

Alcat Logistics Company  
Industrial Area, Street No. 11 Gate No. 377  
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# SERVICE MEMORANDUM

Date : 17-JAN-2023

LAST PURCHASE SERVICE MEMO

No:	ALC/SM/2023/01-A	BASIC DETAILS OF SERVICE MEMO
Nature Service	Container Delivery Operation	Supplier name : NA
Department	Operation Department	Total value of SM : Rate per month
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>	Contract period
		Service Memo
		Date

## REASON/OBJECTIVE OF THIS SERVICE

Flat bed trailers are required from outside Transporters to serve QJM/ QJM Trading/ QJM container delivery from Hamad Port to Umm Salal & Industrial Area, as our all trailers were not sufficient for requirement

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

### QUOTED SERVICE PROVIDER DETAILS

No	Service Provider	Negotiated Rate/Hamad Port To Industrial Area	Negotiated Rate/Hamad Port To Umm Salal	Payment Mode
1	Union Transport	600	700	30 days from invoice
2	Bin Muflihah Transport	700	700	30 days from invoice
3	Jalidh Motors	650	750	30 days from invoice
4	Tech Transport	650	750	30 days from invoice
5	All Bin Al Transport	NA	800	30 days from invoice
6	JAI Sawad Transport	600	725	30 days from invoice
7	Falcon Customs Clearance & Transport	600	800	30 days from invoice
8	Al Shuhab	600	800	30 days from invoice

\* All the supported documents are attached herewith

### Notes:

- We will be taking service from all above transporters depending upon availability of trailers. Also, we will engage any other transporters (not including above) if they agree on the approved rate or low.
- The rates proposed for approval under this SM are based on current market rates. The rates are subject to increase during exceptional conditions viz Port Congestion, Customs process delay, lower availability of trailers in market, etc. Hence an upward tolerance of up to 25% is requested for approval as part of this SM. In case the market rates go above the 25% approved tolerance, then approval for higher rates, if any, will be sought from the CEG over email.
- All above transport companies are without detention charges. Detention charges if any payable to the transporter, will be recoverable from customers
- Rate are based on container & location of loading trailers and will be effective from November 01, 2022.
- This Service memorandum is also for the purpose of regularization of the pending payments in respect of service already availed.
- Service agreement shall be valid for a period of one year and will automatically be renewed if required for further period unless any changes by any of the party.

### RECOMMENDED SERVICE PROVIDER

Service Provider	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr	Payment Terms
All above transporter	500 / 800	1.00	600 / 800			Within 30 days of receiving the invoice from supplier

Supplier selection criteria(s):

Better quality ☒ Lowest bidder ☒ Others (specify) ☐

### 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

<p>Abdul Muneef Abdul Muneef S. Accounts Officer 18/01/2023</p>	<p>Mr. Ahmed Saleh Abu Ahmed Saleh Manager Finance 19/01/2023</p>	<p>Mr. Khalid Bin Khalid Bin General Manager 19/01/2023</p>	<p>Mr. Joseph Mohamed Joseph Mohamed Chief Executive Officer 22/01/2023</p>
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