

Alcat Logistics Company Industrial Area, Street No. 11 Gate No. 377 Tel: +97444167959, Fax: +97444169201, E-mail: info@alcatlogistics.qa					
No: ALC/SM/2023/01-A		SERVICE MEMORANDUM		Date : 17-JAN-2023	
BASIC DETAILS OF SERVICE MEMO					
Nature Service	Container Delivery Operation			Supplier name	: NA
Department	Operation Department			Total value of SM	Rate per month
Service Type	Renewal <input checked="" type="checkbox"/>	or	New Service <input type="checkbox"/>	Contract period	
				Service Memo	Date
REASON/OBJECTIVE OF THIS SERVICE					
Flat bed trailers are required from outside Transporters to serve Q/M/QM Trading/Q/I container delivery from Hamad Port to Umm Salal & Industrial Area, as our all trailers were not sufficient for requirement					
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY					
QUOTED SERVICE PROVIDER DETAILS					
No	Service Provider	Negotiated Rate/Hamad Port To Industrial Area	Negotiated Rate/Hamad Port To Um Salal	Payment Mode	
1	Union Transport	600	700	30 days from invoice	
2	Bin Muflihah Transport	700	700	30 days from invoice	
3	Jalidh Motors	650	750	30 days from invoice	
4	Geh Transport	650	750	30 days from invoice	
5	Ali Bin Ali Transport	NA	800	30 days from invoice	
6	Al Sawaid Transport	600	725	30 days from invoice	
7	Falcon Customs Clearance & Transport	600	800	30 days from invoice	
8	Al Shohob	600	800	30 days from invoice	
* All the supported documents are attached herewith					
Notes: 1 We will be taking service from all above transporters depending upon availability of trailers. Also, we will engage any other transporters (not including above) if they agree on the approved rate or low. 2 The rates proposed for approval under this SM are based on current market rates. The rates are subject to increase during exceptional conditions viz Port Congestion, Customs process delay, lower availability of trailers in market, etc. Hence an upward tolerance of up to 25% is requested for approval as part of this SM. In case the market rates go above the 25% approved tolerance, then approval for higher rates, if any, will be sought from the CEO over email. 3 All above transport companies are without detention charges. Detention charges if any payable to the transporter, will be recoverable from customers. 4 Rate are based on container & location of loading trailers and will be effective from November 01, 2022. 5 This Service memorandum is also for the purpose of regularization of the pending payments in respect of service already availed. 6 Service agreement shall be valid for a period of one year and will automatically be renewed if required for further period unless any changes by any of the party.					
RECOMMENDED SERVICE PROVIDER					
Service Provider	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.
All above transporter	600 / 800	1.00	600 / 800	-	-
Supplier selection criteria(s) ;					Payment Terms
Better quality <input checked="" type="checkbox"/> Lowest bidder <input checked="" type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input type="checkbox"/>					Within 30 days of receiving the invoice from supplier
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					
Abdul Munaf	Moorithi	Tayyab Mohammad Azam	Abu Ahmed Saleh	Hamed Bushra	Khaja Bahaudin
Sr. Accounts Officer	Manager	Senior Manager - Procurement	Manager Finance	General Manager	Asst. Vice President - Finance
18/01/2023	18/01/2023	19/01/2023	19/01/2023	19/01/2023	19/01/2023
					Tarique Mohammad
					Chief Executive Officer
					22/01/2023