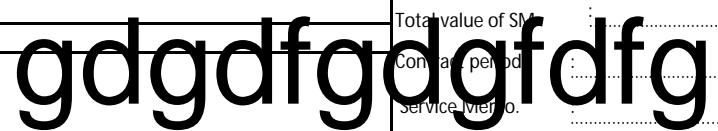


Qatar Flour Mills Co.
P.O BOX: 1444

No:	QFM/SM/2020/000	SERVICE MEMORANDUM						Date : 17.05.2020		
BASIC DETAILS OF SERVICE MEMO										
Nature Service	Disposal Service						Supplier name : First Time Total value of SM : Contract period : Service Memo no. : Date :			
Department	Maintenance									
Service Type	Renewal <input type="checkbox"/>	or	New Service <input checked="" type="checkbox"/>							
Reason/Objective of this Service	Disposal of									
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>										
Notes: 1. Required for 2. There are..... 3. ABC is..... 4. Since w..... 5. Going with 6. Ticket & Hotel..... 7. Commissioning										
RECOMMENDED SERVICE PROVIDER										
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	-					
Supplier selection criteria(s) : Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input checked="" type="checkbox"/> Others (specify) <input type="checkbox"/>										
BUDGET DETAILS										
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)				-						
AUTHORIZATION / APPROVAL										
<i>L.C</i> super super admin General Manager 1/26/2022										