

Alcat Logistics Company

Industrial Area, Street No. 11 Gate No. 377

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No: ALC/SM/2020/04

BASIC DETAILS OF SERVICE MEMO

SERVICE MEMORANDUM

Date : 14-Mar-2021

LAST PURCHASE/SERVICE MEMO

Nature Service	Hiring External Manpower to support operation for one year	Supplier name	: NA
Department	Operation Department	Total value of SM	: Rate per month :
Service Type	Renewal <input type="checkbox"/> or New Service <input checked="" type="checkbox"/>	Contract period	:
		Service Memo.	: Date :

REASON/OBJECTIVE OF THIS SERVICE

ALC has purchased 22 vehicles from M/s Sharq based on the approval sought from management via P.M Ref No. ALCAT-Logistics/2021/01 Dated 11 Feb 2021.

While the vehicles have been acquired, the requisite drivers are not immediately available to ply the vehicles, due to delays in hiring due to VISA constraints and associate sponsorship transfer process delays as a reason of COVID-19 related restrictions. As such, it is proposed to hire the required manpower from M/s Sharq.

The SM is prepared for a period of 1 year, as there is no clarity on the VISA issuance, hiring timeline etc. Hiring will be done based on actual requirement.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

There are not competitive quotes obtained due to immediate hiring from Sharq alongside the purchase of vehicles from them. The average cost per head is QR 2980 as against the market hiring rate of up to ~4500 per head.

QUOTED SERVICE PROVIDER DETAILS							
No	Supplier Name	Service Description	Currency	Quoted rate	Negotiated rate	Exchange rate	Total - Qr.
1	Sharq Primary Materials	Manpower hiring for one year	QAR	65,550	65,550	1.00	65,550 12 785,600

* All the supported documents are attached herewith

Notes:

1. We are hiring total 22 different category of Manpower in order to support the operation for 22 fleets which is acquired during current year.
2. The payment to the hired employee shall be processed based on the monthly time sheet.
3. Trip money and overtime is to be paid additionally based on work done and time sheet and trip sheet.
4. For the drivers and foreman categories accommodation is to be provided by us.
5. Payment to be processed within one week after receiving the invoice from the vendor.

RECOMMENDED SERVICE PROVIDER							
Supplier Name	Negotiated rate	Exchange rate	Total - Qr.	Payment Terms			
Sharq Primary Materials	65,550	1.00	65,550 12 785,600	Within one week of receiving the invoice from supplier			

Supplier selection criterias :

Better quality lowest bidder

Reputed supplier

Others (specify)

BUDGET DETAILS		
Particulars	Amount (QR)	
Budgeted value for the requested service/expense	785,600	
Budget utilized till last purchase		
Balance available for this purchase	785,600	
Proposed cap for this service memorandum	(785,600)	
Surplus/(deficit)		

AUTHORIZATION / APPROVAL

Manager HR & Operations	ALC-Finance	Sr. Manager HR & Admin	General Manager	VP - HR & Admin	ZAD Finance	Chief Executive Officer
						Board Member