

Service Memorandum (SM)

Date: 15 - Dec - 2022

BASIC DETAILS OF SERVICE MEMO		LAST PURCHASED SERVICE MEMO	
No: QFIS/M/2022/038	Supplier name : COO : <input type="checkbox"/>	Total value of SM	First Time : Rate per month :
Nature Service : Warehouse Rentals - Storage	Contract period :		
Department : Store <input type="checkbox"/>	Service Memo. :		
Service Type : Renewal <input type="checkbox"/>	Date :		

REASON/OBJECTIVE OF THIS PURCHASE

- 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. Prior approval was sought from management.
- 2-For regularisation.
- 3-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.
- 4-Flour storage warehouse at ZAD premises is released to Ministry for Art Mill Museum requirement until Mar-2023. Total area of warehouse is 5,215 sq. mtr and office rooms is 162.6 sq. mtr.
- 5-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.
- 6-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.
- 7-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.
- 8-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.
- 9-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.
- 10-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.
- 11-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.
- 12-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.
- 13-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.
- 14-Invoice will be received as per actual occupancy in sq.mtr of the warehouse B1 and office rooms at street 11.
- 15-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/QESOPS or POLICY

QUOTED SERVICE PROVIDER DETAILS						Remarks
Service Provider Name	Currency	GUC	Intermodal	GMC	Payment term:	
Service Description		rate/sqm	rate/sqm	rate/sqm	45	1-Estimated monthly cost has been calculated based upon approx.. 5,377.65 space for comparison purpose, which might change based upon actual requi 2-Payment will be done based upon actual usage. 3-For any additional services required, charges will be applicable as per the mentioned in attached proposal. 4-This SM is prepared for rate approval/sq.mtr. 5-VAT/Taxes if any will be addiional and paid by us at actual.
Space rental for Dry cargo - Quoted rate		43	46	46	45	30 Days From Invoice
Space rental for Dry cargo - Negotiated rate	QAR	40	40	40	247,370	241,992
Total Estimated cost/month QAR		215,304				

* All the supported documents are attached herewith

RECOMMENDED SERVICE PROVIDER				Estimated monthly Rent QAR	Payment Terms
Service Provider Name	Currency	Negotiated rate / sq. mtr	Total Area (sq. mtr)	Estimated monthly Rent QAR	Payment Terms
Gulf United Real Estate (GUC)	QAR	40	5377.6	215,104	30 days from invoice

Supplier selection criterias:	<input checked="" type="checkbox"/> Reputed supplier <input type="checkbox"/>	Others (specify) :	Remarks, if any
Better quality <input type="checkbox"/>	Lowest bidder <input checked="" type="checkbox"/>		
Particulars		BUDGET DETAILS	
Budgeted value for the requested service/expense		Amount (QR)	
Budget utilized till last purchase			
Balance available for this purchase			
(Proposed as per this service memorandum			
Surplus/(deficit)			

Fahim Rashed	Tayyab Mohammad Azam	Khalid Mansoor
Fahim Jafar Gomez	Tayyab Mohammad Azam	Tariq Mahmood Salim Khan
Fahim Jafar Gomez	Tayyab Mohammad Azam	Tariq Mahmood Salim Khan
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