

## ALCAT CONTRACTING CO.

P.O. BOX NO. 681, DOHA, QATAR

No:	ACC/HRSM/2022/09	Date : 17-Dec-2022																																					
<b>SERVICE MEMORANDUM</b>																																							
LAST PURCHASE/SERVICE MEMO																																							
Nature Service	Lease agreement for renweing Staff Accomodation in Al Khuraitat Villa Total value of SM : QR. 108,000 Rate per month : QR. 9,000 Contract period : One Year Service Memo. : ACC/HRSM/2022/07 Date : 15-Nov-21																																						
Department																																							
Service Type	<input checked="" type="checkbox"/> Renewal	<input type="checkbox"/> or	New Service	<input type="checkbox"/>																																			
<b>REASON/OBJECTIVE OF THIS SERVICE</b>																																							
1. ACC has rented a villa in Al Khuraitat 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 accommodation. 3. Requesting approval renweal of the lease rental of staff accommodation.																																							
<b>RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY</b>																																							
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<b>Supplier Selection Criteria(s):</b>																																							
* All the supported documents are attached herewith Notes: 1. Contract Period will be 1st December 2022 to 30th November 2023 2. Room Rent is excluding water, electricity and sewage 3. Maintenance will be under the scope of ACC																																							
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 Sheikh Mansoor  
 Board Member  
 21/12/2022

  
 Md. Shahbaz  
 Manager Finance  
 20/12/2022

  
 Tarique Mohammad  
 Chief Executive Officer  
 21/12/2022

  
 Hossain Banna  
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