

## 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				TERMS & CONDITIONS			
PO No.	5530100609	PO Date	29/01/2023	Pay Term	50%onHalfwork&30%onCompletion		
PO Amend No.		Amend Date		Currency	QAR		
PO Status	Open	Type	General	Invoice To	Alcat Contracting Company		
Project Code		Offer No		Pay Mode			
Project Name		Pur Group	I40-Project	Import	NO		
SUPPLIER DETAILS				INCO Terms	None		
Supplier Name	ENTITLEMENT TRADING & CONTRACTING W			Mode of Transport			
Supplier Code	20302550			Partial Shipment	Yes		
Contact Person	RAJA JABER	Contact Address	P.O.BOX 40577	Transshipment			
Tel No.	44552721			Remarks			
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 Banna

Jan 31, 2023

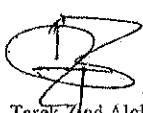
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Page 1 of 2

PO Number: 5530100609

Date: 29/01/2023

AT ANY POINT OF TIME AND / OR TO CANCEL THIS LPO, IF REQUIRED.  
5. ATTACHED ANNEXURE-I (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 SHOWED  
INCLUDING OPENING OF DOORS AS PER PLAN  
\*\* MR-201174 - NEW OFFICE PARTITION \*\*

  
Created by: Tarek Ziad Algharib 29/01/2023

Approved By: Hossam Banna

PK-1530 100569

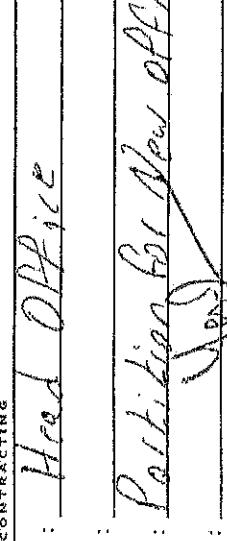
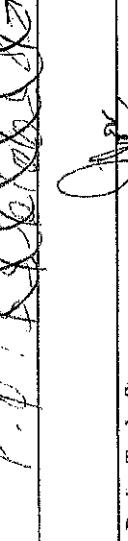
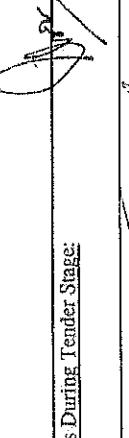
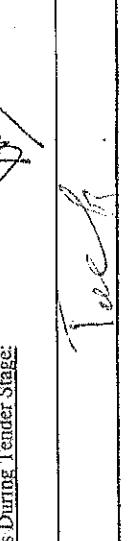
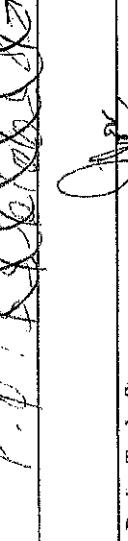
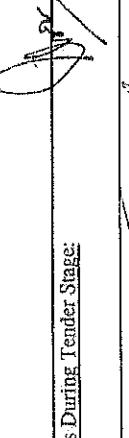
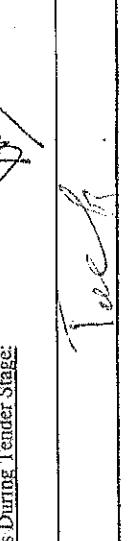
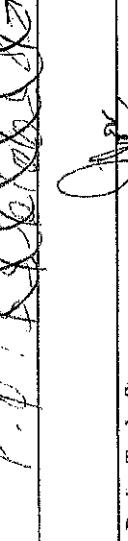
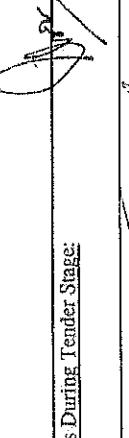
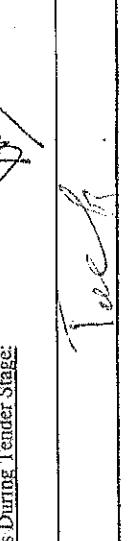
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ALCAT

ALCAT CONTRACTING CO.

ALCAT  
CONTRACTING

<b>ALCAT CONTRACTING CO.</b> <b>CONTRACTING</b> 		<b>MATERIAL REQUISITION</b> <b>No. 201174</b> Is <b>DATE: 16/11/2023</b>																																																																																	
Project : Head Office Requestor : Partition B1 New office Signature : 		Approval:  General Manager : _____ Project Manager : _____ Verified By Technical: _____																																																																																	
SIGNATURE : 		<table border="1"> <thead> <tr> <th>SL.</th> <th>Material Description</th> <th>Unit</th> <th>Bud. Ref.</th> <th>Budget Qty.</th> <th>Available Stock Qty.</th> <th>Total Requested Qty.</th> <th>Request Qty.</th> <th>Available Bud. Qty. for Requesting</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Supply &amp; install of 4 nos MDF Slab partition with insulator</td> <td>sq.m</td> <td>sq.m</td> <td>380</td> <td>380</td> <td>380</td> <td>380</td> <td>380</td> <td></td> </tr> <tr> <td>2</td> <td>Supply &amp; install of door (single) Nos</td> <td></td> <td></td> <td>19</td> <td>19</td> <td>19</td> <td>19</td> <td>19</td> <td></td> </tr> <tr> <td>3</td> <td>Supply &amp; install of door (double) Nos</td> <td></td> <td></td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td></td> </tr> <tr> <td>4</td> <td>Supply &amp; install of door (double) Nos</td> <td></td> <td></td> <td>3rd</td> <td>3rd</td> <td>3rd</td> <td>3rd</td> <td>3rd</td> <td></td> </tr> <tr> <td colspan="2">Proposed Suppliers:</td> <td colspan="2"><del>P.P. KITCHEN</del> - <del>553010069</del></td> <td colspan="2">Project Site Justification if required</td> <td colspan="2">Reserved for Procurement Department</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Identified Vendors During Tender Stage:</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="10"> <p>Note : Requisition should be submitted 5 days before to the procurement dept. In order to get the material on time.</p> <p>Note : Please mention the previous requisition no. &amp; date if it is already requested the same material.</p> </td> </tr> </tbody> </table>		SL.	Material Description	Unit	Bud. Ref.	Budget Qty.	Available Stock Qty.	Total Requested Qty.	Request Qty.	Available Bud. Qty. for Requesting	Remarks	1	Supply & install of 4 nos MDF Slab partition with insulator	sq.m	sq.m	380	380	380	380	380		2	Supply & install of door (single) Nos			19	19	19	19	19		3	Supply & install of door (double) Nos			2	2	2	2	2		4	Supply & install of door (double) Nos			3rd	3rd	3rd	3rd	3rd		Proposed Suppliers:		<del>P.P. KITCHEN</del> - <del>553010069</del>		Project Site Justification if required		Reserved for Procurement Department				Identified Vendors During Tender Stage:										<p>Note : Requisition should be submitted 5 days before to the procurement dept. In order to get the material on time.</p> <p>Note : Please mention the previous requisition no. &amp; date if it is already requested the same material.</p>									
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**PROCUREMENT DEPARTMENT**

SITE : JOB 901 - HEAD OFFICE  
 REQUESTED BY : 29-Jan-23  
 DATE

Supplier Name	BID ANALYSIS			G-SERV
	[1]		[2]	
	ENTITLEMENT		CYOTECH	
Sr. No.	Material Description	Unit	Qty	Original Price
1	Supply and install 18mm thick MDF melamine plywood on both sides	SQM	300	220.00
2	Supply & Installation of door, Size: 100CM x 210CM	Nos.	18	1,950.00
3	Supply & Installation of door, Size: 1.6M x 2M	Nos.	1	5,520.00
<b>Remarks :</b>				93,310.00
	<b>Remarks</b>			108,760.00
	<b>Total Cost</b>			93,300.00
	<b>Delivery</b>		2 years warranty from installation date	108,760.00
	<b>Payment Terms</b>		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, 10% Upon Completion of Works
<b>Recommendation from the responsible :</b>				
Proposed Supplier & Reason				
Supplier No./Name	ENTITLEMENT	Tarck	Procurement Engineer	Finance Manager
				General Manager

**ALCAT CONTRACTING CO.**  
P.O. BOX NO. 681, DOHA, QATAR

**SERVICE MEMORANDUM**

Date : 17-Jan-2023

Last Purchase/Sale/Service Memo No

No: ACC/HFSM/7/2023/01

**BASIC DETAILS OF SERVICE MEMO**

Nature Service	Lease Agreement for Rental of New Head Office at C Ring Road	Supplier name	Al Fares Real Estate								
Department	Human Resource	Total value of SM	QR. 275,000				Date per month				
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>	Contract period	One Year								
		Service Month	ACC/HFSM/7/2023/01				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 49,488/-per month, however the lessor has agreed to provide 3 months free of cost, so the effective rate of leasing is QR 64.5/QM 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 month free rental in the first year.											
<b>QUOTE SERVICE PROVIDER DETAILS</b>											
No	Supplier Name	Service Description	Currency	Quoted rate SGD per month	Area in SQM	Service Period in months	Total -Qr.				
1	Hassan Shokri Hussain Al Mohsin [C Ring Road]	Leasing of office space [Feb '2023 to Jan 2026] Handing Over : Jan'2023 Partitioning Work [Plywood board 5MM office room partition]	QAR	75	64	572.40	36,729				
		TOTAL		227	227	572.40	-				
2	Qatar Norwegian German Cont/Laffan Tower Cycloach Trd., Contracting & Services W.L.L / Entitlement Trading & Cont. [Negotiation ongoing]	Leasing of office space [Feb'2023 to Jan'2025] Partitioning Work [Plywood board 5MM office room partition]	QAR	95	87	572.40	49,529				
		TOTAL		227	227	572.40	-				
3	Al Ennadi Enterprises Cycloach Trd., Contracting & Services W.L.L / Entitlement Trading & Cont. [Negotiation ongoing]	Leasing of office space [Feb'2023 to Jan'2025] Partitioning Work [Plywood board 5MM office room partition]	QAR	70	68	572.40	38,935				
		TOTAL		227	227	572.40	-				
							1,452,254				
							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 and Jan'2024 are free				
							1. The Estimated cost of partitioning excluding Electric works, Internet and Telephone lines. 2. Tolerance of +/- 25% is expected for this cost based on actual office plan.				
							1. Commission waived Off 2. One Month Free, hence Effective Rent/Month is QR 87.5/Quant				
							1. The Estimated cost of partitioning excluding Electric works, Internet and Telephone lines. 2. Tolerance of +/- 25% is expected for this cost based on actual office plan.				
							1. Half Month Commission fees 2. One Month Free, hence Effective Rent/Month is QR 68.5/Quant				
							1. The Estimated cost of partitioning excluding Electric works, Internet and Telephone lines. 2. Tolerance of +/- 25% is expected for this cost based on actual office plan.				
							1. Half Month Commission fees 2. One Month Free, hence Effective Rent/Month is QR 68.5/Quant				
							1. The Estimated cost of partitioning excluding Electric works, Internet and Telephone lines. 2. Tolerance of +/- 25% is expected for this cost based on actual office plan.				
							1,915,256				
							1,402,380				
							1. Half Month Commission fees 2. One Month Free, hence Effective Rent/Month is QR 68.5/Quant				
							1,303,210				
							1. The Estimated cost of partitioning excluding Electric works, Internet and Telephone lines. 2. Tolerance of +/- 25% is expected for this cost based on actual office plan.				
							1,382,590				
*All the supported documents are attached herewith & notes are provided below											
1. Contract Period will be 3 years starting Feb'2023 to Jan'2026 (Out of which Feb'2023 & Jan'2024 would be free)											
2. Office Rent is excluding water and electricity											
3. Maintenance will be under the scope of Alcat Contracting Co.											
4. Basement car parking provided											
<b>RECOMMENDED SERVICE PROVIDER</b>											
Supplier Name	Negotiated rate	Area in Sq.m	Rate in QR	Service Period in months	Total -Qr.	Amount (QR)	Payment Terms				
Hassen Shokri Hussain Al Mohsin [C Ring Road]	64	572.40	36,729	36	1,322,244	1. 1st year - Nine cheques as Feb'23, Dec'23 & Jan'24 are free, 2nd year & 3rd year - 24 PDC Cheques 2. Additional charge for one month Security deposit.					
Cycloach Trd., Contracting & Services W.L.L / Entitlement Trading & Cont. [Negotiation ongoing]	227	572.40	130,210		130,210	50% advance, 30% progress payment and balance upon completion.					
					1,452,254						
<b>Supplier selection criteria(s) ; Lowest bidder</b>	<input checked="" type="checkbox"/> Reputed supplier	<input type="checkbox"/> Others (Specify)	<input type="checkbox"/> Office to be partitioned by ALCAT	<b>BUDGET DETAILS</b>							
Particulars											
Budgeted value for office rental as per Business Plan 7/2023 & 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						1,452,454					
Proposed as per this service memorandum						167,546					
Surplus/(Deficit)											
Initial Estimate											
Procurement Engineer	Manager Finance	General Manager	Manager Finance								
17/01/2023	17/01/2023	17/01/2023	17/01/2023								
Board Member	Chief Executive Officer										
19/01/2023	18/01/2023										