

UNITED BAKERIES

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No: SM/UNB/ST-26/UTC/Jan/2023/001

SERVICE MEMORANDUM

Date : 18-Jan-2023

BASIC DETAILS OF SERVICE MEMO

LAST PURCHASE/SERVICE MEMO

Supply & installation of fire alarm control box for interfacing with existing 8Nos of roller shutters at Street # 26, European/Arabic bakery facility for United bakeries

Supplier name :

COO :

Nature Service

Department

Service Type

Renewal

New Service

Building Renovation Work

Total value of SM

Rate per month :

Service Memo.

Date :

* We have to install fire alarm control box for each of the existing 8Nos of roller shutters as per QCDD rules and regulations in order to interface with roller shutter operations and obtain QCDD approval.

* We communicated with several contractors in order to do this job. We haven't received a proper response, despite the fact that this scope is minor, with the exception of M/s. Ultimate Trading & Contracting, who is already on site.

* After several rounds of negotiation with M/s Ultimate Trading & Contracting, they agreed to do this job for QAR 12,000 (QAR 15,000 x 8 nos).

* Due to a paucity of time, this work must be completed promptly since the QCDD inspection has been scheduled for the end of this month.

RISKS/CONCERNS/ NON-COMPLIANCE OF SOPs or POLICY

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Country of Origin	Service Description	Currency	Initial Offer	Final negotiated offer	Exchange Rate	Rate in QAR.	QTY	UOM	Total Amount in QAR.	Level	Remarks
1	ULTIMATE TRADING & CONTRACTING	Qatar	Supply & installation of Fire Alarm Control Box for Roller Shutter	QAR	1,550.00	1,500.00	1.00	1,500.00	8	Nos	12,000.00		* The contractor's scope shall include only the supply & installation of Fire Alarm Control Box. * The major exclusions are; any kind of electrical & mechanical works, civil & builders work, gate passes / work permit, any modification / relocation works, any kind of interface and control panels, and any other items which are not clearly mentioned in the BOQ.

* All the supported documents are attached herewith

RECOMMENDED SERVICE PROVIDER

Supplier Name	Country of Origin	Negotiated rate	Exchange rate	Rate in Qr	QTY Lump Sum	Total - Qr.	Payment Terms
ULTIMATE TRADING & CONTRACTING	Qatar	12,000.00	1.00	12,000.00	1	12,000.00	* 50% of order value as advance. * Balance 50% of value shall be paid after successful completion of work.

Supplier selection criteria(s) :

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

BUDGET DETAILS

* We are proceeding this SM as per the direction of management.

Particulars	Amount (Qr)
BUDGETED VALUE FOR THE REQUESTED CAPEX / EXPENSE - [A]	9,351,579.00
BUDGET UTILIZED TILL LAST PURCHASE - [B]	(5,810,558.00)
BUDGET AVAILABLE FOR THIS PURCHASE - [C=A+B]	3,541,021.00
PROPOSED AS PER THIS SERVICE MEMORANDUM - [D]	(12,000.00)
SURPLUS / DEFICIT - [E=C-D]	3,529,021.00

AUTHORIZATION / APPROVAL

Mohammed Rakesh
Quality Surveyor
19/01/2023Mehmet El Nohar
Senior Manager - Projects
22/01/2023Rajesh Kumar Jha
Assistant Manager - Maintenance
23/01/2023Shafiq Ahmed
Senior Manager-Operations
23/01/2023Samer Mohamed
Senior Manager - Finance
23/01/2023Sahem Bhat
General Manager
23/01/2023Khaia Balaoudin
Asst. Vice President - Finance
23/01/2023Toufique Mohammed
Chief Executive Officer
24/01/2023