

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

ACC/HRSM/2022/09

DATE : 17-Dec-2022

LAST PURCHASE/SERVICE MEMO

Supplier name : Majed Abdullah Al Nuaimi
Total value of SM : Q.R. 108,000
Rate per month : Q.R. 9,000
Contract period : One Year
Service Memo. : ACC/HRSM/2022/07
Date : 15-Nov-21

BASIC DETAILS OF SERVICE MEMO

Nature Service : Lease agreement for renweing Staff Accomodation in Al Khuraiyat Villa
Department : Human Resource
Service Type : Renewal ☒ or New Service ☐

REASON/OBJECTIVE OF THIS SERVICE

1. ACC has rented a villa in Al Khuraiyat for accomodating 6 staffs working for various projects for which the lease period is expiring on 30-Nov-2022.
2. Considering these employees are deputed to ongoing and newly awarded projects to be executed during the year 2023, it is recommended to renew the lease of the existing accomodation.
3. Requesting approval renewal of the lease rental of staff accomodation.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted rate (1 Villa per month)	Negotiated rate (1 Villa per month)	Exchange rate	Rate in rate (1 Villa per month)	Service Period in months	Total - Qr.	Remarks
1	Majed Abdullah Al Nuaimi	Staff Accomodation	QAR	9,000	9,000	1.00	9,000	12	108,000	
2	Capstone Real Estate	Staff Accomodation	QAR	14,000	14,000	1.00	14,000	12	168,000	
3	Unicorn Real Estate	Staff Accomodation	QAR	20,000	20,000	1.00	20,000	12	240,000	

RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.	Payment Terms
Majed Abdullah Al Nuaimi	9,000	1.00	9,000	12	108,000	Cheques

BETTER QUALITY ☐ LOWEST BIDDER ☒

Supplier selection criteria(s) :
Better quality ☐ Lowest bidder ☒ Others (specify) ☐

BUDGET DETAILS

Particulars	Amount (Qr)
Budgeted value for the requested service/expense (Qr. 1,500/- per month of 6 staffs for 12 months)	108,000
Budget utilized till last purchase	-
Balance available for this purchase	108,000
Proposed as per this service memorandum	(108,000)
Surplus/(deficit)	-

AUTHORIZATION / APPROVAL

Procurement Engineer
Enil Garcia
17/12/2022

Md. Shahbaz
Manager Finance
17/12/2022

Hossam Banna
General Manager
17/12/2022

Shahbaz Ahmad
Manager Finance
20/12/2022

Tarique Mohammad
Chief Executive Officer
21/12/2022

Sheikh Mansoor
Board Member
21/12/2022