

No:	ALC/SM/2023/01-A		SERVICE MEMORANDUM	Date : 17-JAN-2023
		LAST PURCHASE/SERVICE MEMO		
Nature Service	Container Delivery Operation		Supplier name	: NA
Department	Operation Department		Total value of \$M	:
Service Type	Renewal	<input checked="" type="checkbox"/>	Contract period	:
		or	Service Memo.	:
		New Service		Date :

REASON/OBJECTIVE OF THIS SERVICE

Flat bed trailers are required from outside Transporters to serve QFM/ QFM Trading/QFI 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				Payment Mode
No	Service Provider	Negotiated Rate/Hamad Port To Industrial Area	Negotiated Rate/Hamad Port To Um Salal	
1	Union Transport	600	700	30 days from Invoice
2	Bin Muflihah Transport	700	700	30 days from Invoice
3	Jaidah Motors	650	750	30 days from Invoice
4	Geh Transport	650	750	30 days from Invoice
5	Ali Bin Ali Transport	NA	800	30 days from Invoice
6	Al Sawaid Transport	600	725	30 days from Invoice
7	Falcon Customs Clearance & Transport	600	800	30 days from Invoice
8	Al Shohob	600	800	30 days from Invoice

All the supported documents are attached herewith

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Notes:

- 1 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.
 - 2 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 CEO over email.
 - 3 All above transport companies are without detention charges. Detention charges if any payable to the transporter, will be recoverable from customers.
 - 4 Rate are based on container & location of loading trailers and will be effective from November 01, 2022.
 - 5 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
All above transporter	500 / 800	1.00	600 / 800	-
				Total - Qr.
				Payment Terms
				Within 30 days of receiving the invoice from supplier

Supplier selection criteria(s):

	Better quality <input checked="" type="checkbox"/>	Lowest bidder
1. Bidder's name		
2. Bidder's address		
3. Bidder's telephone		
4. Bidder's fax		
5. Bidder's e-mail		
6. Bidder's website		
7. Bidder's bank		
8. Bidder's financial statements		
9. Bidder's performance		
10. Bidder's reputation		
11. Bidder's experience		
12. Bidder's capacity		
13. Bidder's resources		
14. Bidder's management		
15. Bidder's personnel		
16. Bidder's equipment		
17. Bidder's technology		
18. Bidder's innovation		
19. Bidder's sustainability		
20. Bidder's social responsibility		

Reputed supplier

☐ 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

Abdul Munaf	Manager	Tayyab Mohammad Azam	Abu Ahmed Saleh	Hamed Bushra	Tariq Muhammad
18/01/2023	18/01/2023	19/01/2023	19/01/2023	19/01/2023	22/01/2023
Chief Executive Officer	Senior Manager - Procurement	Manager Finance	General Manager	Asst. Vice President - Finance	Chief Executive Officer