
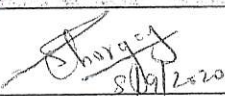




No: ZAD/SM/2020/038		SERVICE MEMORANDUM				Date : 8th Sep			
BASIC DETAILS		SERVICE MEMO				LAST PURCHASE/SERVICE MEMO			
Nature Service	Various Newspaper Publications. One Time Approval document.					Supplier name	:		
Department	Investor Relations					Total value of SM	: Rate per month :		
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>					Contract period	:		
						Service Memo.	: Date :		
REASON/OBJECTIVE OF THIS PURCHASE									
Statutory requirement for the Listed Company									
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY									
In case of newspaper publication in arabic language - no quote comparison done . As the other available option are less in circulation. We prefer to be with the proposed combination.									
QUOTED SERVICE PROVIDER DETAILS									
No	Supplier Name	Service Description	Currency	Quoted rate	Discount	Price	No of Publication	Total - Qr.	Remarks
1	Gulf times , Al Raya & Dara- al sharq- colour publication	As per Annexure Attached						317,700	Comparison is done for inside page ,
2	Gulf times , Al Raya & Dara- al sharq- Black & white publication							211,800	
	Peninsula , Al Raya & Dara- al sharq- colour publication							315,900	
	Peninsula , Al Raya & Dara- al sharq- Black & white publication							210,600	
Notes:- 1) This is one time approval prepared , for the fixed annual charges to be incurred . The SM will be revised in case of change in the approved rate in coming years . Any other type of publication can be done based on the above mentioned rates. 2) Maximum discount can be given is 35% . However we negotiated to get 40% 3) Actual charges may vary based on the size of publication , approval will be taken in ERP through PO.									
RECOMMENDED SERVICE PROVIDER									
		Negotiated rate	Exchange rate	Rate in Qr	0	Total - Qr.	Payment Terms		
	Gulf times , Al Raya & Dara- al sharq- Black & white publication	211,800		-	-	211,800			
Supplier selection criteria(s) ; Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> ... As Per Management Requirement									
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									
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  8/9/2020 </div> <div style="text-align: center;">  8/9/2020 </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>									

QUOTED SERVICE PROVIDER DETAILS

	Particulars	Gulf Publishing & Printing Company w.l.l- Colour	Gulf Publishing & Printing Company w.l.l - Black & white	Peninsula (english) - Colour	Peninsula (english) - Black & white	Al rayah newspaer in arabic) - colour	Al rayah newspaer in arabic) - black & white	Dar al sharq	Dar al sharq- black & white
SL No.	Service Description	No of Publication	Total - Qr.	Total - Qr.	Total - Qr.	Total - Qr.	Total - Qr.	Total - Qr.	Total - Qr.
1	Financials Publication Full Page Color	2	47,700	31,800	46,800	31,200	46,800	31,200	46,800
2	Financials Publication Half Page Color	2	23,850	15,900	23,400	15,600	23,400	15,600	23,400
3	National day wish Full Page Color	1	-	-	-	23,400	15,600	-	-
4	Notice of Dividend collection Half page color	2	23,850	15,900	23,400	15,600	23,400	15,600	23,400
5	AGM Invite Quarter page Color	1	-	-	-	5,850	3,900	5,850	3,900
	Total		95,400	63,600	93,600	62,400	122,850	81,900	66,300

Summary	
Gulf Publishing & Printing Company w.l.l- Colour	95,400
Al rayah newspaer in arabic) - colour	122,850
Dar al sharq	99,450
Total	317,700
Gulf Publishing & Printing Company w.l.l - Black & white	63,600
Al rayah newspaer in arabic) - black & white	81,900
Dar al sharq- black & white	66,300
Total	211,800
Peninsula (english) - Colour	93,600
Al rayah newspaer in arabic) - colour	122,850
Dar al sharq	99,450
Total	315,900
Peninsula (english) - Black & white	62,400
Al rayah newspaer in arabic) - black & white	81,900
Dar al sharq- black & white	66,300
Total	210,600