

# SERVICE MEMORANDUM

BASIC DATA SHEET OF SERVICE MEMO

QFI/HRSM/25/01

Date : 16-Mar-2025

LAST PURCHASE/SERVICE MEMO

**Nature Service**

Supplier name	Ezdan Holding Company
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Total value of SM QAR 378,000/- per year & QAR 31,500/- per month for 06 flats  
i.e. QAR 5,250/- monthly per flat

Contract period	01-Apr-2024 to 31-Mar-2025
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Service Memo. QFI/HRSM/2024/06 Date : 6-Mar-24

## REASON/OBJECTIVE OF THIS PURCHASE

Replacement of 33 rooms at Ezdan Village & Additional 07 rooms required for accommodating increased number of Sales employees (Van Salesman, Sales Helpers & Store staff).

**Note :-** Ezdan is not offering renewals as they are renovating their property. Hence not added as a quote comparison for supplier selection.

## RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SERVICE PROVIDER DETAILS										
No	Supplier Name	Service Description	Currency	Quoted rate per rooms	Negotiated rate per room	Exchange rate	Total room Required	Service Period in months	Total - Qr.	Remarks
1	Gulf United Real Estate	Rental contract	QAR	1,700	1,675	1.00	40	12	804,000	1. 40 rooms with a capacity of 130 Bed Space. 2. Additional rooms are also available and hence we can cover future recruitments of opening 19 routes in rest of the year which is in plan.
2	Kaheel Real Estate	Rental contract	QAR	1,860	1,860	1.00	65	12	1,450,800	1. 65 Rooms X 2 Persons/ Room= 130 Bed space. 2. Only 25 rooms are available (refer attached quote),and there is limited parking space. 65 rooms considered for comparison purposes only.
3	Infinite Real Estate	Rental contract	QAR	1,650	1,650	1.00	65	12	1,287,000	1. 65 Rooms X 2 Persons/ Room = 130 Bed Space 2. The rooms are smaller in size, and there is limited parking space for vans/trucks parking.

\* All the supported documents are attached herewith

## Notes:

1. We have plans in place to launch additional 19 routes for the balance of the year and as required and when required we will take the additional rooms at same rental value from GUC accordingly within the total budgeted value as per the Business Plan 2025.
2. The new accommodation will have a total capacity of 130 employees (4 Helpers /Room & 3 Driver or Merchandisers/Room). Overall there is annual savings of ~QAR 135,300/- as per working enclosed as Annex-1
3. Contract duration is from 01-April-2025 to 31-March-2026. Rent is inclusive of water & electricity and maintenance services, garbage disposal & Sewage charges.
4. We need to procure an additional 18 refrigerators at an estimated total cost of QAR 25,000.-( Out of the existing 33 refrigerators, 11 belong to Ezdan and need to be returned. This will leave us with 22 existing refrigerators, and with the purchase of 18 new ones, the total will be 40 refrigerators,ensuring one refrigerator per room). Additional Refrigerators will be bought if we add on rooms in future on the basis of 1 refrigerator / room with a approximate price of QAR 1400/Piece.

**RECOMMENDED SERVICE PROVIDER**

No	Supplier Name	Service Description	Currency	Quoted rate per rooms	Negotiated rate per room	Exchange rate	Total room Required	Service Period in months	Total - Qr.	Payment Terms
1	Gulf United Real Estate	Rental contract	QAR	1,700	1,675	1.00	40	12	804,000	1 Security deposit cheque. 12 Postdated rental cheques.

Supplier selection criteria(s) ;

☐ Better quality      ☐ Lowest bidder      ☐ Reputed supplier      ☐ Others (*specify*)      ☐ Service is as per our expectation

exp. 1000/ Month

### BUDGET DETAILS

Particulars	Amount (Qr)	Remarks, if any
Budgeted value for the requested service/expense - BP 2025	961,278	
Budget utilized till last purchase	(173,250)	Actual paid rent for Ezdan village which we are vacating end of Mar-25
Balance available for this purchase	788,028	
Proposed as per this service memorandum	(603,000)	Pro-rated for the Balance of the Year 2025 (i.e. April to Dec-2025 (QAR 804,000 / 12 * 9 months))
Surplus/(deficit)	185,028	

AUTHORIZATION / APPROVAL

[illegible]