

Qatar Flour Mills Co.

P.O BOX: 1444

SERVICE MEMORANDUM

No:

QFM/SM/2020/000

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	YZZ	ABC	QAR	0.23	0.23	1.00	48.00	12	132	Payment within
		DEF		300	300	1.00	-	1	300	
								Total QAR	432	

* All the supported documents are attached herewith

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	Exchange	Service period in months	Total - Qr.	Payment Terms
		Amount	QAR			
YZZ	DEF	7,836	1.00	N/A		Within
				Total QAR	-	

Supplier selection criteria(s) ;

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

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