

National Food Company
P.O. Box: 1444, Doha, Qatar
4441 5000

No: QF/SM/2024/048

SERVICE MEMORANDUM

Date : 05/11/2024

LAST PURCHASE/SERVICE MEMO

Basic Details of Service Memo

Supplier name	: First Time	: COO: Qatar
Total value of SM	: Rate per month	:
Contract period	:	:
Service Memo.	: Date	:

REASON/OBJECTIVE OF THIS PURCHASE

- Renewal of the National Food Company brand's "Al Arabia and International" trademarks in Qatar and KSA.
- Renewal duration is 10 years for each country.
- Recommended by Marketing Team

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY
No comparative quotes are available as the vendor is selected based on reputation & TMP agents are looking after our Group companies' Trademark affairs.

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	COO	Currency	Quoted Amount	Negotiated Amount	Exchange rate	Amount in Qr	Qty. Pcs	Total - Qr.	Remarks
1	TMP AGENTS ABUGHHAZALEH Intellectual Property	License renewal	Qatar	USD	2,530.00	2,530.00	3.65	9,235	2 licenses	9,235	1-Payment - 100% advance. 2-VAT/Taxes if any will be additional and paid as per actual. 3- Detail are as per Invoice # 962745-23-10-2024.

* All the supported documents are attached herewith

Notes:

RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated Amount	Exchange rate	Amount in Qr	Qty. Pcs	Total - Qr.	Payment Terms
TMP AGENTS ABUGHHAZALEH Intellectual Property	2,530.00	3.65	9,235	2 licenses	9,235	As mentioned above

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 till last purchase	
Balance available for this purchase	
Proposed as per this service memorandum surplus/(deficit)	

AUTHORIZATION / APPROVAL

Farooq Saleem Executive Purchase 07/11/2024	Anzar Hameed Product Manager 10/11/2024	Tayyab Mohammad Azam Senior Manager - Procurement 10/11/2024	Atif Hussain Head Procurement 10/11/2024	Hamed Bushra General Manager 10/11/2024	Faizaan Khatri Manager Finance 10/11/2024	Adnan Moerji General Manager 12/11/2024
---	---	--	--	---	---	---