

ZAD HOLDING COMPANY

No: ZAD/SM/2020/038

BASIC DATA: SERVICE MEMO

SERVICE MEMORANDUM

Date : 8th September 2020
LAST PURCHASE/SERVICE MEMO

Nature Service Various Newspaper Publications. One Time Approval document.

Department Investor Relations

Service Type Renewal ☒ or New Service ☐

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							317,700	
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	

As per Annexure Attached

Comparison is done for inside page ,

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	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 ☐ Lowest bidder ☐ Reputed supplier ☐ Others (specify) ☒ 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

Investor Relations	ZAD Finance	Chief Executive Officer	Board Member
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