on actual office plan.
	TOTAL								1,913,236
3	Al Ennadi Enterprises	Leasing of office space (Feb'2023 to Jan'2026)	QAR	70	68	572.40	36	1,402,380	1. Half Month Commission fees 2. One Month Free, hence Effective Rent/Month is QR 68/Sqmt
	Cyotech Trad., Contracting & Service W.L.L. / Entitlement Trading & Cont. (Negotiation ongoing)	Partitioning Work (Plywood board 9MM office room partition)	QAR	227	227	572.40	-	130,210	1. The Estimated cost of partitioning excluding Electric works, Internet and Telephone lines. 2. Tolerance of (1/4) 25% is expected for this cost based on actual office plan.
	TOTAL								1,532,590

*All the supported documents are attached herewith & notes are provided below

- Contract Period will be 3 year starting Feb'2023 to Jan'2026 (out of which Feb'2023, Dec'2023 & Jan'2024 would be free)
- Office Rent is excluding water and electricity
- Maintenance will be under the scope of Alcat Contracting Co.
- 9 Basement car parking provided

RECOMMENDED SERVICE PROVIDER									
Supplier Name	Negotiated rate	Area in SQM	Rate in Qr	Service Period in months	Total-Qr.	Payment Terms			
Hassan Shokri Hussain Al Mohsin (C Ring Road)	64	572.40	36,729	36	1,372,244	1) 1st year - Nine Cheques as Feb'23, Dec'23 & Jan'24 are free, 2nd year & 3rd year - 24 POC Cheques			
Cyotech Trad., Contracting & Service W.L.L. / Entitlement Trading & Cont. (Negotiation ongoing)	227	572.40	130,210		130,210	2) Additional Cheque for One Month Security Deposit			
TOTAL					1,652,454	50% advance, 30% progress payment and balance upon completion.			

Supplier selection criteria(s):
 Lowest bidder ☒ Others (specify) ☐ Office to be partitioned by ALCAT

BUDGET DETAILS		Amount (QAR)
Budgeted value for office rental as per Business Plan 2023 & at similar rates for Future Periods (Qr. 45,000/- per month for 36 months)		1,620,000
Budget utilized till last purchase		1,620,000
Balance available for this purchase		(1,620,000)
Proposed as per this service memorandum		167,546

Signature of the authorized person: *[Signature]*
 Signature of the authorized person: *[Signature]*
 Signature of the authorized person: *[Signature]*

Procurement Engineer 17/01/2023
 Manager Finance 17/01/2023
 General Manager 17/01/2023
 Chief Executive Officer 18/01/2023
 Board Member 19/01/2023