

# Service Memorandum (SM)

Date: 15 - Dec - 2022

## SERVICE MEMORANDUM

LAST PURCHASE / SERVICE MEMO

No: QFI/SM/2022/038

### BASIC DETAILS OF SERVICE MEMO

Nature Service	Warehouse Rentals - Storage	
Department	Store	or New Service
Service Type	Renewal	
Supplier name	First Time	
Total value of SM	Rate per month	
Contract period	Date	
Service Memo		

### REASON/OBJECTIVE OF THIS PURCHASE

Prior approval was sought from management.

1-Additional Storage space was required on rental basis for maintaining sufficient inventory of Oil, Flour for FIFA world cup surge as well as occupying internal space for Art Mill Museum. We will recover the necessary rental costs partially from Ministry as a reimbursement against same.

SM is for regularisation.

2-Flour storage warehouse at ZAD premises is released to Ministry for Art Mill Museum requirement until Mar-2023. We will recover the necessary rental costs partially from Ministry as a reimbursement against same.

3-Space at GUC was rented on 15-May-2022 and we seek for approval for the period starting 15-May-2022 until 14-May-2023. Total area of warehouse is 5,215 sq. mtr and office rooms is 162.6 sq. mtr.

4-Invoice will be received as per actual occupancy in sq.mtr of the warehouse B1 and office rooms at street 11.

5-We are seeking approval for 1 year as Art Mill Museum will be here till Mar-2023, however, if not required we will vacate it earlier.

### RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SERVICE PROVIDER DETAILS					Remarks
Service Provider Name	Currency	GUC rate/sqm	Intermodal rate/sqm	GWC rate/sqm	
Service Description		43	46	45	1-Estimated monthly cost has been calculated based upon approx. 5,377.6 sq. mtr space for comparison purpose, which might change based upon actual requirement.
Space rental for Dry cargo - Quoted rate		40	46	45	2-Payment will be done based upon actual usage.
Space rental for Dry cargo - Negotiated rate	QAR	215,104	247,370	241,992	3-For any additional services required, charges will be applicable as per the mentioned in attached proposal.
Total Estimated cost/month QAR					4-This SM is prepared for rate approval/sq mtr.
					5-VAT/Taxes if any will be added on and paid by us at actual.

All the supported documents are attached herewith

### RECOMMENDED SERVICE PROVIDER

Payment Terms		
Service Provider Name	Currency	Negotiated rate / sq. mtr
Gulf United Real Estate (GUC)	QAR	40
Total Area (sq. mtr)	Estimated monthly Rent QAR	215,104
5377.6		

Supplier selection criteria(s):

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

### BUDGET DETAILS

Particulars	Amount (QAR)
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

Signature	Tariqah Mohammed Sheikh Mansoor
Signature	Tariqah Mohammed
Signature	Khaja Bahaudin
Signature	Asst. Vice President -
Signature	General Manager
Signature	Procurement
Signature	For Hamed
Signature	Tariqah Mohammed Azam
Signature	Salim Padian
Signature	General Manager
Signature	Chief Executive Officer
Signature	Board Member
Signature	Sheikh Mansoor