

**Qatar Flour Mills Co.**  
P.O BOX: 1444

No:	QFM/SM/2020/000		SERVICE MEMORANDUM						Date : 17.05.2020			
BASIC DETAILS OF SERVICE MEMO										LAST PURCHASE/SERVICE MEMO		
Nature Service	Disposal Service									Supplier name	: First Time ..... .....	
Department	Maintenance									Total value of SM	: ..... Rate per month : .....	
Service Type	Renewal <input type="checkbox"/>	or	New Service <input checked="" type="checkbox"/>							Contract period	: .....	
Reason/Objective of this Service	Disposal of .....									Service Memo.	: ..... Date : .....	
Purchasing from a Supplier at a higher rate, despite a lower quoted price being available	N/A											
QUOTED SERVICE PROVIDER DETAILS												
No	Supplier Name	Service Description	Currency	Quoted rate/kg	Negotiated rate/kg	Exchange Rate	Weight. in kg per cylinder	No. of Cylinders	Total - Qr.	Remarks		
1	XYZ	ABC	QAR	0.23	0.23	1.00	48.00	12	132	Payment within .....		
		DEF		300	300	1.00	-	1	300			
										Total QAR	432	
<i>* All the supported documents are attached herewith</i>												
<p><b>Notes:</b></p> <p>1. Required for .....      2. There are.....      3. ABC is.....      4. Since w.....      5. Going with .....      6. Ticket &amp; Hotel.....      7. Commissioning</p>												
<b>RECOMMENDED SERVICE PROVIDER</b>												
Supplier Name	Service Description	Negotiated Amount	Exchange QAR	Service period in months	Total - Qr.	Payment Terms						
XYZ	DEF	7,836	1.00	N/A						Within .....		
					Total QAR							
<p>Supplier selection criteria(s) :</p> <p>Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input checked="" type="checkbox"/> Others (specify) <input type="checkbox"/> .....</p>												
<b>BUDGET DETAILS</b>												
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)												
<b>AUTHORIZATION / APPROVAL</b>												
Created By				Approved By				Returned By				
super admin				Lijo Chungath Senior Executive 6/7/2020				Arif Hashmi Senior Manager 6/7/2020				
Creator												
6/7/2020												