

Ummsaid Bakery

P.O BOX:1444
Tel +974-4415000/ Fax+974-44489756

No: USB/HRSM/23/15 SERVICE MEMORANDUM Date : 8-Oct-2023

BASIC DETAILS OF SERVICE MEMO

Nature Service Renewal of Contract for Flat number : EB06 - B01 - 0406 ✓

Department HR & Admin

Service Type Renewal ☒ or New Service ☐

LAST PURCHASE/SERVICE MEMO

Supplier name : Ezdan Holding

Total value of SM : QAR 61,800/- Rate per month : QAR 5,150/-

Contract period : 1-November-2022 to 31-October-2023

Service Memo. : USB/HRSM/22/24 Date : 20-Oct-22

REASON/OBJECTIVE OF THIS PURCHASE

Lease Contract for Executive staff flat ✓

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Flat is located in Musherib and it is one of the rare options for executive accommdation in Doha. It's proximity to company is easy and takes reasonable time to commute.

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.	Remarks
1	Ezdan Holding	Renewal of Contract for Executive staff	QAR	4,700	4,700	1.00	4,700	12	56,400	12 Postdated cheques. ✓

* All the supported documents are attached herewith

Notes:

- Existing flat contract (M3B1 - 216) was transferred to a new flat in Ezdan building EB06-B01-0406 due to renovation work of entire building. flat is in good condition, the terms and conditions will remain same.
- Last year rent of M3B1-216 (transferred flat) was QAR 5,150/- per month and renewal rent is QAR 4,700/-. Other terms of the contract are same.
- Yearly saving in rental amount is QAR 5,400/-.
- Contract duration is from 1-November-2023 to 31-October-2024. ✓
- Security deposit of QAR 5,150/- is already with Ezdan Holding Company which will be utilized for this contract period.
- Rent per employee is QAR 1,175/- per month.
- Room rent is excluding water and electricity charges.

RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.	Payment Terms
Ezdan Holding	4,700	1.00	4,700	12	56,400	12 Postdated cheques. ✓

Supplier selection criteria(s) ;

Better quality ☐ Lowest bidder ☐ Reputed supplier ☒ Others (specify) ☐ Service is as per our expectation

BUDGET DETAILS

Particulars	Amount (QR)
Budgeted value for the requested service/expense	
Budget utilized til last purchase	
Balance available for this purchase	
Proposed as per this service memorandum	
Surplus/(deficit)	

AUTHORIZATION / APPROVAL

Wasim Mohammad Assistant Manager IIR & Admin 09/10/2023	Qazi Shabechul Hasan Anwar Manager • IIR & Admin 11/10/2023	Sameer Mohammed Senior Manager • Finance 12/10/2023	Saheem Bhat General Manager 12/10/2023	Anjum Husain Senior Manager - Human Resources & Admin • Corporate HR 15/10/2023	Khaja Bahauddin Asst. Vice President - Finance 16/10/2023	Tarique Mohammad Chief Executive Officer 16/10/2023 ✓
---	---	---	--	---	---	---